



## **Handbook 2011-2012**

## STATEMENT OF MISSION AND PURPOSE

The mission of Parkhill Christian Academy is to educate children for Christian life through academic excellence and Biblical truth.

### STATEMENT OF FAITH

We believe in:

- The inspiration of the Bible, equally in all parts and without error in its origin.
- The one God, as eternally existent Father, Son, and Holy Spirit, Who created man by a direct, immediate act.
- The preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.
- The fall of man, the need of regeneration by faith in Christ through the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation.
- The spiritual relationship of all believers to the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

### STATEMENT OF POSITION

Let it be known that Parkhill Christian Academy is an integral and inseparable ministry of Parkhill Baptist Church.

### NON-DISCRIMATORY POLICIES

This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admission policies, scholarships, athletics, and other school-administered programs.

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*PLEASE NOTE that changes in the following information may occur. Changes and clarifications will be given to students in verbal or written form when necessary.*

### WE BELIEVE THAT CHRISTIAN EDUCATION AT SCHOOL IS

**A Basic Bible Study Program.** We know God and Christ only through the Bible. This knowledge forms a foundation for the rest of life that must be built upon knowing Christ.

**A God-Centered Curriculum.** Since God authored all truth, we are bound to teach it from His point of view and according to His purpose. Thus, in every subject and activity, the student is brought into contact with God. We trust that will help engender Christ-consciousness. We provide a course of study that not only assumes the Bible is God's Word and is accurate, but teaches every subject from the viewpoint of eternal values. The clear teaching of the Bible is the best foundation for all other learning.

**A Christian Teacher.** The teacher who knows Christ personally and is totally committed to Him can mold attitudes and direct the child to Christ.

**Christian Moral Training.** The child's cheerful submission to authority is essential to conversion and should be taught at home and school. Consistent, loving firmness is the balance we seek in the discipline of the student.

**Spiritual Guidance.** During the growing years of the student, Christian understanding and direction from the Word of God are necessary. While this does not involve a constant pressure for spiritual change, every opportunity will be taken to guide each student to a personal relationship with Jesus Christ.

**A Christ-Centered Atmosphere.** An atmosphere conducive to spiritual growth is fostered through devotions, prayer at meals, chapel and Bible study.

**Patriotism.** We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country.

## **ADMISSIONS PROCEDURE**

- ❖ Read this handbook thoroughly
- ❖ An interview of both parents (or guardians) and pupil with Principal
- ❖ Submit completed application at time of interview
- ❖ Agree to all discipline and moral standards by signing all agreements
- ❖ Parents will be notified of acceptance
- ❖ Submit Health Record Form and Immunization Record
- ❖ Submit copy of Birth Certificate (K-4 & K-5 only). Student must be 4 by June 1 for K-4 and must be 5 by June 1 to be accepted for K-5
- ❖ Attend Parent Orientation at beginning of year
- ❖ All student information will be published in a student handbook that will be used within the school population unless a signed letter is given to the school stating that no information is to be given out.
- ❖ Photographs of students will be used in publications for the school unless a signed letter is given stating otherwise.

## **CORE VALUES**

Parkhill Christian Academy strives to ensure that each student is provided with a learning environment that is free from acts of physical and verbal aggression, intimidation, and social alienation. Students and faculty are to treat each other with dignity, respect, and empathy and are to use honesty and integrity in all relationships.

## **PROBATION POLICY**

All new students are admitted on probationary period for their first 6 weeks of attendance, during which he/she must maintain a C average and acceptable behavior. This is not a corrective institution, so please do not enroll your child with the idea that the school will reform him/her. We are here to partner with parents, not take the place of parents as they raise their children.

