



# Pineview Christian Academy

## PARENT/STUDENT Handbook 2023-2024

5614 Highway 53  
Harvest, Alabama 35749  
256.852.9571

[www.pcawarriors.org](http://www.pcawarriors.org)  
[school@pineviewfamily.org](mailto:school@pineviewfamily.org)

Warrior Family,

I want to officially welcome you to the 2023-2024 school year. We are so excited that you have chosen Pineview for your child's education. My goal is for the students at PCA to not only excel academically, but to grow in their relationship with Christ daily. We are excited to have students back in our classrooms and hallways filling them with enthusiasm and energy for learning this year. Here at Pineview, we have great teachers who spend hours planning and creating classroom activities that engage our students in learning. I encourage everyone to participate in activities, events, and programs we have to offer here on campus. Please feel free to contact me at (256) 852-9571 or at [tpayne@pcawarrior.org](mailto:tpayne@pcawarrior.org). Here is to a great year!

Sincerely,  
Bro. Tim Payne  
Head Administrator  
Pineview Christian Academy

“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity” 1 Timothy 4:12

### Our Mission:

The mission at Pineview Christian Academy is to provide a Christ-centered, quality education that equips students with knowledge and life skills as they develop into Godly young men and women.

### **Statement of Faith:**

We believe:

- The entire Bible is inspired by God, without error and is the authority on which we base our faith, conduct and doctrine.
- In one God who exists in three distinct persons: Father, Son and Holy Spirit. We believe Jesus Christ is the Son of God who came to this earth as the Savior of the world.
- Jesus died on the cross and shed His blood for our sins. We believe that salvation is found by placing our faith in what Jesus did for us on the cross. We believe Jesus rose from the dead and is coming again.
- Water baptism is a symbol of the cleansing power of the blood of Christ and a testimony to our faith in the Lord Jesus Christ.
- Every believer should be in a growing relationship with Jesus by obeying God's Word, yielding to the Holy Spirit and by being conformed to the image of Christ.
- As children of God, we are overcome, and are more than conquerors, and God intends for each of us to experience the abundant life He has in store for us.
- We are to evangelize the lost, edify the saved, minister to those in need, and be a conscience in the community.

### Non-Discriminatory Policy:

Pineview Christian Academy admits students of any race, color, national and ethnic group to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in its administration of its admission policies, scholarship policies, educational policies, and athletic and other school administered programs.

# School Mascot Warrior



School Colors  
Blue, White, Black

## Staying Informed

Pineview Christian Academy highly encourages parents to utilize our web page, social media networks and other tools that are available.

- Pineview Christian Academy Website – [www.pcawarriors.org](http://www.pcawarriors.org)
- Email (please make sure that it is correct in Gradelink)
- PCA Band App
- Gradelink (Web-Based Classroom Information)
  - Parents must obtain a password from school to access attendance records, discipline reports, and grades for their students’.
  - School Calendar
- Pineview Facebook Page – Pineview Christian Academy

# **Pineview Christian Academy Calendar**

2023-2024

AUG 7	First Day of School
SEP 4	Labor Day (No School)
20	E-Learning Day (Campus Closed)
OCT 2-6	Fall Break (No School)
NOV 1	E-Learning Day (Campus Closed)
10	Veteran's Day (No School)
20-24	Thanksgiving Break
DEC 18-20	E-Learning Days (Campus Closed)
21-Jan 3	Christmas Break
JAN 2	Teacher Work Day
JAN 3	School Resumes
15	Martin Luther King Jr. Day (No School)
FEB 19	President's Day (No School)
MAR 11-15	Spring Break (No School)
25-28	Standardized Testing Week
29	Good Friday (No School)
APR 1	Easter Monday (No School)
8	E-Learning Day (Campus Closed)
MAY 6-10	Teacher Appreciation Week
20	Kindergarten Graduation 6:00 PM
21	High School Graduation 6:00 PM
24	Awards Day 9:00 AM

## Grading Criteria

### Grading Scale

Letter Grade	Numerical Grade (100 Point Scale)	GPA (4 Point Scale)
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

## Report Cards

Students receive report cards for each nine-week period. The report card indicates the student's academic progress. Parents are encouraged to communicate with teachers and request conferences as needed.

## Graduation Requirements:

Credits are issued per semester when a passing grade has been earned. Credits begin in the 9<sup>th</sup> grade.

