
Pleasant Ridge Christian Academy

Academy Student/Parent Handbook



WWW.PRCACADEMY.ORG
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PRCA 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.

PRCA 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.

PRCA 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:

- a. 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)
- b. 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)
- c. 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)
- d. 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)
- e. 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 woman, the two becoming one flesh. Intimate sexual activity is to occur exclusively within that union. Consequently, we affirm 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)
- f. 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 conviction for Pleasant Ridge Christian Academy to formally or materially cooperate in the termination

- g. of unborn human life. (Exodus 20:13, 21:22; Numbers 35:33-34; Psalms 139, Jeremiah 1:5; Mathew 18:18; Luke 1:44)
- h. 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)
- i. 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)
- j. 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)
- k. 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)
- l. 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 which 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; Mathew 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, the Pleasant Ridge Christian Academy's Board of HOS'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

Mr. Tyler Hildebran, Head of School850-557-1776

1.1 School History

Pleasant Ridge Christian Academy (PRCA) 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 HOS.

1.2 Chain of Command

The HOS is responsible for the operations of PRCA.

1.3 Accreditation and Membership

PRCA is in the process of being accredited by the Florida Association of Christian Colleges and Schools (FACCS). PRCA is a member of the Association of Christian Schools International (ACSI).

2.0 Application

2.1 Admission Criteria

Admission to PRCA is based upon academic achievement and biblically derived behavioral criteria. PRCA does not discriminate on the basis of 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 PRCA families and students are highly encouraged to faithfully and consistently worship on the Lord's Day in their local churches. All PRCA 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 of 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 counter 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 PRCA. 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, and 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 PRCA Student Enrollment Form.

2.3 Annual Reenrollment

Reenrollment is not automatic; application must be made for each academic year. Reenrolling applicants use online reenrollment 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 (CSR) 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 HOS screens the CSR for accuracy and completeness, and copies required by law are made. Advance notice of withdrawal will help avoid delays in releasing a CSR. minimum of 5 business days is allowed to process CSR requests. When a parent receives a CSR, 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 unwanted or unacceptable behavior of 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 hurt 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; severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; or unreasonably interfere with the individual's school performance or participation.

Sexual harassment includes unwelcomed 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 is needed to support the work of classroom teachers, fundraisers, and general overall support of student needs. The PAC will meet quarterly to develop operating guidelines for the PAC, 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/7th 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 welcomed and encouraged to attend as able.

3.2 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

PRCA has chosen the best curriculum materials suited to our philosophy of Christian education. Materials include those published by Bob Jones Press.

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 worshipped." (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 PRCA is not the church, it is a gathering of believers in Jesus Christ. Thus, while PRCA 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 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 to have 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 parent’s convenience.

4.7 Student Records

The school maintains a permanent cumulative file on all Pleasant Ridge Christian Academy students. Records of health, grades, standardized tests scores, and anything pertaining to the academic progress of the student makes up the content of these files. These records are kept in fire-proof file cabinets in the front office. These files are also confidential and only for the viewing of the HOS, 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 HOS. 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 HOS.

All PRCA student records are stored physically on campus and on the school’s secure server. If PRCA 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 becomes evident. Homework following instruction is given to overcome some difficulties.
- Reinforcement – We believe that most students require adequate practice to master material essential to their education 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 HOS's approval. For students with extended illnesses, exams may be made up at a later date per the HOS'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.

PRCA 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 PRCA with IEP's, 504's, and Educational Testing, can request an accommodation plan through the HOS. These plans will go into effect the beginning of each year, and at the end of the year based on student's scores, report card, and teacher recommendations. Classroom accommodations are entered into RenWeb for teachers to see each time the 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 HOS 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 PRCA, 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. PRCA has endeavored to build its code of conduct upon Biblical principles that will ultimately disciple students. While PRCA 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 which the teacher deems to be 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, 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 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 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 on 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 HOS. 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 assignments 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, classroom, or 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 PRCA 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 which the teacher deems to be 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 HOS, the teacher or bus driver, and the student. Parents should expect the same suspension guideline 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 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 (SSP) 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 SSP for each detention earned during the rest of the semester. SSP will be held on campus from 8:00 AM to noon and will include academic tutoring, extra assignments, and manual labor. Students assigned to SSP 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 SSP will be charged a \$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 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 PRCA 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: use or possession of alcoholic beverage (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 be always 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 PRCA 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 HOS 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 may reapply for admission to PRCA. Upon application for re-admission, the HOS may grant a hearing to the student and his 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 HOS.

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 tardy is excused or unexcused. Each student must be in his 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 opened.

6.1.2 Dismissal

The school day for all students will end at 3:15 PM. Students will be dismissed from their classrooms at 3:15 PM to proceed immediately to the parent pick-up area. Assigned teachers will monitor children at parent-pickup. Any students not picked up by 3:30 will be taken to the office to await their parents. Excessive lateness in picking up students may result in monetary fines. Students should not be left unsupervised after school hours.

6.1.3 Morning Drop-off/Afternoon Pick-up

For the safety of all student's, 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 for 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 call the front office and a conference 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, to include 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 student is considered absent if he misses more than thirty minutes of class. 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 call or email the Front Office by 8:30 AM to explain the reason for the absence. If a phone call 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 HOS.
- Teachers will appropriately reflect all absences in class grading system each morning.
- When a student reaches ten unexcused absences, any additional unexcused absences may result in a five (5) point deduction per day for any work missed.
- 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 HOS 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. Students receiving a total of five tardies will be issued a detention.