## **STUDENT ACADEMIC AND TEST RECORDS**

All student records will be maintained in the school office and will be kept confidential. They will include the following:

- Permanent Record
- Academic Projection
- Report Cards
- Teacher Progress Cards
- Standardized Test Results
- All Signed Forms and Medical Records

**We will make the records available at any time as long as the account is in current standings.**

## **GENERAL SCHOOL POLICIES**

### **MEDICAL GUIDELINES**

All students must be vaccinated in accordance with state laws and a copy of vaccination records must be submitted to school office. If no record, an exemption form must be signed.

In instances where a student needs emergency medical attention, the school will call the parent and/or appropriate medical personnel.

No staff member will be allowed to administer any medicines, tranquilizers, aspirin, pep pills, etc. to any student for headaches, fever, or other reasons without parent's or doctor's authorization. A Teacher, school secretary, or school nurse must administer all medicines

## **ACADEMIC PROBATION**

Parkhill Christian Academy has an academic probation policy. Any student who fails to maintain a passing grade will be put on academic probation. Parents will be asked to affirm a student progress plan designed to return the student to the proper academic level.

## **CHAPEL PROGRAMS**

Chapel programs will be conducted for all students at Parkhill Christian Academy. All students are required to participate. These programs will consist of Christian music followed by a Bible message. All students are expected to use their Bibles in Chapel services.

## **EXTRACURRICULAR ACTIVITIES**

The various classes take educational and incentive field trips as a vital part of the instructional program. Parents must give prior written permission for a student to attend these trips. Fees may be charged to cover the expenses of some trips.

## **PHYSICAL EDUCATION**

All students 1<sup>st</sup> through 8<sup>th</sup> grades are required to take the Physical Education course unless excused by a doctor. High School students must take P.E. until credit requirements are fulfilled.

## **GENERAL SCHOOL INFORMATION**

### **CLASSROOM CONDUCT**

All students are required to follow established rules of classroom behavior. A printed copy of the rules for each classroom will be given to each student.

### **HOMEWORK**

The responsibility for scholastic achievement belongs to the student, teacher and parent. Students will have assignments that must be completed outside of the normal school hours on a regular basis. Each teacher determines homework assignments.

In the event of prolonged or prearranged absences (3 or more days), assignments should be requested. Homework for pre-arranged absences is the responsibility of the student. It is up to the teacher if the work will be given in advance or on the return of the student.

### **CLOSED CAMPUS**

Parkhill Christian Academy has a closed campus policy. No one is to leave the campus without permission from the school office. If a student must leave school during regular school hours for any reason, a written note from parents or guardians with full explanation must be sent to school with student and presented to the Teacher. Students must sign out through the school office before leaving for any reason. Parents are welcome to visit the school. When visiting, please come by the school office first and notify us of your presence. Do NOT go directly to the classroom. When visiting or attending a school function, we ask that you respect the rules concerning dress, which apply to our students and set a good example before them.

### **TRANSPORTATION**

It is the responsibility of the parent (guardian) to make arrangements for transportation. Students should be picked no later than ½ hour after school is out. A \$50.00 fee will be charged for the third time a student is not picked up on time. Cars and bikes should be locked. Licensed students may drive to school but vehicles are off limits during school hours. Students' vehicles are to be parked in designated areas and must be registered with the school office. Please drive carefully and safely on the school grounds. Parking lot speed is 5 m.p.h.

## **SCHOOL CANCELLATION**

Information relative to early closing or delayed start of school is aired on radio and television stations. The stations repeat all information periodically. Delayed school starts due to inclement weather or other emergencies may occur at times.

## **LUNCH PROCEDURES**

Students are to eat only in the designated eating area, put trash in the wastebaskets, and go to the recreational area after dismissal from the eating area. Food and drink are to be kept in the eating area.

## **FIRE DRILLS**

At the sound of the fire alarm, students are to stand and walk out of the building in an orderly manner to a designated place. When the signal is given, students will return to their classroom in the same orderly manner. They are expected to refrain from talking, pushing, or running. All teachers are to be with their class.

## **MUSIC**

Christian music, only that, which glorifies the Lord, is permitted. Audio/video devices such as I Pod's and MP3 players are not to be brought to school without prior permission.