Bible	4
English	4
History	4
Science	4
Math	4
Physical Education	1
Career Preparedness	1
Health	.5
Fine Arts	1
Foreign Language	2

Electives	1
<b>Total</b>	26.5

Admissions Procedures:

Pineview Christian Academy uses Gradelink to enroll and re-enroll our students. The administrator will schedule an interview with the parent(s) or guardian and the student. A link to register will be emailed to parents after a tour/meeting with an administrator of the school.

All students who enroll should provide the following:

- 1) Copy of their birth certificate
- 2) Copy of their social security card
- 3) Blue Card (Immunization Records)
- 4) Enrollment Form

Pineview Christian Academy offers priority enrollment for presently enrolled students, their siblings, and Pineview Baptist Church members, during the early enrollment period.

Re-enrolling Students

Re-enrollment for returning students will open around February 1<sup>st</sup> to all current PCA students, their siblings and to Pineview Baptist Church members. A student is not considered re-enrolled until a re-enrollment form is complete, and re-enrollment fee is paid. Re-enrollment link may be obtained on Gradelink.

Transfer Students

Students who transfer to PCA from other schools, must be in good standings with their school and have not been expelled from their previous school. Students will be on a six-week probation period. During this time a student may be asked to leave at any point. After the six-week probation, students can be given permanent status.

Tuition

Monthly tuition of \$455 per month for elementary and \$490 per month for middle and high school is due on the 1<sup>st</sup>. If tuition is not paid by the 10<sup>th</sup> of the month, a



late charge of \$30 will be charged. Report cards and transcripts will be held if payments are not paid in full. There is no reimbursement due to withdrawing from school, sickness, inclement weather, vacation, or school holidays. Any student transferring to PCA after the school year begins will pay enrollment fees, that month's tuition payment prorated per day, and any other fee as needed according to the Financial Information sheet.

### Tuition Discounts Available to PCA Families

Please note, there are no discounts given to registration fees or any other fee, only tuition. Families can not stack discounts, therefore you can only receive one type of discount. However, if you pay in full you will receive a 5% discount.

Pineview Baptist Church Active Members who regularly attend Pineview Baptist Church will receive the following discount:

10% off 1<sup>st</sup> student

15% off 2<sup>nd</sup> student

20% off 3<sup>rd</sup> or more students

Families will provide a form for the pastor to sign to verify membership of Pineview Baptist Church. This form must be on file to receive this discount.

Active Duty Military and Veterans families will receive the following discount:

10% off 1<sup>st</sup> student

15% off 2<sup>nd</sup> student

20% off 3<sup>rd</sup> or more students

Multi-Child Discounts are offered to our PCA families who have more than one child enrolled at PCA. They will receive the following discount:

1<sup>st</sup> student – regular price

2<sup>nd</sup> student – 10% off

3<sup>rd</sup> or more students – 15% off

Yearly Payment If you choose to pay all your tuition by August 10<sup>th</sup>, you will receive 5% off your tuition.

### Delinquent Tuition

Tuition is due the 1<sup>st</sup> of each month and is considered late on the 10<sup>th</sup> of each month. If not received by that date a \$30 late fee will be charged. At this time, you will be contacted by our bookkeeper to work out an immediate payment plan. If you become two months past due, your child may not return to school until the past due payments are paid. When your account reaches “past due” status, all transcripts and report cards are held until ALL accounts are in good standings.

### Attendance, Absences, Tardiness

In order to gain the most from PCA, it is important that each student attend school regularly. A signed note from a parent to the school must document all absences, early dismissals, or late check-ins. If a note is not given then it will be an unexcused absence. The written excuse should be dated with a reason given for the absence. If the student visits the doctor or dentist, the parent should request an excuse from the doctors/dentist office. A good cause or valid excuse explanation is outlined below:

- 1– Personal Illness
- 2 – Doctor, dental, or other medical excuse for the child
- 3 – Death in the immediate family
- 4 – Other unavoidable emergencies in the student’s family
- 5 – Prior permission of the administrator upon request of the parent or guardian

### Unexcused Absence

Any absence apart from those listed previously under excused absence will be unexcused. Graded work, quizzes, and tests may be made up with the student receiving 70% of the grade earned. It is the student’s responsibility to schedule a time to make up any missed quizzes or tests. Students are allowed **5** unexcused absences a semester.

