P. R. C. A.

PLEASANT RIDGE CHRISTIAN ACADEMY

ACADEMY STUDENT/PARENT HANDBOOK

850-892-0516

WWW.PRCACADEMY.ORG

1015 PLEASANT RIDGE ROAD DEFUNIAK SPRINGS, FL 32435

LAST REVISED: OCTOBER 2026

faccs
FLORIDA ASSOCIATION
OF CHRISTIAN COLLEGES & SCHOOLS

TABLE OF CONTENTS

1.0 ADMINISTRATION AND ORGANIZATION 6
1.1 SCHOOL HISTORY 6
1.2 CHAIN OF COMMAND 6
1.3 ACCREDITATION AND MEMBERSHIP 6
2.0 APPLICATION 6
2.1 ADMISSION CRITERIA 6
2.2 ADMISSION REQUIREMENTS 6
2.3 ANNUAL RE-ENROLLMENT 6
2.4 WITHDRAWALS 6
2.5 ANTI-HARASSMENT POLICY 6
2.6 PARENT ADVISORY COMMITTEE 6
3.0 SCHOOL PROGRAMS 6
3.1 (6TH-9TH GRADE) 6
3.2 HIGH SCHOOL DUAL ENROLLMENT 7
3.3 PROMOTION 7
4.0 ACADEMIC PROGRAM 7
4.1 REPORT CARDS/GRADING PERIOD 7
4.2 GRADING SCALE 7
4.3 ACHIEVEMENT TESTING 7
4.4 CURRICULUM 7
4.5 CHAPEL 7
4.6 MAKE-UP OR MISSED WORK 7
4.7 STUDENT RECORDS 7
4.8 HOMEWORK 8
4.9 SEMESTER AND FINAL EXAMS 8
4.10 ACCOMMODATIONS 8
5.0 STUDENT CONDUCT AND BEHAVIOR 8
5.1 STATEMENT OF PHILOSOPHY 8
5.2 GUIDELINES FOR STUDENT BEHAVIOR 9
5.2.1 STUDENT HONOR CODE 9
5.2.2 BEFORE OR AFTER-SCHOOL SUPERVISION 9
5.2.3 CLASS PREPARATION 9
5.2.4 UNAUTHORIZED ARTICLES 9
5.2.5 CLASS ASSIGNMENTS 9
5.2.6 CHEWING GUM 9
5.2.7 STEWARDSHIP 9
5.2.8 PHYSICAL CONTACT 9
5.2.9 DRESS CODE 9
5.2.10 RESPECT 9
5.2.11 TALKING 10
5.3 BUS CONDUCT AND SAFETY 10
5.4 DETENTIONS 10
5.5 SATURDAY SCHOOL PROGRAM 10
5.6 SUSPENSIONS 10
5.7 CORPORAL PUNISHMENT 10
5.8 MAJOR OFFENSES 10
5.9 BEHAVIOR CONTRACTS 10
5.10 RE-ADMISSION AFTER REMOVAL 10
6.0 POLICIES AND PROCEDURES 10
6.1 ARRIVAL AND DISMISSAL PROCEDURES 10
6.1.1 ARRIVAL 11
6.1.2 DISMISSAL 11
6.1.3 MORNING DROP-OFF/AFTERNOON PICK-UP 11
6.1.4 SIGNING STUDENTS OUT OF SCHOOL 11
6.2 ABSENTEEISM AND TARDINESS 11
6.2.1 ATTENDANCE POLICY 11
6.2.2 ABSENCES 11
6.2.3 EXCUSED ABSENCES 11
6.2.4 UNEXCUSED ABSENCES 11
6.2.5 TARDIES 12
6.2.6 EARLY DEPARTURES/MEDICAL APPOINTMENTS 12
6.2.7 NUMBER OF ALLOWED DAYS 12
6.2.8 APPEALS FOR WAIVER 12
6.2.9 PRE-PLANNED ABSENCES 12
6.2.10 EXCESSIVE UNEXCUSED ABSENCES 12
6.2.11 EXTRACURRICULAR PARTICIPATION 12
6.2.12 TRUANCY 12
6.3 PARENT/TEACHER CONFERENCES 12
6.4 INTERNET AND COMPUTER USE 12
6.5 TEXTBOOK AND SUPPLIES 12
6.6 LOST AND FOUND

TABLE OF CONTENTS

6.7 SCHOOL PHONE/CELL PHONES 13
6.8 SCHOOL PICTURES 13
6.9 CLASS PARTIES/HOLIDAYS/ SPECIAL OCCASIONS GUIDELINES 13
6.10 LUNCH PROGRAM/SNACKS 13
6.11 OPEN HOUSE 13
6.12 MEDICATIONS AND ILLNESSES 13
6.12.1 MEDICATION AT SCHOOL 13
6.12.2 COMMUNICABLE DISEASES 13
6.12.3 STUDENTS WITH ASTHMA, ALLERGIES, OR DIABETES 14
6.12.4 LICE 14
6.12.5 24-HOUR RULE 14
6.13 PROPERTY INSPECTION 14
7.0 EXTRA-CURRICULAR ACTIVITIES 14
7.1 ATHLETICS 14
7.2 FIELD TRIPS 14
8.0 EMERGENCY PROTOCOLS 14
8.1 GENERAL COMMENTS 14
8.2 BAD WEATHER CONDITIONS 15
8.3 FIRE/FIRE DRILLS 15
APPENDIX A 16
UNIFORMS 16
DRESS CODE 16
UNIFORM/DRESS CODE DIAGRAM 17
ADMISSIONS PROCESS 18
STUDENT CHROMEBOOK RESPONSIBILITY AGREEMENT FORM 19
ANNUAL FIELD TRIP & OFF-CAMPUS ACTIVITIES ANNUAL PERMISSION & MEDICAL AUTHORIZATION FORM 20
HIGH SCHOOL DUAL ENROLLMENT FORM 21
STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT FORM 22

P.R.C.A. MISSION STATEMENT

We believe that the purpose of the Pleasant Ridge Christian Academy ministry is to glorify our Lord and Savior Jesus Christ by serving as His instrument in declaring and spreading His truth.

We believe that the subject of Christian education is biblical truth applied to every area of life.

We believe that the goal of Pleasant Ridge Christian Academy is to provide the best Christian Education by assisting parents in educating their children and to see them grow in wisdom, stature, and favor with God and Man.

We believe that we must employ called, gifted, and godly faculty and staff who strongly believe in the Lordship of Jesus Christ and share a passion for excellence in Christian Education.

We believe that children must develop as a whole person in order to be equipped with the knowledge, character, and skills needed to become competent servants of Christ. To accomplish this, we will emphasize academic excellence, spiritual maturity, leadership development, physical fitness, and high standards of Christian character.

We believe that the education of children is the responsibility of parents, rather than the state. We further believe that Pleasant Ridge Christian Academy is an instrument of God designed to help parents faithfully discharge their responsibility.

P.R.C.A. MISSION STATEMENT (SHORT VERSION)

Our mission is to partner with parents in educating their children and to see them grow in wisdom, stature, and favor with God and Man.

P.R.C.A. VISION STATEMENT

To cultivate a trusting learning community dedicated to the transformation of students in Walton County and beyond.

Pleasant Ridge Christian Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs.

STATEMENT OF FAITH

The purpose of the Pleasant Ridge Christian Academy ministry is to glorify our Lord and Savior Jesus Christ by serving as His instrument in declaring and spreading His Truth. Principles included in God's Truth are:

1. The Holy Scriptures, consisting of the sixty-six books of the Old and New Testaments, are the verbally inspired Word of God, inerrant in the original writings concerning historical and scientific facts, and infallible in moral and spiritual teachings. We affirm that the final guide to the interpretation of Scripture is Scripture itself. Furthermore, the special creation of Adam (the first man) and Eve (the first woman) and their subsequent fall into sin is the cause of death (both physical and spiritual) entering into this world and, consequently, man's need for salvation. Lastly, the scriptural account of origins in six literal days is a reliable framework for scientific research into the question of the origins and history of life, mankind, the earth, and the universe's extent and effects. (2 Timothy 3:14-17; 2 Peter 1:20-21; Genesis 1:1; 2:1-2; Psalms 89:11, 102:25; Isaiah 42:5, 45:18; John 1:1-3; Romans 5:12-19, 6:23)
2. There is but one Triune God, eternally subsisting in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; John 1:1, 14; Matthew 28:19; Acts 5:3-4)
3. The Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God. He was conceived by the Holy Spirit and born of the Virgin Mary that He might reveal God and redeem sinful men. Believers are redeemed by the blood of Christ, who died on the cross as a representative, vicarious, and substitutionary sacrifice. Justification is made sure by His resurrection from the dead. He ascended into heaven and now fulfills the ministry of representative, intercessor, and advocate. (John 1:1-18; Ephesians 1:3-7; Hebrews 7:24-27; 1 Peter 1:3-5; 1 John 2:1)
4. The Holy Spirit convicts the world of sin, righteousness, and judgment. He is the supernatural agent in regeneration and sanctification. He baptizes all believers into the body of Christ, indwells them equally and permanently, and seals them unto the day of redemption. He is the Divine Teacher who guides believers into all truth. (John 16:8-15; 1 Corinthians 12; 13; Ephesians 1:13-14)
5. Man was created in the image of God, but in Adam's sin, the entire race fell, inherited a sinful nature, became alienated from God, and is utterly unable to remedy his lost condition. In addition, God created human persons as either male or female. Therefore, one must accept his or her biological sex. These two distinct, complementary sexes together reflect the image and nature of God. God also created marriage to be exclusively the union of one man and one woman, the two becoming one flesh. Intimate sexual activity is to occur exclusively within that union. Consequently, we affirm that one must resist any same-sex sexual attractions and refrain from any same-sex sexual acts or conduct, which are intrinsically disordered. Sin rises from sexual acts outside marriage — including but not limited to adultery, fornication, or same-sex sexual acts. Marriage, celibacy, or faithful singleness are all to be celebrated and affirmed. (Genesis 1:26-28, 2:18-25; Exodus 20:14; Deuteronomy 5:18; Matthew: 5:27-28, 15:19, 19:4-6; Mark 10:5-9; Romans 1:24-32, 3:23; 12:10; 1 Corinthians 6:9-20; 12:12-13; 1 Thessalonians 4:3-8; Hebrews 13:4; Gal 5:19; Ephesians 2:1-3, 5:3, 5:21-33; Colossians 3:5; 1 Peter 1:14-16; 1 John 3:1-3)
6. All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally infirm, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. Because human life begins at conception, it is against our religious and moral convictions for Pleasant Ridge Christian Academy to formally or materially cooperate in the termination of unborn human life. (Exodus 20:13, 21:22; Numbers 35:33-34; Psalms 139, Jeremiah 1:5; Matthew 18:18; Luke 1:44)
7. Salvation is the gift of God brought to sinful man by grace and received solely by personal faith in the Lord Jesus Christ, who accomplished complete redemption by His precious blood. No repentance, no feeling, no good resolution, no sincere efforts, no submissions to rules and regulations, no degree of reformation however great, no attainments in morality however high, no culture, no Statement of Faith however attractive, no baptism or other ordinance however administered, nor any or all of these together, can add in the very least degree to the merit of the finished work of the Lord Jesus Christ upon the cross. (John 3:5, 18; Ephesians 1:7; 2:8-10; Philippians 3:4-9; Titus 3:3-8; 1 Peter 1:18-23)
8. Because of the eternal purpose of God, the nature of the Word and promise of God, and the immutability of the covenants of God, all believers, once saved (i.e., elected, called, redeemed, baptized into Christ by the Spirit, justified, regenerated, adopted, sanctified, and already looked upon by God as glorified), are kept by God's power, indwelt and sealed by the Holy Spirit, and interceded for by Jesus Christ, and therefore, are secure in Christ forever. (John 6:37-40, 10:27-30; Romans 8:1, 29-30, 38-39; 1 Corinthians 1:4-8; 1 Peter 1:5)
9. Every believer possesses a new nature, with provision made for victory over the flesh through the power of the indwelling Holy Spirit. Every believer possesses at least one spiritual gift for the edification of the body of Christ and should be a faithful steward of all God has entrusted to him or her. (Romans 6:13-14; 7:18; 1 Corinthians 12; 2 Corinthians 5:17; 9:5-9; Galatians 5:16-25; Ephesians 4:22- 24; 1 John 1:10)
10. The education of children is the responsibility of parents, rather than the state. God commands parents to teach their children to love God and do all things to His glory. The school is an instrument of God designed to help parents faithfully discharge their responsibility. (Deuteronomy 6:5-7; Proverbs 4; 22:6; Ephesians 6:1-4; 2 John 6-11)
11. The fear of the Lord is the beginning of knowledge. All wisdom and knowledge are His. True knowledge must be consistent with Scripture. Man must learn to discover God's Truth. Pleasant Ridge Christian Academy can assist by providing a God-centered curriculum and encouraging academic excellence. (Proverbs 1:7; 23:23; Romans 1:16-25; 1 Corinthians 1:18-25; 2 Timothy 2:15)

Pleasant Ridge Christian Academy will conduct no activity inconsistent with the above principles included in God's Truth. These principles will be taught as orthodox Christian doctrine. Orthodoxy on "denominational issues" (e.g., the proper mode and subjects of water baptism, the correct form of local church government, the proper manifestation of the gifts of the Spirit today, or the correct eschatological system) will be left to the home and local church. Pleasant Ridge Christian Academy desires to cultivate a spirit of love that will allow students of different denominational backgrounds to discuss doctrinal differences. While we appreciate and encourage thoughtful and vigorous conversations, even disagreements, students should avoid being combative or overly dogmatic about divisive theological issues.

The Pleasant Ridge Christian Academy community strives to live in harmony with the Statement of Faith, mission, and vision of the school. This harmony is necessary to accomplish our school's purpose and is vital to our educational mission. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and mission, will impair Pleasant Ridge Christian Academy's integrity and ability to educate in accordance with its purpose, or invite scandal. For these reasons, participation in Pleasant Ridge Christian Academy requires a tangible commitment to Christian beliefs, purposes, and mission. (Amos 3:3; Matthew 28:19; Mark 16:15; John 15:16; Acts 1:8; 1 Thessalonians 5:11; Hebrews 10:23-25; Colossians 3:16)

This Statement of Faith does not, however, exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Pleasant Ridge Christian Academy's faith, doctrine, practice, policy, and discipline, Pleasant Ridge Christian Academy's Board of H.O.S. (BoD) is the final interpretive authority on the Bible's meaning and application. The BoD reserves the right, in its sole discretion, to alter, amend, and/or repeal any policy or to adopt new policies when it determines it to be in the best interest of Pleasant Ridge Christian Academy, following written notice to staff and/or parents/guardians.

ACADEMY STUDENT/PARENT HANDBOOK

1.0 Administration and Organization

Dr. Tyler Hildebran, Ed.D., Head of School .....t.hildebran@prcacademy.org/850-557-1776

1.1 School History

Pleasant Ridge Christian Academy (P.R.C.A.) was founded in May 2022 to provide a God-centered education of high academic quality. All corporate authority is vested in a Board of Directors. Management/executive authority is vested in the H.O.S.

1.2 Chain of Command

The Head of School (H.O.S.) is responsible for the operations of P.R.C.A.

1.3 Accreditation and Membership

P.R.C.A. is in the process of being accredited by the Florida Association of Christian Colleges and Schools (F.A.C.C.S.). P.R.C.A. is a member of the Association of Christian Schools International (A.C.S.I.).

2.0 Application

2.1 Admission Criteria

Admission to P.R.C.A. is based upon academic achievement and biblically derived behavioral criteria. P.R.C.A does not discriminate based on race, color, and national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, clubs, or any other school-administered program. It is Academy policy to request a pastoral reference for all new students. All P.R.C.A. families and students are highly encouraged to faithfully and consistently worship on the Lord's Day in their local churches. All P.R.C.A. families, students, faculty, and staff are encouraged to set aside the Lord's Day as a day of worship, rest, family life, Christian fellowship, feasting, visiting of the sick, and service to those in need, setting aside commercial activity, regular vocational work, school homework, and teacher preparation.

Pleasant Ridge Christian Academy's biblical role is to work in conjunction to mold students to be Christlike. Of necessity, this involves the school's understanding and belief in what qualities and characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of a student are contrary to or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (cf. Lev. 20:13, Rom. 1:27)

2.2 Admission Requirements

For each new academic year, a current Application and Enrollment Form provides the information and forms necessary to make an application for admission to P.R.C.A. These forms are available online at www.prcacademy.org. To enroll a new student, follow the instructions in the current packet. Please note that Florida law requires students entering a Florida school for the first time to have a physical examination (FL DH Form 3040) plus a current Certificate of Immunization or Religious Exemption from the state of Florida (FL DH Form 680 or 681). State law requires that all students attending Florida schools have certain immunizations. All students entering 7th grade are required to have the Hepatitis B series of 3 shots, a second MMR (measles/mumps/rubella), and a tetanus booster. All students must have a birth certificate, FL Form 680 or 681, and FL Form 3040 or EL 2 in their school records. Failure to comply with this regulation could result in suspension from school. The HRS forms may be obtained at the Walton County Public Health Unit or from your doctor and must accompany the P.R.C.A. Student Enrollment Form.

2.3 Annual Re-enrollment

Re-enrollment is not automatic; an application must be made for each academic year. Re-enrolling applicants use the online re-enrollment process for simplified re-application.

2.4 Withdrawals

Withdrawal procedure requires the payment of all fees due, return of library books, texts, and other school property, and the proper documentation of such actions on the Student Withdrawal Form. The Cumulative Student Record (C.S.R.) can be given to the parent or mailed to the student's next school when the withdrawal process is complete, current grades are calculated, the H.O.S. screens the C.S.R. for accuracy and completeness, and copies required by law are made. Advance notice of withdrawal will help avoid delays in releasing a C.S.R. A minimum of 5 business days is allowed to process C.S.R. requests. When a parent receives a C.S.R., they must sign acknowledging that the records are only official if the seal is intact. Any tampering with the seal does not guarantee that a receiving school will accept the records as official records.

2.5 Anti-Harassment Policy

Pleasant Ridge Christian Academy provides an environment in which individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of the unwanted or unacceptable behavior of others. others. It is essential that students, teachers, staff members, and parents treat each other with due respect for their rights, individuality, and personal dignity. The anti-harassment policy includes bullying and sexual harassment. Bullying means to systematically and chronically inflict physical harm or psychological distress on a student or employee. It is further defined as unwanted and repeated written, verbal, or physical behavior that presents a threatening or dehumanizing gesture; is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; or unreasonably interferes with the individual's school performance or participation. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

2.6 Parent Advisory Committee

The organization of a Parent Advisory Committee (P.A.C.) is needed to support the work of classroom teachers, fundraisers, and general overall support of student needs. The P.A.C. will meet quarterly to develop operating guidelines for the P.A.C., work on fundraisers, and serve to support classroom teachers. A message will be sent home with the date and time for the first meeting. All are welcome and encouraged to attend!