## **TELEPHONE USE**

The office phone is reserved for official school business and calls of necessity only. Students who abuse phone privileges may lose those privileges. Please take care of reminders or items to be given your student before coming to school each day.

## **CELL PHONES**

Parkhill understands the desire of parents to have their student carry a cell phone. But, **AT NO TIME**, are they to be on during school hours. Cell phones will be confiscated if used or seen in the classroom. Detention will be issued. On a second offense, the cell phone will be confiscated and a parent will have to come and pick up the cell phone from the Principal. Detention will be issued. If there is a 3<sup>rd</sup> offense, the cell phone will be confiscated and must be picked up by a parent and the student will no longer be allowed to bring a cell phone. If further infractions occur, the Principal will determine the next course of action.

## **PASSES**

Students are expected to remain in class during class periods. Use of the bathrooms, phone calls, etc. should be completed during class changes and lunchtime. Students **MUST** have a pass from the instructor to leave a classroom during class time. Without a pass, the student will be escorted back to class.

## **OFF LIMITS**

The following areas are off limits: Church offices, kitchen, narthex, electrical and janitorial closet, stage area and behind the stage. Students are not allowed in these areas without permission and hall pass.

## **STUDENT ATTENDANCE**

**Consistent attendance is necessary for a student to progress.** The school day commences at 8:00 a.m. and concludes at 3:00 p.m., Monday – Thursday and 8:00a.m. – 2:00 p.m. on Friday's. High School and Junior High may vary on Friday's depending on classes. When school is in session, the student is expected to be in class during these times. Students who are out of class without reason will be liable for detention.

## **ABSENCES**

Any student who is not in attendance is considered absent. It is the responsibility of the parent(s) and/or guardian to contact the school in the event of a student's absence. On the student's return to school, he/she must provide the office with a written note from the parent(s) and/or guardian documenting the reason for the absence. The student will have two days per absence to catch up on missed work during time he/she was absent. The teacher will set necessary goals for student to catch up missed work.

The following are considered excused absences:

1. Illness
2. Family emergencies, such as death or tragic accident in immediate family.
3. Church related activities (by special pre-approval) such as camps or special services.

## **TRUANCY**

If a student is absent without a parental excuse or if the student leaves a class without permission of the school staff, the student shall be considered truant or absent unexcused.

Under Colorado State Law, school attendance for students who have not reached the age of 17 is mandatory. Written notifications will be mailed to the parents for each unexcused absence. If the unexcused absences exceed 10 in an academic year the school will be compelled to contact officials with respect to truancy. Ten unexcused absences during an academic year may result in loss of credit (student will be required to repeat courses), or in the student being placed on strict probation or expulsion.

## **TARDIES**

Students are expected to be in class by 8:00 a.m. and will be considered tardy at 8:00 a.m. Also, any student returning to class late after a break or lunch period, or is late to a scheduled class will be considered tardy. The student will not be considered tardy for the following reasons:

1. Family emergencies/ car trouble or accident
2. Inclement weather
3. Power outage
4. Doctor's appointment

Student must come to the school office when arriving at school to sign in and get a "blue slip" so he can enter class. Student must bring a written excuse from parent or guardian as to the reason for being tardy.

## **PARENT ORIENTATION**

This is the most important meeting of the year for teachers and parents. Parent attendance is mandatory. Discussion of philosophies, policies, activities, discipline, staff introduction, and parent-teacher interaction will be the main objectives in this meeting. We want to start off the year with the proper parent-teacher relationship.

## **PARENT-TEACHER CONFERENCES**

Mandatory parent/teacher conferences are held at the end of the first and third quarters. Mid-Semester conferences are held at the request of either the parent or the teacher.

## **TEXTBOOKS**

Parkhill Christian Academy will issue textbooks to the students at the beginning of the school year. Should any issued book get lost, damaged, and need to be replaced, the parent(s)/guardian will be responsible for the replacement cost in order for the new book to be ordered. The teacher issues textbooks to the students. Students are responsible for each textbook issued and book covers are advised.