### Absences

The day a student returns following an absence, the students should turn in a note to their homeroom teacher or front office from their parent/doctor. If the student fails to bring a note within 3 days of the absence, he/she will be given an unexcused absence. Absence notes should include the student's name (first and last name), date of absence, reason for absence, parent name and parent phone number. Students are only allowed 18 days of absences per year. If a student misses more than 18 days they will not pass the school year. If a student is absent more than 9 days a semester they will be turned into the Truancy office of Madison County Sheriff's Office.

### Tardiness to School

Promptness is an important aspect of character, being late to class is disruptive and this practice should be avoided. Students that arrive after 8:00 will be counted as tardy. When arriving at school, the parent should check in at the attendance office to get a tardy pass. If a student is tardy to school for 3 days it will turn into an unexcused absence.

### Tardiness to Class (MS/HS students)

Students are expected to be in class on time. After the tardy bell, students will need to get a tardy slip from the administrator. After being tardy (5) times, he/she will be assigned detention. Work missed for an unexcused tardy will result in a zero on that assignment. This includes assignments collected, quizzes, or timed tests if a student is not in class when the assignment is given/collected because of an unexcused tardy.

### Check-Ins/Outs

Only the parents and contacts listed for pickup are allowed to check a student out of school. Photo identification will be required. For students who drive, the parents should provide a check out note to the student to be dropped off with the administrator that morning. Checkout notes must have the parent contact number on them. Student drivers should check-out at the kiosk prior to leaving campus. A student who becomes ill and needs to checkout must report to the administrator and once we have made parental contact, they may leave.

Students who leave campus without following proper checkout procedures, are considered to be skipping and will be disciplined. In order to allow an orderly dismissal, we ask that you do not check out your student after 2:45 except for emergencies and/or for professional appointments.

### Makeup Work

All classwork will be posted in Google Classroom, Gradelink, or Pick-up packet each week and can be obtained when the child is absent. It is the responsibility of the student to make arrangements to make up work, tests and other assignments, activities, etc. when absent for excused/unexcused reasons. Make up tests will be held before or after school or at the discretion of the teacher. It is the student's/parent's responsibility to ensure a student makes up work when absent. It is the responsibility to provide opportunities for the student to make up the work. Teachers have the right to alter assignments, tests, work, activities, etc., as he/she considers necessary to ensure an accurate evaluation of the student's performance after an absence.

### Health Policies

In the event that a child becomes ill or injured at school, the parent will be contacted immediately. If the office is unable to reach the parent or guardian, emergency contacts will be called. If the situation is an emergency, your child will receive the fastest and best medical attention available while every effort is made to contact the parents. **Students must be fever free (less than 99.9) for 24 hours, without the aid of medicine, before returning to school following illness.**

### Lice

In accordance with Alabama Department of Health regulations, no student will be admitted to class if there is the presence (or appearance) of head lice or nits in his/her hair. Students will not be allowed to return until there is no presence of lice or nits.

### Medication Policy

Students are not to have prescription or over-the-counter medications in their possessions during the school day or during school sponsored events. Students

must take medication only in the presence of the Administrator, Secretary, or parent. All medications can be administered only if a properly completed Medicine Authorization Form is thoroughly completed and signed by the parent.

### Blood Borne Pathogens Training

Our staff members receive annual blood borne pathogen training for proper care of bleeding situations.

### Patriotism

Students are required to recite the Pledge of Allegiance to the United States flag and are continually taught to love their country, their leaders, and the military. Students are not allowed to sit or kneel during the Pledge of Allegiance or during the National Anthem.

## OUTSIDE FOOD POLICY IN SCHOOL

Our goal at Pineview Christian Academy is to provide the safest environment for all of our students. Many of our students have medical conditions that involve food allergies, intolerances, diabetes, sensitivities, etc. No home made food will be handed out to students. Please drop off any food to the front desk in regards to parties or class snacks.

### Lunch Policy

PCA is not equipped with food preparation facilities, therefore each child will need to bring a lunch from home. Students will not be permitted to use refrigerators, please pack your child's lunch and snack accordingly. Please make sure that you send utensils, napkins, bowls, etc. that they may need at lunchtime. We do not provide these items on a daily basis. Microwaves are available for students to heat food during their lunch time. On Fridays we have an optional catered lunch brought in from local restaurants. An order form will be emailed out at the beginning of each month. All orders and payments must be submitted by Wednesday at noon of each week.

### MS/HS Students Food Delivery

MS/HS students are allowed to order food to be delivered to the school. However it must be ordered and delivered before their lunch time. No student will be allowed to miss class to eat lunch that was delivered late.