3.0 School Programs

3.1 (6th- 9th grade)

Class sizes remain small, with a max of 18 students per class. Students will switch classrooms for different subjects. School Hours are 8:00 am to 3:15 pm daily. The day includes homeroom, Bible, core academic subjects, a 30-minute lunch, 50-minute P.E., a 10-minute break, and a 50-minute elective each day. Chapel service will be held on Fridays. Parents are welcome and encouraged to attend as able.

3.2 High School Dual Enrollment
Pleasant Ridge Christian Academy (P.R.C.A.) partners with the Baptist University of Florida (B.U.F.) to provide qualified students the opportunity to begin earning college credit while completing their high school education. See Appendix A, page 21 of this document for more information.

3.3 Promotion
Middle School students who fail 1-2 academic subjects (English, Math, History, Science, or Bible) may proceed to the next grade, provided that one of the academic failures is made up during summer school, with the exception of English and Math, both of which must be passed to receive promotion. A student who fails three or more academic subjects must repeat the entire grade.

4.0 Academic Program
4.1 Report Cards/Grading Period
Pleasant Ridge Christian Academy has four nine-week grading periods. Each quarter consists of approximately 45 academic school days. The final report card becomes a part of the student's cumulative records. In order to inform parents concerning their child's grades, mid-term progress reports will be sent home the fourth week of each quarter. Every student will receive a progress report with a grade in every subject and the number of absences and tardies for the quarter.

4.2 Grading Scale
A: 90 - 100
B: 80 - 89
C: 70 - 79
D: 60 - 69
F : 0 - 59

4.3 Achievement Testing
Pleasant Ridge Christian Academy will administer the IOWA Assessment. Results from these achievement tests are given to the parents for their review. Testing provides benchmark data for individual students to determine the necessary program for the student. These results, along with the student's final report card, are used to determine promotion and placement for the following academic year.

4.4 Curriculum
P.R.C.A. has chosen the best curriculum materials suited to our philosophy of Christian education. Materials include those published by Abeka.

4.5 Chapel
Philosophy and Purpose:
"*And all creation—those in heaven and on the earth and under the earth and on the seas and in them—I heard all saying: 'To the One sitting on the throne and to the Lamb are blessing and honor and glory and power into the eternal ages.' And the four beasts were saying, 'Amen.' And the elders fell down and worshiped.*" (Revelation 5: 13-14)

Scripture is filled with reminders that the believer finds his or her greatest pleasure in the worship of our Great God and Savior in the fellowship of other believers. Though P.R.C.A. is not the church, it is a gathering of believers in Jesus Christ. Thus, while P.R.C.A. chapel services are not meant to replace ordinary Sunday worship, it gives students, in fellowship with other believers, a time during the week to share a time of corporate worship of our Great Lord and Savior, Jesus Christ. We feel that the opportunity to worship corporately on chapel days should be one of the highlights of the week, and we pray that students take full advantage of the opportunity that chapel services bring for spiritual nurturing and growth as well as worship before the throne of Christ Jesus.

4.6 Make-up or Missed Work
When a student has received an excused absence, he/she will have the same number of days equal to the number of excused absences (Example: 1 excused day equals 1 day to make up & submit assignments) to submit assigned work before receiving a "0" for any incomplete work. When a student has received an unexcused absence, he must have all missed work completed and be ready for any tests missed on the day of returning. He/she will receive a "0" for any incomplete work.

Absences due to illness or family emergency will be excused. Family vacations or trips and all other absences will be unexcused. Any student participating in an extracurricular activity and who is present for a class is responsible for having all assigned work completed when he/she returns to class. Students are expected to turn in all homework and take all quizzes and tests as scheduled. Any student who misses a class due to the early dismissal of an extracurricular activity will be allowed one day to turn in missed assignments and take any missed quizzes or tests.

Parents may call and request make-up work when their child is sick. The Front Office must receive this request by 9:00 AM in order for the work to be picked up that afternoon by 3:00 PM. All work and books will be sent to the office for the parents' convenience.

4.7 Student Records
The school maintains a permanent cumulative file on all Pleasant Ridge Christian Academy students. Records of health, grades, standardized test scores, and anything pertaining to the academic progress of the student make up the content of these files. These records are kept in fireproof file cabinets in the front office. These files are also confidential and only for the viewing of the H.O.S., the student's parents or guardians, and the yearly teachers.

Pleasant Ridge Christian Academy will release a student's cumulative file upon the written request of the parent or another school system. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the H.O.S. Records will not be released when a student's financial account is not paid in full upon withdrawal or completion of a school year. If records must be retained and another school system needs information for placement, the new school's guidance office may call to get information over the phone from the H.O.S.

All P.R.C.A. student records are stored physically on campus and on the school's secure server. If P.R.C.A. closes for any reason, records will be turned over to the Walton County School District.

4.8 Homework
Homework in general will be minimal. If a student does not utilize time well in class for assignments, he/she may have increased homework. As a general rule, homework is given for one of the following purposes:

- Remediation – As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework after instruction is given to address these difficulties.
- Reinforcement – We believe that most students require adequate practice to master material essential to their educational process.
- Review/practice – Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- Responsibility – Homework is an excellent tool to be used by the teachers and the parents to teach students responsibility. Organization of time and follow-through of work to be done helps to teach the godly character trait of responsibility.

Homework given is expected to be completed by the next school day unless otherwise specified by the teacher. If the child seems to have an unusual amount of homework, it usually means he is not using his time wisely at school. An unusual number of corrections means work has been carelessly done. Our teachers will not send work home for children to catch up unless the teacher knows the child understands that work. The parent should not have to teach their child new material.

In an effort to support families attending church on Wednesday nights, we have put a policy in place that teachers do not assign written homework on this night of the week.

4.9 Semester and Final Exams

All academic classes will administer mid-term and cumulative final exams. These tests are not subject to waiver and will consist of twenty percent (20%) of the grade for the semester. Students with unexcused absences during exams will receive a zero grade for the exam. Parents should not consider exam weeks as family vacation weeks. Any requests to have exams proctored outside the regular exam schedule must have the H.O.S.'s approval. For students with extended illnesses, exams may be made up at a later date per the H.O.S.'s discretion.

4.10 Accommodations

Students have dignity, worth, and purpose whether they perform below average, average, or at a genius level. These students have God-given gifts and talents and can reach their potential to fulfill God's purpose for their lives. Students who struggle behaviorally or educationally in the classroom often need strategies or accommodations to assist in their success in the classroom.

P.R.C.A. implements accommodation plans to promote students' success in the classroom. All classes can include the following accommodations: preferential seating, extended time up to 50%, copies of teachers' notes, and oral checking of blank or incomplete answers.

Students who enter P.R.C.A. with IEP's, 504s, and Educational Testing can request an accommodation plan through the H.O.S. These plans will go into effect at the beginning of each year and at the end of the year based on students' scores, report cards, and teacher recommendations. Classroom accommodations are entered into RenWeb for teachers to see each time they log into a class.

5.0 Student Conduct and Behavior

5.1 Statement of Philosophy

From first to last, the Christian life is by grace through faith. We begin by grace through faith. God declares us righteous and gives us new birth by His Spirit. We continue by grace through faith. As we walk according to the Spirit, our faith shows itself in love, and the righteous requirement of the law is met in us. Whether the Scriptures describe it as being one with Christ, walking according to the Spirit, or living by faith, depending on God—His greatness and His goodness—is the only way to live in true righteousness and holiness. Rules and regulations have an appearance of wisdom, but they are useless for stopping our selfish indulgence. Humans live from the inside-out. Our character (who we are, how we love, and what we believe) determines our conduct (what we think, say, and do). God loves us, makes us his children, and commands us first to love Him with all that we are and our neighbor as ourselves. This love flows from the inside out and fulfills God's righteous requirements for his people.

At Pleasant Ridge Christian Academy, we work by faith in the transforming power of God's Spirit to help each student become and live by grace through faith as a child of God. Each year, the faculty commit themselves to the Teachers' Pledge (adapted from Colossians 1:28-2:3):

We proclaim Christ, warning everyone and teaching you with all wisdom that we may present you mature in Christ. For this we toil, struggling with all his energy that he powerfully works within us. We struggle that your hearts may be encouraged, being knit together in love, to reach all the riches of full assurance of understanding and the knowledge of God's mystery, which is Christ, in whom are hidden all the treasures of wisdom and knowledge.