## **GRADUATION REQUIREMENTS- HIGH SCHOOL ONLY**

Twenty-three credits shall be required to graduate from Parkhill Christian Academy. All students will be required to take course work that will meet & exceed Colorado State Standards in the following areas:

## Class of 2010

Language Arts:	4 credits
Mathematics:	4 credits
Science:	3 credits
Social Studies:	3 credits
Foreign Language	2 credits
Bible	2 credits
Computer Literacy:	1 credit
Physical Education:	1.5 credit
Health:	.5 credit
Electives:	2 credits

\*\*\*If a student is expelled for any reason, they will lose **all** credits for that semester and will not be allowed to finish incomplete work.

### GRADING SCALE

The grading scale is as follows:

A++	=	100	C+	=	77-79
A+	=	97-99	C	=	71-76
A	=	91-96	C-	=	70
A-	=	90	D+	=	67-69
B+	=	87-89	D	=	61-66
B	=	81-86	D-	=	60
B-	=	80	F	=	59 & Below

### CLASS RANKING

Class rank is determined by computing the GPA which is calculated using the following scale.

A++	A+	=	4.3	C+	=	2.3
A		=	4.0	C	=	2.0
A-		=	3.7	C-	=	1.7
B+		=	3.3	D+	=	1.3
B		=	3.0	D	=	1.0
B-		=	2.7	D-	=	0.7

### POST-SECONDARY ENROLLMENT OPTIONS

When a student wants to take a course that Parkhill Christian Academy does not offer, he/she can enroll in another high school, vocational school, night school, college or university to take that course. However, students and courses must meet the following criteria:

- The student must show relevant purpose and need for taking the course.
- Students must have parental permission to take the course.
- The time of the course taken at another school must not conflict with the course of study at Parkhill Christian Academy.
- Prior to enrolling, School Administration must approve the course subject matter, time and need.
- Students must provide their own transportation to and from any classes taken away from Parkhill Christian Academy.

## **CLASS TRANSFER AND DROP PROCEDURES**

Students who desire to transfer or drop a course must do so within the first three weeks of the new quarter. Students who withdraw after the first three weeks will receive a “withdraw passing” (WP) or “withdraw failing” (WF) grade if they drop a class. There will not be any credits for a “withdraw passing” (WP), and the “withdraw failing” (WF) will not count against the student’s grade point average.

To drop or transfer a class, students must obtain a Drop Transfer Slip from their Teacher. The slip must be filled out and signed by the students’ Parents and Teacher

## **REPORT CARDS**

All students receive a Report Card at the end of each quarter (9 weeks). They will be handed out at Parent/Teacher conferences or mailed to the parents/guardian. The only exception to this is for the last quarter when all report cards will be mailed out after the school office has cleared student’s family of any financial obligations (tuition, fines, fees, etc).

## **TESTING ASSESSMENTS**

**Stanford Achievement Test:** Parkhill Christian Academy uses the **Stanford Achievement Test** on an annual end-of-year basis. There is a \$40.00 fee for each student to be test. The **Stanford Achievement Test** measures academic achievement in math, English, Science and Social Studies. The tests are usually given in the first part of May.

## **ACADEMIC LETTER**

Students who take a minimum of five graded classes during a semester and receive a 4.0 shall be awarded an academic letter.

## **HONOR ROLL**

Students, who take a minimum of five graded classes during a semester and earn a 3.25 – 4.00 average, will be listed on the Honor Roll for that semester:

Principal’s Honor Roll Award	4.00 & Above
Charger’s Honor Roll Award	3.60 – 3.99
Honor Roll Award	3.25 – 3.59

## **GOLD AND SILVER CORDS**

Gold cord graduates require a 3.6 to 4.0 G.P.A. Silver cord graduates require a 3.25 to 3.59 G.P.A.