### Field Trips

Field trips provide students with a hands-on learning approach. Field trips will be scheduled throughout the year for each grade. A permission slip is required for each student signed by parents to attend. Adult drivers must submit a copy of their driving license, current insurance, and be signed into our volunteer system at the front desk a day prior to the field trip.

### Classroom Procedures

1. Students should be at their desk, seated quietly waiting on instructions by 8:00.
2. Students must keep their hands, feet, and objects to themselves.
3. Students are to be in class at all times unless ill or excused by the teacher.
4. Students should not be disruptive in class.

### Boy/Girl Relationships

PCA recognizes an individual with a uterus and ovaries as a female, girl, young lady, or woman. PCA recognizes an individual with testicles as a male, boy, young man, or man. Based on these definitions and following Paul's admonishments:

1 Corinthians 6:18-20 (NLT)- "18 Run from sexual sin! No other sin so clearly affects the body as this one does. For sexual immorality is a sin against your own body. 19. Don't you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, 20. For God bought you with a high price. So you must honor God with your body."

Romans 1:24-27 (NLT)- "24 So God abandoned them to do whatever shameful

things their hearts desired. As a result, they did vile and degrading things with each other's bodies. 25 They traded the truth about God for a lie. So they worshiped and served the things God created instead of the Creator himself, who is worthy of eternal praise! Amen. 26. That is why God abandoned them to their shameful desires. Even the women turned against the natural way to have sex and indulged in sex with each other. 27 And the men, instead of having normal sexual relations with women, burned with lust for each other. Men did shameful things with other men, and as a result of this sin, they suffered within themselves the penalty they deserved.”

PCA will not recognize or identify anyone as LGBTQ2+ (Lesbian, Gay, Bisexual, Transgender, Queer, Non-Binary, or +) or furry or promoting LGBTQ++ ideologies. As such, girl bathrooms/locker rooms and boy bathrooms/locker rooms will be used only by biological girls for the girl bathrooms/locker rooms and biological boys for the boy bathroom/ locker rooms.

Students are to refrain from public display of affection (PDA) at all times when on school campus. This includes extra-curricular activities, ball games, field trips, etc. Holding hands, hugging, kissing, etc. are in violation of the school policy and students will be dealt with appropriately.

PCA recognizes that sexuality is the basis of the desire for one male and one female to be united in a one-flesh union called marriage. Such a union is both physical, relational, and exclusive. God intended sexual desire to draw people to marriage, not merely to sex. Sexual relations by the student at the school or school sponsored activities will result in suspension. A female student becoming pregnant creates a multitude of considerations. First, the baby is not at fault and every effort will be made to encourage the young lady to have the baby (she will be directed to Pro-Life counseling.) If the father of the baby also attends PCA, he will receive the same consequences as the mother. If a PCA student gets a non-PCA student pregnant they will face the same consequences as if they both attended PCA. However, because pregnancy represents a flagrant disregard to God's intended purpose of sex being confined to marriage, she will not be allowed to continue attending PCA. The full scope of consequences would have to be

determined on a case-by-case review by the school board, and will be determined by extenuating circumstances.

### Use of Textbooks

1. All textbooks issued are the property of PCA.
2. Textbooks issued to students may be used in the same manner and to the same extent as though such books were owned by the student, except that students must recognize their responsibility for the proper care of books checked out to them by observing the following practices:
  - a. Keeping the book clean inside and outside
  - b. Refraining from marking the book with pens, pencils and highlighters
  - c. Keeping the pages free from fingerprints
  - d. Avoid turning down, tearing, or otherwise damaging pages.
  - e. Refraining from placing the book where it may become soiled or damaged by the weather.
3. Parents and students must accept liability for any loss, abuse, or damage in excess of that which would result from normal use.
  - a. For such loss or damage, the student will be assessed a variable of:
    - i. Full Price if new when issued
    - ii. All other books will have a replacement fee of \$50
  - b. No textbook will be issued to any student until all charges for lost or damaged textbooks have been paid.
4. All textbooks must be returned to the issuing school by the students when he/she is promoted or transferred or when he/she terminates attendance for any reason.

### Lockers

Lockers are property of PCA and under the control of the school. The student assumes full responsibility for the contents of the locker. The Administrator have the right and responsibility to inspect student lockers when reasonable suspicion exists that a locker contains material illegal to the school under the following guidelines:



- a. When possible, lockers should be opened in the presence of the student.
- b. A member of the school faculty should be present as a witness with the Administrator.
- c. If the student is not present, he/she shall be informed of the search within a reasonable time thereafter and informed of any contents taken from the locker.

