

Pike County Christian Academy



Student/Parent Handbook

Dear Parents,

Please sign and date this paper stating that you have received a copy of the Student Handbook and return it to the school office at your earliest convenience. Thank you for your cooperation.

I, parent or legal guardian of a PCCA student, have received a copy of the Student Handbook and have reviewed it in order to provide the best experience possible for my child and others at the school.

Parent/ Guardian Signature

Printed Name

Date

Student Signature

Printed Name

Date

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Pike County Christian Academy
1308 Washington
Pittsfield, IL 62363
217-285-5722

Welcome to the 2017-18 school year at Pike County Christian Academy.

Your decision to enroll your son or daughter at PCCA will both enrich his/her life and positively impact the lives of every member of your immediate family. Each teacher at PCCA makes a special effort to provide a loving and nurturing learning environment which is academically challenging, safe, and distinctly Christian. Hopefully, while a student at Pike County Christian Academy, your child will realize a great measure of success and develop a strong personal relationship with the Lord Jesus Christ.

May God bless you and your family for having made this wise and faithful decision.

The PCCA School Board and Administration

Dear Parents,

The PCCA Parent Handbook has been prepared to help you understand the mission organization, and primary standards of Pike County Christian Academy. Please take time to read each section carefully. If you have any questions, which are not answered in these pages, please call the school office at 285-5722. We believe that good communication between home and school and parents and teachers makes for a sound educational framework within which your child can learn, grow, and develop.

By enrolling your child at Pike County Christian Academy, you have bestowed upon us a very important trust. We respect that trust and will give our very best in teaching and training your child. We covet your prayers and cooperation as we seek to nurture each student in body, mind, and spirit.

Sincerely,

The PCCA Staff

Pike County Christian Academy

School Board

Jaron Moss	President	217-430-2885
Keith Crawford	Vice President	217-430-6838
Angie Guthrie	Secretary	217-491-3221
Ashley Moss	Treasurer	217-430-5462
Steve Welbourne	Board Member	217-370-3433
Bob Oitker	Board Member	217-415-2907
Chris Davenport	Board Member	217-685-4973
Greg McClain	Board Member	217-209-2112

Staff Members

Administrative

Jim Jacques	Administrator	217-430-3139
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School

Sheryl Putney	Kindergarten, 1 st Grade	217-734-9079
Heather Johnson	2 nd Grade, 3 rd Grade, 4 th Grade	605-595-4328
Lori Workman	5 th Grade, 6 th Grade, 7 th Grade, 8 th Grade	217-370-0487
Julie Wager	9 th Grade	217-491-2133

Pike County Christian Academy Mission Statement

Pike County Christian Academy seeks to provide a quality education that promotes spiritual, academic, and social development through Christ centered teaching as defined in the Bible.

Statement of Faith

1. We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith we are saved (John 3:16-19, 5:24; Romans 3:23, 5: 8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe the time is coming when all who are in their graves will hear his voice and come out--those who have done good will rise to live, and those who have done evil will rise to be condemned. (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18; Philippians 1:6).

Secondary Doctrine Policy

To establish the limits of doctrinal teachings at our school, doctrinal differences not in the Statements of Faith will be dealt with as follows:

Classroom discussion of secondary doctrine should be on an informative, non-partisan level (teachers are to be careful not to speak to the students in a manner that would cause offense to the parent(s) or guardian(s)); presentation of all sides of an issue is encouraged; the teacher should encourage the students to follow up any questions they have with their parents or guardians and pastor.

Philosophy of Education

A Christian school is dependent on a biblical philosophy that provides the correct worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the following points summarize the Philosophy of Education for Pike County Christian Academy:

Education-

We will provide a safe and loving environment for students to learn. We will seek excellence in all that we do. We will work with parents to prepare and equip their student for college, his or her future vocation, and the rest of his or her life.

Service-

With Christ as our example, students will learn the power of serving others with humility. We will teach students to look not only to their own interests, but also to the interest of others.

Character-

Students and staff will strive to live like Jesus Christ and be a light at home, at school, and in the community. Whether in school or out, students and staff will be challenged to honor those in authority, be characterized by the fruit of the Spirit, behave responsibly, treat everyone respectfully, and excel in all they do, for the glory of God.

Faith-

Students will receive biblical training to help them grow in their knowledge of and faith in Jesus Christ. By God's grace, students and families will come to know Jesus Christ as their Savior and will communicate God's love to those with whom they interact.

Statement of Core Policies

The education offered at Pike County Christian Academy is intended to be inherently different in philosophy and content than that offered in the public schools. PCCA will strive to operate as an extension of the family under the assumption that the educational process is the responsibility of the parents or legal guardians and the immediate family rather than the responsibility of the state. PCCA does not operate under the authority of one church, but rather as a non-denominational Christian Academy providing superior curriculum and teaching through all subjects with the Scriptures at the center.