## **VALEDICTORIAN/SALUTATORIAN**

Criteria to qualify for Valedictorian or Salutatorian status are as follows:

- Must have attended their Junior and Senior year.
- Must have completed a minimum of five classes during the senior year.

The Student with the highest grade point average will earn valedictorian status and the student with the second highest grade point average will earn salutatorian status.

## **SCHOOL FUNCTIONS**

PCA sets high standards for sportsmanship and fair play that will be shown at all times in accordance with school policies. Conduct at activities should reflect respect and pride of self, others, the school and property. All school behavior policies and dress codes will apply at extra-curricular functions unless prior approval has been given.

## **ELGILIBILTY FOR ACTIVITIES/ATHLETICS**

Parkhill Christian Academy is a member of the Front Range Christian Athletic Association (FRCAA). This membership requires that students comply with the general eligibility rules covered by the FRCAA Handbook. "NO PASS, NO PLAY"

### **ELIGIBILITY**

1. Before a student may practice for any sport or activity, he/she must submit the following to the Office:
  - Physical form – signed by parent and doctor
  - Emergency Form – signed by parent
  - Pay all fees - \$75.00 per sport.
2. Students must be enrolled in 2.5 Carnegie units in the current as well as the previous semester.
3. Athletes must be no more than eighteen years of age by August 20<sup>th</sup> of the current school year.
4. A student must participate in a minimum of five calendar practice days before they are eligible to participate in an Association contest. Games are not considered practice days.
5. Students must attend school the day of an activity, if school is in session, in order to participate unless prior arrangements have been made with the Athletic Director. This pertains to all athletes.
6. Athletes in grades 9-12 may play a maximum of eight consecutive semesters (starting with the ninth grade year). Hardship cases must be brought to the FRCAA Executive Board and voted on by the Board.
7. An athlete with a grade of "F" on a school's eligibility reporting day will be ineligible for one calendar week, beginning with the next school day. If on the next reporting date the student still has an "F", an additional week of ineligibility will occur. When the grade improves to a passing grade, the athlete will be eligible for participation once his current period of ineligibility is completed. A grade of "F" at the end of a grading period results in five days of ineligibility at the beginning of the new grading period. Ineligibility does not affect practice time.
8. The coach shall provide lists to Teachers of students involved in all activities. These groups include all activity participants, clubs, organizations, athletes/managers, cheerleaders and student council members.
9. Suspended/expelled students are not allowed on the school grounds for participation in school activities while the suspension/expulsion is in effect. Suspended/expelled students are banned from attending all school functions, home or away; including plays, sporting activities, etc.

### **ATHLETIC LETTERING POLICY**

Student athletes may receive an athletic letter award for competing at the varsity level of competition. All athletes who participate and do not meet the criteria for lettering receive a certificate of award at all levels of competition.

Each coach will set their own standards he/she feels best meets the needs of his/her program, and they evaluate each athlete on an individual level throughout the entire season, in practice and in competition.

Athletes are told at the beginning of the season what criteria they must meet to receive an athletic letter. The letter may or may not be awarded, based on the coach's final decision.

### **DISCIPLINE POLICY**

Positive controls (encouragement, rewards, and recognition) are balanced by negative controls. Together they serve to teach self-control as a major objective of Christian education. The teacher will address minor infractions based upon their classroom rules. If detention is issued, parental excuse may delay but not eliminate the detention depending on the situation.

When a student's attitude is not in accord with the school policies or principles, the student will be placed on probation; parent(s) will be called for a conference. If the administration deems it necessary parents will be asked to withdraw the student.

## MAJOR OFFENSES

Unacceptable behavior, which interferes with the respect, responsibility and safety of students and teachers, will not be tolerated. Consequences for these actions may include suspension or expulsion.