### Technology Policies

Technology, including, but not limited to, Chromebooks, iPads, laptops, various licenses, Google account access, and Wi-Fi networks are examples of technology PCA offers to enhance student learning.

### School Computer/Electronics Policy

Students are responsible for appropriate behavior while using the computer and the Internet. Additionally, students are responsible for their actions while using the equipment and resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in appropriate action being taken. The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and the principal. Use of the Internet must be in support of this, consistent with the educational objectives of the school and in accordance with our school mission statement.

### Computer/Electronics Use Guidelines

- Be prepared to be held accountable for your actions.
- Internet access requires the direct supervision of a faculty or staff member at all times.
- Notify an adult immediately if you encounter materials that violate the school code of conduct or are of questionable content.
- Use of the computer or Internet to harass, attack, hurt, or harm other people or their work will not be tolerated.
- Observe all copyright laws.

- Refrain from viewing, sending, or displaying obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures
- Protect your personal information and that of others while using the Internet. The computers are for research and educational use only. Games, social networking (Facebook, Twitter, etc.) and emailing, should not be accessed from a school computer.
- Refrain from eating or drinking near a computer.
- Refrain from instant messaging, chatting, or social networking.

### Telephones

The telephones in the office are for school related business only. Students will not be permitted to use these phones except in case of emergency. Students will not be called out of class to answer telephone calls. Please handle all communications prior to the school day. Messages of an emergency nature from parents will be communicated to the student.

### Cell Phones and Electronic Devices

Pineview Christian Academy allows MS/HS students to use cell phones during morning break and lunch. All cell phones must be placed in the phone holder in each class and in a silent or off position. Students may pick up their phones/electronic devices at the end of each class.

Cell phones/electronic devices will be allowed to be used in the classroom at the teacher's discretion for instruction. Hand-held games are not allowed to be used during instructional time. If a cell phone/electronic device is used without the permission of the teacher, or is used for any other reason than instruction, the cell phone/electronic device may be collected and given to administration. The cell phone/electronic device will be returned only to the parent the next school day from 8:00-3:00. Parents must have a photo ID and sign for the item. Pineview Christian Academy assumes no responsibility for theft, loss, or damage to any electronic or personal/wireless communication device.

### Social Media

Students should not post to social media sites (Facebook, Twitter, Instagram, TikTok, Snapchat, email texts, etc.) during school hours. Because PCA strives to

keep an upstanding reputation in the community, students and parents will be held accountable for the post and images they release to social media outlets concurring with PCA, its faculty and administration and other students. Depending on the content of the post will determine what level of discipline either level 3 or 4.

### Dress Code

The purpose of a dress code is to create a proper school environment that emphasizes a Christ like attitude and to be more like God, even in how we dress daily. Students are expected to dress modestly and in an appropriate manner.

- Students must be neatly dressed, clean, and well groomed.
- Administrators have the authority to use discretionary judgment to prohibit such dress based on past or current circumstances. The dress code applies at any school-sponsored activities at any hour or location in which students are direct participants, representing the school, and/or recipients of recognition.

### Pants/Skirts/Shorts/Dresses

- MS/HS pants and shorts should be blue jeans or khaki. They can be any color.
- Pants are not to be excessively baggy, sagging, distracting or tight.
- Shorts, dresses, and skirts must fall below the tips of student's fingers when arms are fully extended to the side; however, due to the physical differences in some students, this guide may mean some items are still too short. The Administrator has the authority to make the final decision regarding the appropriateness of the garment length.
- Clothing should not have holes above the knee.
- Students in 6<sup>th</sup> – 12<sup>th</sup> grade are not allowed to wear athletic shorts, athletic pants, or sweatpants to school unless they are for PE, special school function or allowed by an athletic coach or Administration.
- No leggings, jeggings, yoga pants or sleepwear unless it is included in a planned activity.

### Shirts, Blouses, and Tops

- Clothing must be worn in a way that does not reveal the body in an inappropriate manner. It must not be too tight, too short, or bare at the

midriff or sides. No off the shoulder tops, spaghetti straps, sheer or see-through clothing will be allowed.

- Clothing must not include pictures, writings, symbols, etc. Promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities, demonic graphics and gangs.