When a student's life does not show the obedience that comes from faith, the administration counsels students, helping them to identify—from the outside-in—what they have done, what they were thinking, what they wanted, and who they really are. We challenge students, as the H.O.S. charges them each year (adapted from Ephesians 4:22-24; Colossians 3:12):

- Put off your old self, which belongs to your former manner of life and is corrupt through deceitful desires.
- Be renewed in the spirit of your minds. Put on the new self, created after the likeness of God in true righteousness and holiness. As God's chosen ones, holy and beloved, put on compassionate hearts, kindness, humility, meekness, and patience.
- When a student is responsive to God's correction, the administration uses discipline redemptively to nurture this change in the student's heart, mind and deed.
- When students' actions show persistent hardness of attitude and unwillingness to turn to God and follow him, they stand opposed to the basic principles and purpose of the school—assisting parents in their God-given responsibility to train and develop in their children a biblical world view, Christian character, and the skills necessary to fulfill God's calling in their lives—and they will not be allowed to continue in their enrollment

5.2 Guidelines for Student Behavior

When you become part of P.R.C.A., parents are allowing us to partner with them in requiring their child to submit to a code of conduct that has application both in and out of school. P.R.C.A. has endeavored to build its code of conduct upon Biblical principles that will ultimately disciple students. While P.R.C.A. would never seek to usurp parental authority, we do have stated standards and expectations for our student body. Students' lives, both in and out of school, should be consistent with the testimony that parents, church, and school wish to present to the community.

Problems arising from a disregard for others, school standards, or property will be dealt with by the administration through counseling, discipline, and parental cooperation. Excessive problems in attitude or conduct will result in more severe consequences. Students, whose attitude or conduct, both in and out of school, are found to be in opposition to the basic principles and purposes of the school, will not be allowed to continue as students.

Behavior that the teacher deems chronic, flagrant, or otherwise worthy of special handling will be referred to the administration. Such behavior will result in disciplinary action. Recurrent problems at this level, which evidence a lack of concern for improvement or spiritual growth, will lead to suspension or expulsion.

Students may earn detentions for a variety of offenses, including, but not limited to, tardiness, no homework, dress code violations, and unkind speech. Teachers may assign students to an after-school detention in their class for these infractions.

5.2.1 Student Honor Code
The Honor Code challenges students to fulfill their responsibilities to themselves as God's children and to each other, as brothers and sisters, to live lives marked by truth and integrity, not by lying, cheating, or stealing. The administration presents this challenge during the opening chapel each year. The Honor Code is adapted from Ephesians 4:25, 28, 29; it reads: *With God's almighty help, I will put away falsehood and speak the truth with my neighbor, for we are members one of another. I will not steal, but rather labor, doing honest work with my own hands, so that I may have something to share with anyone in need.*

The talk that comes out of my mouth will be good for building up, as fits the occasion, so that it may give grace to those who hear.

When a student breaks his word as given in the Honor Code, he should speak to any affected individuals, whether teachers or students. When students observe another student speaking or acting contrary to God's truth or love, they should check their own attitudes first and then seek to restore their brother or sister gently. Students should seek to follow the principles of Matthew 18 when working towards reconciliation.

5.2.2 Before or After-School Supervision
There is no before-school or after-school supervision. Students may not be on campus unsupervised.

5.2.3 Class Preparation
Students should come to school with all the needed items for the day. Students are expected to follow all morning procedures in order to be ready when the class begins.

5.2.4 Unauthorized Articles
Students should not bring iPods, iPads, video games, skateboards, toys, games, magazines, or personal items to school without the permission of the teacher. If cell phones are brought to school, they cannot be carried by the students; they must be placed in the student's backpack or given to the teacher to hold until the end of the day.

Anything that a student brings to school that is distracting to him or others in the classroom will be considered "unauthorized". Teachers may collect these items and keep them until parents can come to school to pick them up from the H.O.S. Students will have many opportunities to share personal items throughout the school year. If an item is sent to school, please make certain it is labeled for proper identification.

5.2.5 Class Assignments
Class assignments are to be turned in promptly when they are due. A standard 5 points per day will be deducted for later work.

5.2.6 Chewing Gum
Students may not chew gum on school property, in the classroom, or on the bus, unless specifically authorized by their teacher for special circumstances.

5.2.7 Stewardship
All students should help keep our school and bus clean by placing trash in designated receptacles and by picking up trash on the grounds and in the classrooms. Poor stewardship also includes taking or using property without the permission of the owner. Good stewardship creates a quiet and productive atmosphere free from fear of damage, loss, and injury.

Students who maliciously destroy school property, including the bus, are subject to suspension or expulsion from school and will be expected to repair such property and/or make appropriate restitution.

5.2.8 Physical Contact
Students should generally keep their hands and feet to themselves. Boys and girls are not to engage in public displays of affection (hanging on to each other, holding hands, sitting on laps, hugging, kissing, etc.) Aggressive behavior that involves physical contact will be grounds for immediate suspension.

5.2.9 Dress Code
Standards of dress (APPENDIX A) can help us build good habits, maintain a Christian testimony, give external evidence of inward beauty, etc., but cannot produce godly Christian students. Parents are responsible before God for setting standards for their family. Applicable biblical (moral) principles include modesty and distinction between the girls and the boys (1 Tim 2:9; Deut 22:15; 1 Cor 11:14, 15). Cleanliness and neatness are related to health and general social acceptance. Obedience to rules is related to moral principles in that children are commanded to obey those in authority over them. Our young people must develop not only obedience but also deference (limiting freedom in order not to offend the wishes of those in authority). We desire to train our children to face such situations with cheerful deference rather than a rebellious spirit. Dress standards help the school develop habits of appearance and good behavior that will be of value to students in maturity. The P.R.C.A. dress standards provide guidance for the purchase of clothing for school and form the basis for counseling students in good standards of dress as well as prohibiting certain attire when necessary.

5.2.10 Respect
Students must always respect one another's rights and property and the authority of adults and student leaders. Behavior that the teacher deems chronic, flagrant, or otherwise worthy of special handling will be referred to the administration. Such behavior will result in disciplinary action. Recurrent problems at this level, which evidence a lack of concern for improvement or spiritual growth, will lead to suspension or expulsion.

5.2.11 Talking
Talking is to be done in conversational tones. Students are not to whistle, yell, or be rowdy in any building or hallway. Students should listen when others are speaking and raise their hands to request permission to speak. When talking is permitted,the class must not become loud or boisterous.

5.3 Bus Conduct and Safety
We expect the same orderliness on our school bus that we expect in the classroom. With the bus driver's permission, children will be allowed to talk quietly. Students are not allowed out of their seats except to enter and exit the bus while it is stopped. Eating is NOT allowed on the bus. The same tally system that is used in the classroom applies to the bus. Behavior concerns are addressed in consultation with the H.O.S., the teacher or bus driver, and the student. Parents should expect the same suspension guidelines if a student is unwilling to obey bus rules.

5.4 Detentions
Students may earn detentions for a variety of offenses, including, but not limited to, tardiness, no homework, dress code violations, and unkind speech. Teachers or the administration may assign students to an after-school detention for these infractions. Detention dates are assigned on Monday, Tuesday, and Thursday. Parents who wish to have their child's assigned detention date changed should contact the principal. The Administration will not reschedule an afternoon detention for purposes of extracurricular activities.

5.5 Saturday School Program
Students who earn four or more detentions in one week will be placed in the Saturday School Program (S.S.P.) for each detention earned during the rest of the semester. Students who earn six or more detentions in a month will be placed in the S.S.P. for each detention earned during the rest of the semester. S.S.P. will be held on campus from 8:00 AM to noon and will include academic tutoring, extra assignments, and manual labor.

Students assigned to S.S.P. who miss an assigned Saturday session will be given an out-of-school suspension on the next regular school day they are in attendance.

Students assigned S.S.P. will be charged an $80 fee payable before attendance is allowed.

5.6 Suspensions
Students who are suspended will be designated as either in-school (ISS) or out-of-school (OSS). Students assigned to ISS will be eligible to make up class assignments and evaluations missed while serving in the ISS.

Students assigned to OSS will be ineligible to make up class assignments and evaluations missed while serving the OSS. The zeros accumulated during the OSS will be calculated into the final class grades and consequently into the GPA on the transcript. Suspension from school is a consequence of repeated minor infractions or a major infraction of the P.R.C.A. Code of Conduct. An administrator at all times has the authority to suspend a student. The length of the suspension shall be at the discretion of the administrator.

5.7 Corporal Punishment
Pleasant Ridge Christian Academy does not use corporal punishment as a method of discipline. It is considered inappropriate for school personnel to discipline students with the "rod of correction".

5.8 Major Offenses
Committing any of the following offenses may lead to the suspension or expulsion of a student. It is the reserved right of the administration to determine judgment. Students must avoid the use or possession of alcoholic beverages (except in a church communion service), illicit drugs (unless prescribed to that child by a physician), tobacco products including vaping/E-liquids, and adult material. Other major offenses include: cheating, continual non-support of school standards, defacing or destroying school property, being disrespectful or insolent, fighting, gambling, immoral conduct, insubordination, lying, negative attitude, profanity, theft, truancy, unauthorized possession of deadly weapons, vandalism, and vulgarity.

5.9 Behavior Contracts
Certain disciplinary issues or multiple disciplinary infractions may require a behavioral contract as a condition of continued enrollment, as deemed necessary by the principal. When student behavior is extreme or repetitive, we seek to address the behavior through the use of a contract. One of the great desires of the Christian parent and of the Christian leader is to see those who have stumbled into sin restored to a right relationship with Christ and his body. Thus, as Christian educators, it is our fervent prayer and hope that we may always be able to endeavor toward that end. In light of that, as a result of much prayer and discussion, the Administration will develop a contract suited to address the specific circumstances of the student. We recognize that every parent in the school has the reasonable expectation that P.R.C.A. will be a harassment free and respectful environment. We also recognize our responsibility, as a school, to protect the rest of the student body from those who might lead them into sin and recognize the temptation of fallen man to slide back into familiar sin. Student Contracts outline the specific behaviors to avoid and provide tools such as mentoring, faculty check-ins, and other guidelines for success. The contract also outlines the steps to be taken if the student breaks the contract. The H.O.S. will meet with the student and parent(s) to review and sign the contract.