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. 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 HOS 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 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, in order for an appeal to be considered. The Attendance Appeal Committee shall consist of the HOS 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 HOS depending upon the student's attendance record, academic performance, and length of proposed absence. The student should inform his 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 absence 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 HOS if the absences are due to documented, extenuating circumstances.

6.2.11 Extracurricular Participation

Students become ineligible for early dismissal for 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 student's progress, parents and guardians are encouraged to request conferences with any member of the teaching staff. To facilitate conferences, parents are asked to call the Front Office 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 HOS.

6.4 Internet and Computer Use

PRCA 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 will receive assignments in all academic classes that require the use of computers. Students have access to the Academy computer lab during school hours. In order to use PRCA computers, students and parents must sign and return an Internet Use Form that details PRCA'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 effort 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 guardian 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 in order 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 information detailing prices.

6.9 Class Parties/Holidays/ Special Occasions Guidelines

Class parties or other school social functions will not be held without HOS 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. PRCA does not celebrate Halloween.

PRCA will notify parents if there is a student in their child's class that 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 lunch time 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 in order 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 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. Lunch time 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 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; PRCA 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.

PRCA desires to maintain a healthful school environment by affecting 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 HOS. The medicine to be dispensed will be kept in a locked box with the HOS or in the refrigerator if necessary and dispensed according to the doctor's instruction. 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

PRCA 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 which 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), Amebiasis; 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 HOS'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 reaction 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. Parents will be given a lice checklist to provide parents with instructions on how to treat for lice. 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 a 24-hour period, 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 a prescribed medicine while watching for allergic reaction, and assure 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 on Public Middle School teams as long as they retain academic standing.

7.2 Field Trips

Field trips are occasionally planned for the students with HOS 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 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 HOS 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 PRCA policy is that school will operate as scheduled unless some condition renders such operation unsafe or impractical. The HOS will make any decision to cancel classes. Without such a decision, school personnel are required to operate by the planned schedule.

School closure is 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 PRCA 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 HOS makes the decision to cancel school operations, PRCA 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 school.

Upon occasion, it is necessary for deputies, officers, DCF or Family First to come to the school to interview a PRCA student. The DCF 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, DCF investigator and/or law enforcement representative. As stated in Florida Statue 39.301 (18), the DCF 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 DCF 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 that 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 Academy Office and all procedures of safety will be followed. Students will not be dismissed from the building if a tornado warning is in effect. The only exception will be when parents, at their own discretion, pick up students.

8.3 Fire/Fire Drills

Fire drills will be held quarterly in accordance with pre-determined guidelines of the HOS. 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 the classroom exterior exit in single file to a safe point designated by the HOS, and await further instructions. Every effort will be made to assure the safety of all students. These drills will train students to know what to do in case of a fire.

Uniform and Dress Code

Uniforms

- Students are required to wear PRCA Polos on:
 - Monday, Wednesday, and Friday.
- Students are allowed to wear a PRCA T-shirts on:
 - Tuesdays and Thursdays.
- Free dress days will be announced in advance.
- School uniform shirts are mandatory for students. Three uniform shirts ((2) Polo/ (1) T-shirt) will be provided at the open house, pending acceptance and financial completion for admission.
- P.E. Uniform must be purchased
- Uniforms may be purchased at PRCA or Over the Edge in Defuniak Springs, FL.

Dress Code

The *PRCA Guidelines for Student Behavior* (see your PRCA FAMILY MANUAL, available upon admission into the Academy) details the standards for behavior that PRCA desires students to adhere to as they mature toward the image of Christ and gives the philosophy of the dress standards. In accordance with the principles of modesty set forth 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 Tyler Hildebran, HOS of PRCA.

1. General appearance:

- 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.
- 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.
- Excessive make-up is not permitted in the Academy.
- Body piercings are limited to ears.

2. Students must dress modestly:

- Students will wear properly fitting clothing at all times. **No tight or form-fitting, sagging, or excessively baggy clothing may be worn.**
- Blouses that reveal cleavage or midriff are not permitted.
- **Skirts and shorts shall be knee length.**
- Uniform shirts must be of school colors (white, gray, navy, teal, black, or gold)
- Pants, shorts, and skirts are to be solid-colored Khaki or Denim.
 - Allowable colors:
 - Tan, black, grey, or navy
 - Blue jean denim

- **No leggings, jeggings, or athletic wear may be worn as pants.**
- Shirts that are worn under the uniform polo or shirt that extend beyond the polo shirtsleeve must be teal, navy, white, gray, black, or gold)

3. Accessories:

- Shoes must be fully enclosed and firm-soled for safety.
- All accessories must not cause undue attention.

4. Outerwear:

- PRCA students may wear jackets of solid color with **no writing or images** of their choosing.

Non-uniform dress:

5. Casual Dress:

****Parents will be notified in advance of non-uniform dress days***

- 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:

- No athletic attire worn as bottoms.
- No clothing with tears, tatters, frays, holes or chains.
- No military style clothing, shoes, or military camo attire.
- No leggings or jeggings may be worn as pants.

6. P.E. Uniform

- Students are required to dress out for P.E.
- Black knee-length mesh gym shorts with the PRCA Logo.
- Tops can be any of the uniform PRCA T-shirts.
- PRCA sweatpants can be worn as part of the P.E. uniform for winter.
 - Sweatpants can be purchased at Over the Edge or online at the Merch link store accessible through the PRCA website.

** 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.*

*** PRCA is not responsible for non-labeled, lost clothing items. Please label all clothing. 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.*