### Head Coverings and Sunglasses

- No hats, caps, bandanas or sunglasses during school hours unless it is included in a planned activity.
- Exceptions may be made in medical situations.
- During inclement weather head coverings may be worn to protect against such weather but are not to be worn inside.

### Jewelry, Body Piercing, Marking and Hair

- Normal piercing of the ears (for females) is allowed if it does not distract or draw unnecessary attention. Wearing of other body piercing items is not allowed. Males are not allowed to wear earrings.
- Wallet chains and/or oversized chains are not allowed at school.
- Hair must be worn in a way that it does not impair vision, distract students and is not considered unsafe or hazardous. Students are not allowed to wear colored hair spray or have their whole head dyed in unnatural colors (pink, blue, green, etc.).
- Tattoos must be covered at all times when at school or at a school function.

### Additional

- The Head Administrator may allow exceptions in dress for a specific activity, athletic events, drama productions. but such exceptions are only for those activities.
- The Head Administrator may allow exceptions in dress for specific activities and events. Exceptions that compromise the Dress Codes intent to ensure the safety of students and employees are not permitted.

### Student Drivers

Students have the privilege to drive to and from school and events. A student who leaves campus without signing out will lose this privilege. Students who drive

recklessly on school property will also lose this privilege. A Student Driver Authorization Form is required to be on file in the office before a student begins driving to school. Pineview Christian Academy is not responsible for loss, damage, or theft of student vehicles, during the school day or extra-curricular activities.

1. The campus speed limit is 5 miles per hour. Speeding will result in the loss of driving privileges.
2. After cars have been parked, students are allowed to remain in their vehicles until 7:45 AM. No one will be allowed to stand/gather in the parking lot. Students are not to go to the parking lot during school hours without authorization through the school office.
3. Vehicles decorated, displaying, or affixed with anything deemed offensive or inappropriate parked on campus will result in loss of driving privileges and/or disciplinary action.
4. Remember driving on campus is a privilege and can be revoked at any time for driving issues, discipline and/or attendance.

### Drop Off and Pickup Procedures

#### Elementary School

All elementary car riders should be dropped-off at the North end of the building from 7:00-7:30. Students may not be dropped off until 7:00 AM each morning. Students that are not being dropped off for early care need to be dropped off in the back of the building in the gym. Drop off begins at 7:30. Any student needing admittance before 7:30 AM, will need to be dropped off at the North side of the building for before school care (daily rate of \$3) and will need to be signed in. Preschool parents are required to come in and sign your children in their rooms. Parents will need to ring the doorbell and wait for someone to let you in the building.

All car riders should be picked-up at the back of the building from the gym. If a student has a sibling that is in middle and high school, they will need to be

picked-up at the South end of the building. PCA ends its day at 3:00 PM. We ask that all students be off campus by 3:30 p.m. Students who are not involved in after-school related activities will be put in after school care. (Daily rate of \$6 will apply)

### Middle and High School

All middle and high school car riders should be dropped-off at the South end of the building. Students may not be dropped off until 7:30 AM each morning. If a student has a sibling that is in Elementary, they may be dropped-off at the North end of the building and may walk down. Any student needing admittance before 7:30 AM, will need to be dropped off at the North side of the building and will need to be signed in for before school care (daily rate of \$3 will apply). Parents will need to ring the doorbell and a staff member will come to assist with sign in procedures.

All car riders should be picked-up at the South end of the building (Middle & High School side). Parents may pick up through the car rider line or may park in the parking lot. If a student has a sibling that is in Elementary, they may be picked-up at the South end of the building. PCA ends its day at 3:00 p.m. We ask that all students be off campus by 3:30 p.m. Students who are not involved in after-school related activities will be put in after school care (\$6 daily rate will be charged)

### Inclement Weather, School Closing, Early Dismissal

The threat of inclement weather may result in early school closings. Parents will be notified through email and social media sources. Parent or authorized personnel should sign out the child when they leave the premises. Emergency procedures are posted in each classroom.

### Fire Alarms

Students are led out of the building following evacuation plans that are posted in each classroom. Students and teachers are allowed to re-enter the building after a signal from the Head Administrator has been given.

### Tornado Alarms

Students are led to the designated tornado shelter as posted in each classroom. It is our policy not to release any students to the parents while the sirens are going off for a tornado warning. This is to ensure the safety of you and your children.