5.10 Re-admission after Removal
After the conclusion of the academic year in which a student was expelled or asked to withdraw, he/she may reapply for admission to P.R.C.A. Upon application for readmission, the H.O.S. may grant a hearing to the student and his/her parents. After a careful review of the student's attitude and repentant spirit, the student may be accepted for re-admission as a probationary student with a disciplinary contract signed by the student, parents, and H.O.S.

6.0 Policies and Procedures
6.1 Arrival and Dismissal Procedures
6.1.1 Arrival
The school day for all students begins at 8:00 AM. A student is considered tardy at 8:00 AM. After 8:00 AM, parents must sign the student in at the front office to receive a tardy pass that will admit the student to class. The office will determine if the tardiness is excused or unexcused. Each student must be at his/her desk, prepared for the day's activities and educational instruction, and diligently working on any morning seatwork by 8:00 am. Students should not arrive and be left unsupervised before 7:30 AM, when the school will be open.

6.1.2 Dismissal

The school day for K-5th grade students will end at 2:45 PM. Any K-5th grade students not picked up by 3:00 PM will be taken to the office to await their parents. Excessive lateness in picking up students will result in monetary fines of $1 per minute late past 3:00 PM.

The school day for 6th-9th grade students will end at 3:15 PM. Any 6th-9th grade students not picked up by 3:30 PM will be taken to the office to await their parents. Excessive lateness in picking up students will result in monetary fines of $1 per minute late past 3:30 PM.

Students should not be left unsupervised after school hours.

6.1.3 Morning Drop-off/Afternoon Pick-up

For the safety of all students, a designated drop-off and pick-up area has been assigned for all Academy students. These times of the day can be hectic, and all efforts have been made to provide an efficient traffic pattern for the safety of our students. All parents are asked to use these points of drop-off and pick-up. A staff member will be ready to receive the child. Parents are asked not to escort their child to the classroom. Parents should be aware that the school doors do not open until 7:30 AM each morning. Parents are welcome to visit classes at any time, but should sign in at the front office before going to class. Parents should not go directly to the class. Parents should not engage teachers in conversations that distract them from teaching and classroom duties. We have an obligation to all parents to do all that we can to ensure that the children are in a productive environment that is conducive to learning. If a parent has questions, a conference/appointment time should be scheduled with the teacher. We will be happy to schedule a time to answer any questions. Parents can contact their child's teacher through Brightwheel to schedule a conference, and a time will be scheduled.

6.1.4 Signing Students Out of School

If it is necessary for a parent or designated person to pick up a child before 3:15 PM, that parent must come to the front office to sign the child out. Only those authorized by the parent(s) or guardian(s) on the student enrollment form will be allowed to pick up a student. Those designated to pick up must have proper identification readily available. We ask that parents refrain from checking students out after 2:50 PM.

6.2 Absenteeism and Tardiness

6.2.1 Attendance Policy

Regular attendance is required by Florida law and is necessary for good scholarship. All school days on the school calendar are considered full days unless otherwise specified and are compulsory attendance days.

Christians must develop a sense of responsibility for their commitments, including being punctual. Failure to develop the habit of showing up on time, or developing a practice of not performing a duty when it is possible (although difficult) to do, will neither promote career success nor glorify God. Students must plan their personal affairs around their classroom responsibilities. The training environment of the school must encourage students to develop high standards of punctuality and reliability in keeping scheduled commitments. Students are absent from school anytime they are not attending a scheduled day of class.

Attendance in each class every day is very important. Students learn best when they are physically present, on time, for the duration of the class. Occasionally, when physical attendance is not possible or advised, an absence is incurred. A 6th-9th grade student is considered absent if he/she misses more than thirty minutes of the class period. The following policies are applied to each class individually. Unexcused absences may have an academic impact.
Some policies apply to classroom grades; others apply to report card/transcript grades.

6.2.2 Absences

When a child is absent from school, the parent is requested to contact the teacher via Brightwheel by 8:30 AM to explain the reason for the absence. If a Brightwheel message is not received, the student is required to have a written excuse upon returning to school from the parent or legal guardian, which is a signed, dated statement of explanation for the absence.

- Students are considered absent from school if they leave prior to 11:30 AM. Students arriving after 11:30 AM will be marked absent for that day, unless it is excused.
- Excessive absences in a school year (20 days) may cause a student to be retained in his/her grade.
- Excessive absences will require that a student's placement for the next school year be evaluated by the P.R.C.A. admin.
- Teachers will appropriately reflect all absences in the class grading system each morning.
- In cases where prolonged absence makes it impractical for the student to make up all tests, arrangements can be made with the teacher and with P.R.C.A. admin. approval.

6.2.3 Excused Absences

An "excused" absence is an authorized absence due to a medical or other parentally certified bona fide emergency. If an "excused" absence occurs, a student will earn a "0" if the student missed a graded exercise and that graded exercise is not made up within the allowable timeframe (Refer to Make-up work in Section 4.6) after returning to school. Students who are absent from school due to illness in excess of three consecutive days will be required to have a letter from their physician explaining their absences. **Twenty absences are considered "excessive" regardless if it is excused or unexcused.**

6.2.4 Unexcused absences

An unexcused absence is one for which a medical excuse or bona fide emergency does not apply. If an "unexcused" absence occurs, "0's" will be earned for all missed graded assignments unless prior arrangements are made by parents with the teacher. If a student will be absent due to an unexcused reason, arrangements can be made to either complete graded work ahead of time or submit assigned work on the day the student returns to school. Parents need and must provide at least a 24-hour advanced notice to the teacher. If work is not completed and returned on that day, "0's" will be earned on all unaccomplished assignments. **Twenty (20) absences are considered "excessive" regardless if it is excused or unexcused.**

6.2.5 Tardies

To arrive at school after 8:00 AM is to be tardy. Parents must bring the tardy student to the Front Office to sign the student in. Students are not allowed to sign themselves in. The student will receive a tardy slip to take to class.

6.2.6 Early Departures/Medical Appointments
Students may not leave the school grounds without permission at any time. Parents are asked to sign the child "Out" from the Front Office before removing the child from the school premises. Upon returning, parents are to sign students "In" in the Front Office. Non-emergency sign-outs without prior notice may result in a "0" for work missed. The school is not obligated to make up work missed in these cases, nor is the teacher required to provide missed work prior to these absences. It is highly requested that, if possible, any appointments be made for non-school hours.

6.2.7 Number of Allowed Days
When a student has been absent for any reason, a note with a parent's signature, or an email or phone call from the parent to the P.R.C.A. admin, must be received explaining the nature of the absence. Parents of Academy students will receive an email notifying them of their student's absence. Parents are allowed five excused absences per class per semester without additional supporting documentation (ie. doctor's notes, dentist's notes, counseling/therapy notes, etc). Absences in excess of **five per semester per class** will not be excused without official documentation. If a student is absent six or more times per class (not including school-related activities, such as sports or music competitions, field trips, etc.), then a signed attendance waiver is required, and the student's case will automatically go before the Attendance Appeal Committee, which will meet at the end of each semester. This policy will be applied to each class separately.

6.2.8 Appeals for Waiver
If a student is charged with missing more than five days of unexcused absences, his case will automatically go before the Attendance Appeal Committee, conducted at the end of each semester. A decision will be based upon the criteria below. All absences must be documented for an appeal to be considered. The Attendance Appeal Committee shall consist of the P.R.C.A. admin and the Lead Teacher. The committee will review the parent's request for an attendance waiver on an individual basis. Circumstances justifying a waiver include, but are not limited to:

- Absences due to an extended illness and/or hospitalization, which can be documented by a licensed physician.
- Extended illness or hospitalization of an immediate family member.
- Attendance at a funeral.
- Legal reasons (such as court appearances, depositions, etc.)
- Natural disasters.
- Good Cause

6.2.9 Pre-planned Absences
A pre-planned absence for personal reasons (related often to parental requests regarding church activities, family vacations, or college days) may be approved by the P.R.C.A. admin depending upon the student's attendance record, academic performance, and length of proposed absence. The student should inform their teachers at least three days before the absence in order to receive assignments. Please remember that pre-planned absences count toward the maximum of five absences per class a student may miss during a semester.

6.2.10 Excessive Unexcused Absences
Any student with an excess of absences over the allowable unexcused absences during the semester will be administered either the mid-term or cumulative final exam. The final grade for that subject may be the lower of the overall average of the course or the exam grade. This policy may be waived by the H.O.S. if the absences are due to documented, extenuating circumstances.

6.2.11 Extracurricular Participation
Students become ineligible for early dismissal for participation in extracurricular activities if their total number of absences for the semester exceeds ten, not including school-related activities. Students must be in attendance 50% of the school day in order to participate in after-school activities. Students who are absent from school are not allowed to attend any after-school practices or scheduled events with the exception of excused doctor's appointments.

6.2.12 Truancy
Truancy (missing a class without prior parental or school authorization) will result in a suspension and a zero grade for all work missed.

6.3 Parent/Teacher Conferences
In order for parents to know first-hand their students' progress, parents and guardians are encouraged to request conferences with any member of the teaching staff. To facilitate conferences, parents are asked to message the teacher on Brightwheel to confirm the availability of the teacher they wish to see. If a telephone conversation is desired, parents should leave a message with the Front Office, and the teacher will be asked to return the call at the earliest convenience. Teachers are very happy to arrange conferences with parents at a scheduled time.