The following is a list of major offenses that will be dealt with through the school Principal's Office. These offenses may result in immediate suspension, withdrawal or expulsion:

- Tobacco use in any form
- Cheating
- Stealing
- Fighting / Bullying
- Gang related activities or associations
- Gambling
- Possessing weapons within 1,000 feet of school property
- Possessing, using or talking favorably about illegal drugs
- Participating in or talking about immoral sexual activity
- Using indecent or profane language
- Disrespect shown to any faculty member or parent
- Arrest and/or conviction of a crime
- Vandalizing or defacing school property- Cost for any damage will be the students' responsibility.

Suspension normally covers a period from one to five days. Schoolwork missed during that time will need to be completed. Students coming back from suspension will be put on a "strict probation" during which they must not commit any major offenses or the result will be withdrawal or expulsion. If a student is asked to withdraw or is expelled for any reason, it will be for the remainder of the school year. They may lose all credits for the current semester and not be allowed to finish incomplete work. Re-enrollment may be considered only at the beginning of the next school year.

## COMPLAINTS/GRIEVANCE

Parkhill would like to provide the appropriate grievance process to students, parents and staff. PCA believes that complaints and grievances can best resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, and employment or learning material will be as follows:

1. Teacher
2. Principal
3. Administrator
4. School Board

However, most complaints should be handled at the **Teacher** level.

## MISCELLANEOUS RULES

- Students must not run anywhere in the building.
- Students must not engage in any type of horseplay in the building.
- Students must not fight (Matthew 5:3-44). We believe students should be taught not to physically retaliate against offensive behavior. Students are to report to the teacher any physical force or verbal blast that is offensive to them.
- Boys and girls from K-4 through 12<sup>th</sup> grade are to maintain a six-inch separation at all time.

## **DRESS CODE**

The purpose of the PCA dress code is to help uphold Christian principles and morals in our students. During school hours and while students are on campus, the uniform dress is mandatory. The uniform will consist of the PCA logoed polo shirt (Must be tucked in) black or kaki dress pants or shorts with belt (Plain brown or black). No cargo pockets are allowed on dress shorts or pants. If undershirts are worn, they must be white, green or black in color. Uniforms are available at the "**SPIRIT STORE**", located on N. Elizabeth. When attending school functions and activities, during non-school hours, dress should be modest, clean and appropriate to the activity. Remember students are still representatives of Parkhill. Fads and /or extremes in dress that identify students with a defiant sub culture are unacceptable. Obscene language, innuendos, tobacco, alcohol and drug symbols, or satanic graphics on clothing or any attire that is in any way related to gang membership are expressly prohibited. Shorts (no bicycle or spandex shorts) are acceptable attire at athletic events or any other event authorized by the Administration. The length of the shorts shall be no shorter than the end of the fingertips when fully extended along the side of the torso. Baggy or oversized pants/shorts are not allowed at school functions. Shoes shall be fastened and secured. No flip-flops, slippers, or thongs are allowed.

***The Administration will decide what is considered acceptable. No GANG related clothing or clothing that contains any foul or obscene language would be allowed or tolerated.***

These same rules will apply when a student attends an after-school function, whether on or off the school grounds. The dress code will apply to all students attending classes at Pueblo Community College and while representing our school at any outside function.

### **BOYS**

The length of the hair must not cover the ears or the eyebrows, nor extend over the shirt collar in the back. Boys at the appropriate age shall be clean shaven. Socks must be worn with all shoes. Boys will limit jewelry to one ring, a watch, and a simple chain. Dress for banquets and graduations must be appropriate for the ceremony or occasion. Hair color must reflect natural colors. No body piercing or tattoos are allowed (Lev. 19:28).

### **GIRLS**

Dresses and skirts must extend to the top of the knee and any slits must not go above the top of the knee. Makeup should be moderate. Jewelry will be limited to one ring, simple earrings, a watch, and a simple chain. Socks and/or pantyhose must be worn with all shoes. Dress for banquets and graduations must be appropriate for the ceremony or occasion. Hair color must reflect natural colors. No body piercing or tattoos are allowed (Lev. 19:28).