### Buildings, Grounds, and Security

In order to properly ensure the safety of our students and faculty all doors will be locked at 8:00 am and will remain locked until 3:00 pm. Any child, who arrives at school after 8:00 am, must be signed in at the main office. All visitors must sign in at the main office. Students must remain on campus unless checked out.

### Visitors

If you need to meet with a staff member or teacher, an appointment is required. At that time the below policy will be applied. A visitor is anyone who is not presently a student or employee at Pineview Christian Academy. All visitors are to report to the front office/reception area immediately upon arrival on campus. A visitor's pass will be issued only by the office.

### Discipline

We expect mature behavior to be exhibited by all students at school and at school related functions. When students do not meet these expectations, they are subject to disciplinary actions as listed in this handbook. Parents will be notified by a discipline referral and will be sent home with the students. Discipline may also be viewed in the parent portal of Gradelink.

Detention, reports, campus cleanup, suspension, expulsion and ISS are all acceptable forms of discipline. All violations are at the discretion of the administration team up to expulsion.

### Student Conduct

1. Fighting by students is disruptive and will not be tolerated. Students involved in a fight should expect to be suspended. Students involved in creating a disturbance, which might lead to students fighting, should also expect to be suspended from school.
2. Refusal to follow a reasonable directive of a teacher, or Administrator, or staff member is insubordination; this will result in disciplinary action. The

directives of a teacher, or an administrator, or a staff member are presumed to be reasonable, and the burden of proving the directive unreasonable will be that of the students.

3. Vandalism (destruction or defacement) of school property is prohibited. Any student breaking this rule will be disciplined, required to make restitution, and prosecuted, if necessary.
4. Students are not allowed to remain in cars or in the parking lot during school hours. Students are allowed to remain in their vehicles until 7:45 a.m. No one will be allowed to stand/gather in the parking lot.
5. Students are not allowed to re-enter the parking lot during school hours without authorization from the Administration/Attendance Office. Students, who leave campus without authorization, will be disciplined and are subject to having driving privileges suspended or revoked.
6. Students are to conduct themselves in a respectful manner at all times.
7. Inappropriate physical contact of another person is considered inappropriate behavior on campus or at school sponsored activities.
8. Students are not to miss/skip classes. Missing/skipping is defined as not being in a scheduled class or place during the school day without written/approved authorization from the teacher to whom the student is assigned.
9. The gym is under the supervision of physical education teachers and is to be used for classes. Students must be in their assigned area during P.E. classes. Students other than those assigned to the gym for class are not to be in the gym.
10. Threatening, intimidating or causing bodily harm to any school employee or other student is a disciplinary offense, and can result in expulsion from school.
11. Any object, which is or could be considered a weapon, will be taken from students. Further disciplinary measures, including contacting the Madison County Sheriff's Department, will be executed, if necessary.
12. Use of profane and/or obscene language or gestures and the direction of such language or gestures toward another student or employee of the school is not tolerated.
12. Glass bottle drinks are prohibited.

Pineview Christian Academy is committed to providing all of our students with a safe and supportive learning environment. PCA students are expected to treat each other with respect. Teachers and other employees are expected to teach and



demonstrate by example.

### Prohibited Substances and Devices

- Drugs- Students should not possess or be under the influence of illegal drugs. This applies to possession of personal items (i.e. bags, cars, etc.) Students in violation of this will be punished under the discretion of the administration team up to expulsion.
- Tobacco- Students shall not possess, use or sell tobacco in any form in school buildings, on school grounds, on school buses, or at any school-sponsored function. Students in violation of this will be punished under the discretion of the administration team up to expulsion.
- Alcohol- Students shall not use, have in possession, have consumed, nor sale, purchase, furnish, or be given any alcoholic beverage while he/she is on the school premises, under the jurisdiction of school functions or on the way to or from school activities. Students in violation of this will be punished under the discretion of the administration team up to expulsion.
- Vaping- Students shall not possess, use or sell vapes in any form while on school property or during school functions.

### Sexual Harassment Policy

It is the policy of Pineview Christian Academy to maintain an environment that is free of sexual harassment. Students who feel that they have been subjected to or are a witness of sexual harassment should promptly report the matter to the principal. Any form of sexual harassment is prohibited and will not be tolerated. This includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and/or other verbal or physical conduct of a sexual nature. Any student whose conduct toward or communication with another individual at PCA that is of a sexual nature and deemed harassment is in violation of school policy; therefore, that student is subject to suspension or expulsion depending on the severity of the case and the number of transgressions. All complaints will be promptly investigated.