Parents who have a concern about a particular teacher or classroom situation are encouraged to follow the principle found in Matthew 18. They should first speak to the teacher to see if the concern can be resolved. If, after the conference with the teacher, it is apparent that the concern cannot be resolved, the parent should contact the P.R.C.A. admin team.

6.4 Internet and Computer Use
P.R.C.A. students should become increasingly proficient in the uses and applications of technology. Academy teachers seek to integrate the use of current technology in the classroom and curriculum. Students may receive assignments in academic classes that require the use of computers. Students have access to the Academy computer lab during school hours. In order to use P.R.C.A. computers, students and parents must sign and return an Internet Use Form that details P.R.C.A.'s expectations for such use. Students who violate the Internet Use Form policy will be subject to disciplinary action.

6.5 Textbook and Supplies
Textbooks and supplementary books will be provided for each student. It must be emphasized that these books are the property of Pleasant Ridge Christian Academy and must be taken care of properly. Loss of or deliberate mutilation or defacing of any of these materials will result in the full replacement price being assessed to the parents or legal guardian.

6.6 Lost and Found
Children's clothing, lunchboxes, and book bags should be labeled with their names. Any found articles or bags will be brought to the Front Office, and efforts will be made to find the owners. At the end of each quarter, all unclaimed items will be given to a charity.

6.7 School Phone/Cell Phones
The school phones are business phones and may be used only for official school business. In an emergency, students may make necessary phone calls only to call parents or guardians during school hours from phones located in their classroom or the Front Office with the teacher's permission. Cell phones are considered to be "unauthorized articles". If a student must have a cell phone at school to communicate with parents after school hours, the phone must be kept in the book bag during the day.

6.8 School Pictures
Each Fall, an approved photographer will take individual pictures of our students. Parents will be sent information concerning prices and packages that they can purchase. Each individual student's picture will be used in the school yearbook. Every student will have their picture taken regardless of whether they purchase any pictures. Group school pictures will be taken, also. Parents may once again purchase these pictures, and will be furnished with information detailing prices.

6.9 Class Parties/Holidays/ Special Occasions Guidelines
Class parties or other school social functions will not be held without Admin Team approval. Christmas and Easter must exalt Jesus Christ and ignore Santa Claus and the secular Easter bunny. Parties may be held on the last day of school before Christmas vacation. The giving of Christmas presents is neither encouraged nor discouraged. Please note that if presents are brought to class, there must be one for each student. Contact the Teacher for the class roster. Valentine's Day is not to distract from the academic day. Exchanging cards, small treats, or other expressions of love are incorporated into recess, lunch, or just before dismissal from school. Teachers may use this day to teach students what constitutes biblical love. P.R.C.A. does not celebrate Halloween.

P.R.C.A. will notify parents if there is a student in their child's class who has an allergy. We plead with parents to follow the necessary guidelines that will be sent home in the allergy letter at the beginning of the year.

Recognition of birthdays may be given at school, but birthday parties are not to be held.

If you send birthday party invitations to school to be distributed, you must include all children in your child's class. Check with your child's teacher to receive an updated class roster of names.

If parents desire to recognize their child's birthday among the class, please arrange with the teacher when a good time would be to bring in cupcakes or cookies to share with the class. It is highly recommended to the teachers that this be done during lunchtime so that instructional time will not be interrupted. Treats must be store-bought to meet state health standards; homemade treats are not allowed. It is preferred that parents provide one store-bought treat for each student and teacher. The preferred treat, due to neatness and ease of distribution, is either one cookie or one mini cupcake per student.

DO NOT send flowers, stuffed animals, balloons, etc. to school for your child on birthdays or other special occasions due to space limitations and to keep distractions to a minimum.

6.10 Lunch Program/Snacks
Students are to bring a lunch from home.

The school asks that parents NOT SEND SOFT DRINKS (INCLUDING ENERGY DRINKS/COFFEE DRINKS) OR CANDY in their child's lunch. Students are not permitted to bring or buy soft drinks during school hours unless approved by the teacher under special circumstances. For those who bring a lunch, we would like to encourage nutritious lunches and snacks with as little sugar, artificial flavors, and colors as possible. These additives affect a child's behavior and hinder academic performance. Students are also not allowed to share their lunches. ALL food not eaten MUST be taken home. Lunchtime may include recess.

6.11 Open House
The first day of school is always a very exciting day for students and teachers alike. To keep things running smoothly and help students be oriented and comfortable with their new surroundings, an Open House is scheduled every year prior to the first day of school. This gives students and parents a brief opportunity to visit the child's classroom and meet the teacher. Students will know where to go when they arrive on campus on the first day.

A few weeks later, another "Parent Night" is planned to acquaint parents with the procedures, policies, daily schedule, and expectations of the teacher. The curriculum and grading procedures are explained thoroughly, and there is a time for questions and answers that parents may have. This is not a time for individual conferences. Conferences can be set up for a later date.

6.12 Medications and Illnesses
Parents must fill out first aid/medication information on their child's STUDENT ENROLLMENT FORM; P.R.C.A. staff will follow directions as given by parents to serve the best interests of the child. Parents must remove their child from the school if the child has a temperature of 100 degrees or above, requires medical treatment beyond first aid, or is suspected of being an infectious carrier of a communicable disease. Symptoms such as vomiting, diarrhea, and an uncontrollable cough will require us to send the student home. The student must be free of fever and any of these symptoms for 24 hours before returning to school.

P.R.C.A. desires to maintain a healthful school environment by implementing reasonable procedures designed to prevent the spread of communicable diseases. Students must comply with Florida statutes regarding physical examinations and immunization requirements. Carriers of communicable diseases must be denied access to campus facilities until they are no longer capable of transmitting a communicable disease.

6.12.1 Medication at School
If a child is to receive any prescription medication during the school day, the parent or guardian must have an authorization form on file with the Admin Team. The medicine to be dispensed will be kept in a locked box with the Admin or in the refrigerator if necessary and dispensed according to the doctor's instructions. Medicine must be properly labeled. If the child requires medication during school hours and we do not have a signed authorization, it will be necessary for the parent to come to school and personally administer the medicine. Students cannot keep medication in their lunch box or book bag to administer by themselves.

6.12.2 Communicable Diseases
P.R.C.A. desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent which may be transmitted either directly or indirectly, by a susceptible host or infected person or animal to other persons.

The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiases; Animal Bite of Humans only by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis; Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella, including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, and Yellow Fever.

Symptoms of a communicable disease include, but are not limited to, fever, diarrhea, rash, pink eye, excessive respiratory congestion, or coughing.

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

6.12.3 Students with Asthma, Allergies, or Diabetes
If a student requires an asthma inhaler, albuterol machine, or insulin at school, directions for administering must be provided by the parent or physician. These directions must be kept on file in the Admin Team's Office and with the teacher.

The administration and teachers must be given any necessary equipment (ex. EpiPen) and directions for usage, medicines, and insulin for children with allergies, allergic reactions to specific substances, or diabetes.

6.12.4 Lice
Students may periodically be checked for head lice. If lice or nits are found, the student will be isolated, and parents will be notified to pick up their child as soon as possible. Students must be treated with medicated shampoo and be nit-free before they will be allowed to return to class. Students need to be rid of lice for 24 hours before returning to school. Administration must clear students before they are allowed to return to the classroom. Parents are encouraged to give notice to the school in the event that head lice or nits are found on their child at home. This will help prevent the spread of head lice at school.

6.12.5 24-Hour Rule
A child who has to leave school with one of the symptoms listed below may not return to class until he has been symptom-free for at least twenty (24) hours:

- Temperature above 100.4 degrees orally.
- Vomiting – more than one time or in conjunction with fever.
- Diarrhea – more than one time in 24 hours, or in conjunction with fever.
- Stiff neck associated with flu-like symptoms.
- Conjunctivitis (pink eye).
- Head Lice – the student must be nit-free.
- Uncontrolled coughing or sneezing.

The 24-hour period will give parents the opportunity to fully assess the child's condition, begin prescribed medicine while watching for allergic reactions, and ensure that the child is free of illness before returning to school.

6.13 Property Inspection
Pleasant Ridge Christian Academy reserves the right to inspect clothing, desks, book bags, etc. at any time.

7.0 Extra-curricular Activities

7.1 Athletics
Academy students are eligible to participate in Public School teams as long as they retain academic standing.

7.2 Field Trips
Field trips are occasionally planned for the students with Admin Team approval. Usually, parents are invited to accompany their child on such trips.

Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing, such as an appropriate dress code, or does not comply with the school handbook or supplementary policies for the trip. Parents are expected to make travel arrangements and pay for the expense if a student needs to be returned to school for disciplinary reasons. If, for some reason, parents do not give their child permission to attend a field trip, the Admin Team may tell the parents to keep the child home that day. The teacher may also provide some homework to help the child learn information he/she might have gained from the trip.

8.0 Emergency Protocols

8.1 General Comments
The basic P.R.C.A. policy is that the school will operate as scheduled unless some condition renders such operation unsafe or impractical. The H.O.S. will make any decision to cancel classes. Without such a decision, school personnel are required to operate by the planned schedule.

School closures are normally caused by weather emergencies or governmental decisions provoked by the threat of weather emergencies. For example, hurricanes, snowfall, or ice may render school operations too unsafe to conduct. The threat of such weather may provoke public officials to direct evacuations or road closures that would render P.R.C.A. operations impractical.

Campus evacuation after the day's classes have begun would be directed only under the most extraordinary circumstances. Usually, it is better to operate according to schedule so that parents can rely on the planned arrangements for the care of their children. Parents must remember to keep all emergency contacts up-to- date.

Whenever the Admin Team makes the decision to cancel school operations, P.R.C.A. will use an emergency notification system via text, email, and phone to notify parents of the closing of school. The same means will be used to notify the reopening of the school.

Upon occasion, if necessary, deputies, officers, DCF, or Family First must come to the school to interview a P.R.C.A. student. The D.C.F. investigator and/or law enforcement representative will show proof of identification via their agency identification. The school will coordinate a meeting place on campus for the child, D.C.F. investigator and/or law enforcement representative. As stated in Florida Statute 39.301 (18), the D.C.F. investigator and/or law enforcement **may allow** a school staff member who is known by the child to be present for the initial interview if:

- The D.C.F. investigator believes that the school staff member could enhance the success of the interview by their presence, and
- The child requests or consents to the presence of the school staff member at the interview.

It is the policy of the school that we will request that an administrator or teacher be present with the child. It is up to their discretion to allow or not.

8.2 Bad Weather Conditions

Parents can feel comforted in knowing that in the case of bad weather, such as a tornado watch or tornado warning, everything that can be done for the protection of the students will be done. In the case of a tornado warning, the students will be taken into the designated secure area, and all safety procedures will be followed. **Students will not be dismissed from the building if a tornado warning is in effect.**

8.3 Fire/Fire Drills

Emergency/Fire drills will be held periodically in accordance with the predetermined guidelines of the Admin Team. The buildings will be evacuated quietly and quickly at such times. Children will be told what to do in case of fire, i.e., move quietly out of the classroom exterior exit in single file to a safe point designated by the Admin Team, and await further instructions. Every effort will be made to ensure the safety of all students. These drills will train students to know what to do in case of a fire.

Appendix A

Uniform and Dress Code

Uniforms

- Students are required to wear P.R.C.A. T-shirts Monday through Thursday.
- Christian T-shirts may be worn on Fridays.
- Free dress days will be announced in advance.
- School uniform shirts are mandatory for students.
- Uniforms may be ordered on our website through Deanna's Embroidery in Defuniak Springs, FL.

Dress Code

P.R.C.A. desires students to adhere to the dress code as they mature toward the image of Christ and gives the philosophy of the dress standards. In accordance with the principles of modesty outlined in Scripture, students should dress in a way that neither dishonors God nor draws attention to themselves inappropriately. The dress standards that follow are intended as expressions of the principles of modesty and neatness. They are not designed to promote legalism or regimentation. Within the guidelines, there is sufficient latitude for individual expression and taste. **FINAL AUTHORITY** for dress code interpretation is the Admin Team.

1. **General appearance:**
   a. Student appearance should enhance a Christian's testimony of a life adhering to Biblical principles rather than worldly standards. Appropriateness, cleanliness, and neatness of appearance are related to health, general social acceptance, and good habit building.
   b. Student's hair should be neatly styled and clean. Extremes in hairstyles that call undue attention will not be permitted. Boys must be clean-shaven.
   c. Excessive make-up is not permitted in the Academy.
   d. Body piercings, other than the ears, need to be approved by the Admin Team.
2. **Students must dress modestly:**
   a. Students will wear properly fitting clothing at all times. <u>No tight, form-fitting, sagging, or excessively baggy clothing may be worn.</u>
   b. Blouses that reveal cleavage or the midriff are not permitted.
   c. <u>Skirts and shorts must be knee-length.</u>
   d. Uniform shirts must be of school colors (gray or navy)
   e. Pants, shorts, and skirts are to be solid-colored Khaki or Denim.
      i. Allowable colors: Tan, grey, navy, or Blue jean denim
   f. <u>No leggings, jeggings, or athletic wear may be worn as pants.</u>
3. **Accessories:**
   a. Shoes must be fully enclosed and firm-soled for safety.
   b. All accessories must not cause undue attention.
4. **Outerwear:**
   a. P.R.C.A. students may wear P.R.C.A. uniform jackets indoors during school hours.
5. **Non-uniform Free Dress:** ***Parents will be notified in advance of non-uniform dress days***
   a. Students may wear a shirt, pants, jacket, or shoes of their choosing that meet the criteria listed above regarding modesty and adherence to Biblical principles, except for **NO:**
      i. No athletic attire worn as bottoms.
      ii. No clothing with tears, tatters, frays, holes, or chains.
      iii. No leggings or jeggings may be worn as pants.

Newly enrolled students will receive a 10-school-day grace period to await the arrival of clothing. The student must still meet all other dress code requirements except the logo requirement.

P.R.C.A. is <u>not responsible</u> for non-labeled, lost clothing items. <u>Please label all clothing.</u> Lost and Found items will be collected in the office of each building. At the end of each quarter (Report Card Day), unclaimed items will be given to charity.

UNIFORM AND DRESS CODE

	ITEM(S):	COLOR(S):	SPECIFICATIONS:
	P.R.C.A. T-shirt	Gray | Navy	Official P.R.C.A. Logo t-shirt is mandatory; short or long sleeve. Shirts must be long enough to cover belt loops unless tucked in with a belt.
	Pants	Khaki | Denim | Gray | Navy	Dress style - flat, pleated, pull-on plain, straight, or gently flared; Capris are fine; **Leggings MAY NOT be worn as pants.** Must fit appropriately—correct length and fit around waist.
	Shorts	Khaki | Denim | Gray | Navy	**Shorts must be Bermuda style and/or come within 3 inches of the knee.** No decorative designs; No athletic wear; NOTE: If the shirt is tucked in, a belt must be worn. Must fit appropriately—correct length and fit around waist.
	Skirt | Skort | Jumper	Khaki | Denim | Gray | Navy	Plain fabric must be solid in color without decorative designs; **Length must come within 3 inches of the knee;** Must fit appropriately—correct length and fit around waist. **Girls must wear shorts under their skirts or jumpers.**
	Shoes		Casual athletic shoes; **No flip-flops or Crocs; Sandals must have a back strap;** P.E. Shoes must be athletic type shoes or sneakers with socks must be worn to facilitate your child's full participation in P.E.; Shoes with laces or Velcro are preferred for safety reasons.
	Undershirts | Camisoles	White | Gray	May be worn under uniform shirt; Long sleeve undershirts must be gray, or white only; Must be tucked in.
	Outerwear | Sweatshirts	Gray | Navy	Official P.R.C.A. hooded or zip-up sweatshirt.
	All Clothing	Per Uniform Requirements	Clean; Neat in appearance; Fit appropriately (not too large, small, or short); Appropriate length
	Hair	Natural Colors Only	Neat in appearance, clean, and well-groomed; May not cover the eyes, interfere with vision, or create a distraction to learning.
		FRIDAY CASUAL DRESS SPECIFICATIONS:	
	P.R.C.A. Official T-Shirts Christian T-Shirts		Students are encouraged to wear P.R.C.A. T-shirts, Christian T-shirts, past student camp shirts, past V.B.S. shirts, past mission trip shirts, and other similar items; All other uniform expectations regarding slacks will stay the same; Clothing bearing inappropriate or questionable slogans or pictures (alcohol, drugs, racial remarks, violence, sexual connotations, magic) is always prohibited; Jeans, pants, and shorts should not have holes, rips, or tears.

Student appearance should enhance a Christian's testimony of a life adhering to Biblical principles rather than worldly standards. Appropriateness, modesty, cleanliness, and neatness of appearance are expected. Pleasant Ridge Christian Academy's Administration reserves the right to initiate policies on dress code throughout the school year. **FINAL AUTHORITY** for dress code interpretation is the Admin Team.

ADMISSIONS PROCESS

Before You Apply

Pleasant Ridge Christian Academy is dedicated to providing your child with an excellent, Christ-centered education.

Currently, we offer a K-9th Grade Program.

Our mission is to instill Christian values and expand their worldview through a high-caliber educational experience. Our accredited status with organizations like FLOCS, ILCS, and Cognia reflects our commitment to maintaining high educational standards. Additionally, we participate in various scholarship programs, including VPK, Step-Up, Family Empowerment, Gardiner, McKay, and Hope Scholarships.

We understand the admission process can seem overwhelming. We've simplified the process to make it easy to navigate. Please follow the steps below.

1. Enrollment Application

- [ ] Complete the online enrollment application at www.prcacademy.org/admissions by clicking the Apply Now button.
  *You will receive a confirmation email with next steps (if the class is full, you will receive another email that your child has been placed on the wait list)
- [ ] Family Interview and Tour
  *This step occurs on a first-come-first served basis and can take upwards of 3-5 weeks or more to receive a call to set up an appointment

2. After You Apply

Once you have completed the family interview and tour, you will need to complete the registration steps to ensure your child has a spot here at P.R.C.A.

- [ ] Acceptance Email
  *You will receive an acceptance email, which will allow you to set up your profile in our school portal and complete important paperwork
- [ ] Praxi Portal Paperwork
  *Log-in with your given Praxi credentials and complete the applicable Acceptance Form for each child you have registered
- [ ] Praxi Portal Registration Fee
  *Log-in with your given Praxi credentials and complete payment of registration fee

This step must be completed within 5 days of receiving the email

3. Once You Are Accepted

Upon completion of the Acceptance Form and payment of the Registration Fee, you are officially a part of the P.R.C.A. family!
To aid in making your child's first day of school seamless, you will need to submit the following forms into the school office by the designated deadline.