### Bullying Policy

Pineview Christian Academy does not condone or allow bullying or harassment of

others whether by employees, supervisors, students or others who may be in our facilities. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct towards another person. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, disability, physical attributes or family status. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

### Discipline

Discipline in our school follows three general steps. First level, the teacher works with the student to achieve necessary changes in the behavior. When there is not sufficient progress being made by the student the teacher will move to the second stage. This will involve contacting parents and working together to see the changes being made. At the third level, the Head Administrator will become involved to help the student change his/her behavior. Serious infractions, such as those listed in the major offenses, go directly to the Head Administrator.

### Disciplinary Methods

#### 1. Detention

Detention will be assigned to students who violate everyday rules. Teacher will notify the office of students who have committed infractions. The principal or head administrator will meet with the student to discuss the offense. Students can be assigned either lunch detentions or

after school detention. After school detention will be served from 3:15-4:00. After school detentions will consist of “chores” for the student to complete. Parents will be notified if a student earns a detention.

## 2. Suspensions

Suspension is a serious step in school discipline. Suspensions may be given for violations such as cheating, stealing, playing with fire, defacing or damaging school property, fighting, showing disrespect, use of profane or obscene language or gestures, extreme misbehavior during school, immorality, habitual problems with school related policies, use or possession of tobacco, alcohol, vapes, or drugs on or off school property, making threats against the school or an individual, or possession of a weapon/firearm.

## 3. Expulsion

Expulsion is the most serious disciplinary step a school can impose on a student and has serious implications on a student and his/her family.

### Levels of Offenses

#### **Level 1 Offenses**

Disrupting class/talking

Unexcused tardiness to class

Throwing food, pencils, paper, littering, leaving a mess, etc.

Going to vehicle without permission

Sleeping in class or chapel

Unprepared for class

#### **Level 2 Offenses**

Not signing in/out of school

Food/Drinks in the classroom without permission

Leaving class without permission or not returning on time

Minor public displays of affection (holding hands, kissing, etc.)

Abusing or mishandling school property

Rough-housing with other students

**Level 3 Offenses**

Displays of disrespect

Taking the Lord's name in vain

Direct disobedience

Misbehavior/disruption in chapel or assembly

Misbehavior with a substitute

Being in an unauthorized area of the school

Pushing, shoving, hitting, tripping, or kicking another student

Unauthorized use of phones, tablets, or computers

Misbehaving on a class trip

Lying/Deception

Dress/Hair code violations

Using another person's property without permission

Listening to inappropriate music at school or on a school device

Inappropriate social media post

**Level 4 Offenses**

Cheating/plagiarism

Skipping school or whole class

Loss of control/temper with authority

Vulgarity/profanity (spoken or written – including social media)

Hitting/pushing/fighting or instigating a fight (physical or verbal)

Major public displays of affection (kissing, fondling, etc.)

Tampering with cameras or security devices

Bullying (verbal or physical)

Inappropriate social media post

**Level 5 Offenses**

Placing others' lives at risk

Sexual activity (including declaration of homosexuality, pornography, sexting, etc.)

Hitting/pushing/fighting or instigating a fight (physical or verbal)

Possession of tobacco, electronic cigarettes, etc.  
Possession of weapons, drugs, or alcohol  
Vandalism/theft/illegal activity  
Threatening a teacher or student with harm  
Unauthorized entry to the building, a room, or a teacher's desk  
Publicly or knowingly disparaging PCA either by word or by deed.

The Administration, in an effort to discipline students, reserves the right to adjust punishments up or down, if it deems that the adjustment will benefit the student and/or the school.

- If a student is playing sports they will not be allowed to participate in games if they have detention or suspension.
- The Administration also understands that this list is not exhaustive. Offenses may arise that are not specifically listed. The Administration will use its best judgment to assign the proper consequences for those issues.
- The Administration will determine the length of the suspensions.

Level 1-3 will follow this standard of punishment for them.

1st offense verbal warning  
2rd offense after school detention  
3rd time suspension

Level 4-5

1st offense suspension for 1 day  
2nd offense suspension for 3 days  
3rd offense expulsion



Parent/Student Handbook Agreement

I, \_\_\_\_\_, as the parent or guardian for

\_\_\_\_\_, acknowledge that I have fully read, understand, and agree to abide by the guidelines expressed in this parent/student handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date