- [ ] (Middle School) Scholarship Information **(Submit ASAP)**
  *Visit the following link to gather the needed information: https://www.prcacademy.org/scholarships-tuition
- [ ] Copy of your child's Birth Certificate **(Submit By August 1st)**
- [ ] State of Florida Physical Form (DH3040-CHP-07/2013)
  *Please ensure that the form is completed and signed by BOTH Physician and Parent/Guardian
- [ ] State of Florida Immunization Form (DH 680)
- [ ] Look out for an email regarding Praxi. This is our school's official portal for communication.

STUDENT CHROMEBOOK RESPONSIBILITY AGREEMENT FORM

Academic Year: 2026–2027

Please read the P.R.C.A. Student Chromebook Responsibility Agreement Form carefully. Both the parent/legal guardian and the student (grades 5-9) must sign and return this form to the school administration office within one week of the first day of school.

Condition At Time Of Issue:	
Chromebook Number:	

1. General Acknowledgment

Parent/Guardian & Student: I understand that I am being issued a Chromebook to use for educational purposes throughout the school year.

Parent/Guardian & Student: I acknowledge and agree to the following terms:

1. I am responsible for the Chromebook issued to me and will use it in a safe, responsible, and appropriate manner.
2. I will not loan the Chromebook to others and will take proper care of it at all times.
3. I will not attempt to repair or alter the Chromebook hardware or software in any way.
4. I will report any damage, loss, or theft of the Chromebook to school staff immediately.
5. I understand that if the Chromebook is lost, stolen, or damaged due to negligence or misuse, **I am responsible for the cost of repair or replacement**.
6. I will return the Chromebook in good working condition at the end of the school year or upon withdrawal from the school.

3. Overall Acknowledgement

By signing this agreement, I acknowledge that I have read and understand the responsibilities and consequences stated above.

Student Information:

Student Printed Name: _____

Grade Level: _____

Student Signature: _____

Date: _____ *(Required for Grades 5-12)*

Parent/Legal Guardian Information:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Contact Phone Number: _____

Both the parent/legal guardian and the student (grades 5-9) must sign and return this form to the school administration office within one week of the first day school.

ANNUAL FIELD TRIP & OFF-CAMPUS ACTIVITIES ANNUAL PERMISSION & MEDICAL AUTHORIZATION FORM

Academic Year: 2026–2027

To the Parents and Legal Guardians of P.R.C.A. Students:

Throughout the school year, Pleasant Ridge Christian Academy provides students with opportunities to participate in field trips, educational outings, service activities, and other school-sponsored off-campus events. These experiences extend learning beyond the classroom and support students' academic, spiritual, and personal growth.

This annual authorization permits your child to participate in eligible P.R.C.A.-sponsored off-campus activities during the current school year. Parents and legal guardians will receive advance notice of each activity, including relevant details regarding the date, destination, transportation, supervision, and any special requirements.

Thank you for your continued partnership and support.

Student's Full Name: _____

Date of Birth: _____ Grade: _____

GENERAL PERMISSION

I give permission for my child, named above, to participate in P.R.C.A.-sponsored field trips, educational outings, service activities, extracurricular activities, and other approved off-campus events during the school year identified above.

P.R.C.A. will provide advance notice of each activity, including relevant details regarding the destination, schedule, transportation, supervision, costs, and special requirements.

Parent/Guardian & Student: I acknowledge and agree to the following terms:

1. My child must follow all P.R.C.A. policies, behavioral expectations, and instructions during school-sponsored activities.
2. Transportation may include school or chartered vehicles, authorized private vehicles, walking, or other arrangements communicated by the school.
3. Certain activities may require additional permission or authorization.
4. I may withdraw this annual permission for future activities by providing written notice to the P.R.C.A. front office.

EMERGENCY MEDICAL AUTHORIZATION

If my child becomes ill or injured during a P.R.C.A.-sponsored activity and I cannot be reached, I authorize P.R.C.A. personnel or emergency responders to obtain necessary medical care, including emergency transportation and treatment.

I understand that reasonable efforts will be made to contact me and that I am responsible for any medical expenses not covered by insurance.

PARENT/GUARDIAN ACKNOWLEDGMENT

PLEASE COMPLETE AND RETURN THIS FORM TO THE P.R.C.A. FRONT OFFICE

By signing below, I acknowledge that I have read and understand this form and voluntarily authorize my child to participate in P.R.C.A.-sponsored field trips and eligible off-campus activities during the school year identified above, subject to the provisions stated herein.

I understand that advance information regarding individual activities will be communicated by P.R.C.A., and I remain responsible for reviewing those communications and notifying the school of any circumstances that may affect my child's participation.

Parent/Legal Guardian Information:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____ Contact Phone Number: _____

DUAL ENROLLMENT POLICY FORM

Academic Year: 2026–2027

To the Parents and Legal Guardians of P.R.C.A. Students:

Pleasant Ridge Christian Academy (P.R.C.A.) partners with the Baptist University of Florida (B.U.F.) to provide qualified students the opportunity to begin earning college credit while completing their high school education. Because dual enrollment courses require a higher level of academic independence, responsibility, and maturity, participation is a privilege granted to students who demonstrate readiness for college-level work.

Student Expectations:
Students selected for dual enrollment are expected to:

- Maintain a minimum 3.5 cumulative GPA and demonstrate consistent effort and satisfactory progress in all courses.
- Complete assignments on time, manage deadlines independently, and communicate appropriately with instructors.
- Demonstrate honesty, respect, self-discipline, and conduct consistent with P.R.C.A.'s mission and standards.
- Have a record of responsible behavior, attendance, and compliance with the student handbook.
- Understand that dual enrollment courses are college courses. Grades earned may become part of the student's permanent college transcript and may affect future academic opportunities.
- Satisfy P.R.C.A. and B.U.F. admission, placement, registration, and course requirements. Students and parents must understand any associated costs and deadlines.

Student Selection Process:
Ninth-grade students applying for their first dual enrollment course will be evaluated using the following process:

- Application: The student and parent/guardian submit a dual enrollment application and acknowledge the expectations outlined in this policy.
- Academic Review: P.R.C.A. reviews the student's cumulative GPA, academic progress, work habits, and readiness for college-level coursework.
- Character and Conduct Review: P.R.C.A. considers the student's discipline history, attendance, maturity, integrity, and demonstrated responsibility.
- Administrative Recommendation: The Head of School, in consultation with appropriate faculty members, evaluates the student's readiness and makes the final P.R.C.A. selection decision.
- University Approval: Selected students must complete all required B.U.F. admissions and registration procedures. P.R.C.A. approval does not guarantee university admission or enrollment in a particular course.

Continued Participation:
Students must maintain satisfactory academic progress, conduct, and compliance with all P.R.C.A. and B.U.F. requirements throughout their participation. P.R.C.A. reserves the right to review a student's eligibility and recommend suspension or discontinuation of dual enrollment participation when academic performance, conduct, or failure to meet program expectations warrants such action. The Head of School retains final authority over P.R.C.A.'s selection and continued approval of students for dual enrollment participation, subject to applicable B.U.F. requirements.

PARENT/GUARDIAN ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understand this form and voluntarily authorize my child to participate in P.R.C.A.-sponsored field trips and eligible off-campus activities during the school year identified above, subject to the provisions stated herein.

I understand that advance information regarding individual activities will be communicated by P.R.C.A., and I remain responsible for reviewing those communications and notifying the school of any circumstances that may affect my child's participation.

Parent/Legal Guardian Information:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____ Contact Phone Number: _____

STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT FORM

Academic Year: 2026–2027

Please read the P.R.C.A. Student-Parent Handbook carefully. This handbook outlines the rules, policies, and expectations that govern our school community. Both the parent/legal guardian and the student (grades 5-9) must sign and return this form to the school administration office within one week of the first day school.

1. General Handbook Acknowledgment

Parent/Guardian & Student: We acknowledge that we have received, read, and understood the current P.R.C.A. Student-Parent Handbook.

Parent/Guardian & Student: We agree to abide by all school rules, academic policies, and behavioral guidelines outlined within the handbook.

2. High-Priority Section Initials

Please review and initial these specific high-priority sections below to confirm your agreement with these important operational and safety policies.

Handbook Section & Policy Topic:

Section 4.6: Make-Up or Missed Work	Parent's Initials: _____	Student's Initials: _____
Section 6.0: Entirety of Policies and Procedures	Parent's Initials: _____	Student's Initials: _____
Section 6.12.1: Student Medication Policy & Drop-Off	Parent's Initials: _____	Student's Initials: _____
Appendix A: Dress Code and Grooming Standards	Parent's Initials: _____	Student's Initials: _____

3. Overall Acknowledgement Of The P.R.C.A. Handbook

By signing below, we certify that we have read the handbook, initialed the critical sections, and agree to uphold the standards of P.R.C.A.

Student Information:

Student Printed Name: _____

Grade Level: _____

Student Signature: _____

Date: _____ *(Required for Grades 5-12)*

Parent/Legal Guardian Information:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Contact Phone Number: _____

Both the parent/legal guardian and the student (grades 5-9) must sign and return this form to the school administration office within one week of the first day school.