Loco Parentis Policy

To ensure that personal authority over the education of the children is respected at our school; teachers are to remember that they do not function above the parental authority, but rather with delegated authority (in loco parentis) from the parents. This policy applies to all teachers and staff who exercise authority of any kind over the students. While PCCA operates with this understanding, not all requests are able to be honored immediately & without cost. All parent requests will be considered and will require teacher, administrator, or PCCA board approval depending on the nature of the request.

Code of Ethics Policy

To maintain the testimony of PCCA, all staff, faculty, volunteers, students and representatives of the academy are expected to conform to biblical standards of behavior at all times. This policy applies to all individuals who represent the academy in any capacity.

Statement of Non Discrimination

Pike County Christian Academy admits students of any race, color, gender, or national or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, gender, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administrated programs.

Whistle Blower Policy

PCCA is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide avenues for employees or parents to raise concerns about suspected discrimination, harassment, misconduct, dishonesty, and fraud and to provide assurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

PROCEDURE:

Reporting

Employees and any other person with concerns relating to suspected discrimination, harassment, misconduct, dishonesty or fraud are encouraged to make a report. Concerns of suspected discrimination, harassment, misconduct, dishonesty or fraud may be reported to the Administrator in person, by phone, email, or letter, at the employee's or reporter's preference. If the concern pertains to the Administrator, the employee or parent may report the matter directly to President of the PCCA Board. (The contact information of the Administrator and the President of the Board can be found at the conclusion of this policy statement.)

Investigating the Concern

Following the receipt of any complaints submitted, the President/CEO and/or the Board President will investigate each matter so reported and take corrective and disciplinary actions where appropriate. The decision may be made to enlist committee members, employees of the ministry and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints of discrimination of any type, harassment in any way, or regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the President and/or Board Chairperson shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Report to Complainant

The complainant will be given the opportunity to receive follow-up on their concern within two weeks:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling them whether initial inquiries have been made; and
- Telling them whether further investigations will follow, and if not, why.

Information

Subject to legal constraints the complainant will receive information about the outcome of any investigations.

Document Retention

The Board shall retain as a part of the records of the school any such complaints or concerns for a period of at least seven years.

SAFEGUARDS:

No Retaliation

No director, officer, employee, parent, or other person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees, parents, and others to raise concerns within the organization prior to seeking resolution outside the organization. Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

Anonymous Allegations

Employees or parents are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates harassment, discrimination, misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

DEFINITION OF TERMS:

For purposes of this policy, the definition of harassment, discrimination, misconduct, dishonesty, and fraud includes but is not limited to:

- Anything that creates an intimidating, hostile, or offensive school environment or acts that cause student or personnel performance to suffer
- Any verbal conduct such as offensive name-calling, jokes, slurs, negative stereotyping, or threatening, intimidation or hostile acts, whether passive or overt
- Physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work or study
- Visual conduct such as derogatory posters, offensive photography, cartoons, drawings or gestures, written communications or emails
- Acts or decisions that hinder a student or PCCA personnel due to sex, age, race, national origin, disability, Christian denomination, or marital status
- Acts which are inconsistent with PCCA policy
- Theft or other misappropriation of PCCA assets
- Misstatements or other irregularities in PCCA records
- Incorrect financial reporting
- Misuse of PCCA resources
- Illegal activities
- Immoral or unbiblical activities
- Forgery or alteration of documents
- Any other form of fraud

CONTACT INFORMATION

Administrator: Jim Jacques 40405 252 nd Ave. Pittsfield, IL 62363 217-430-3139 administrator@pikecountychristianacademy.org	President of the PCCA School Board: Jaron E Moss 33570 340 th St. Baylis, IL 62314 217-430-2885 jmoss@adams.net
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Organization and Authority

PCCA is not just a school, but it is also a ministry. Following the New Testament pattern for ministry, PCCA operates under the authority of the Lord Jesus Christ, who has been given all authority in heaven and on earth.

The PCCA board has delegated the responsibilities of organization and total administration to the school administrator: course of study, teacher placement, school hours, yearly calendar, and discipline. The administrator is the head of the school and has authority over all functions and personnel. The administrator is a liaison member of the school board who makes reports, renders judgments, and assists with establishment of policy and procedures.

All those serving the school in leadership and staff member capacities are committed to the Lordship of Jesus Christ and the divine inspired authority of the Bible. We make no apologies for the fact that the Bible will be a textbook readily available and regularly.

Purpose

1. WORK WITH THE FAMILY AND THE CHURCH
 - a) To establish a relationship with PCCA families so there is open communication.
 - b) To work in harmony with the church to meet the needs of the family.
2. PROVIDE A CHRIST-CENTERED EDUCATION OF ACADEMIC EXCELLENCE
 - a) To present Christ in every subject
 - b) To encourage and expect each student to reach his full potential.
 - c) To present materials using methods which meet the needs of each individual's unique learning style.
3. PROVIDE A LOVING, SECURE ENVIRONMENT
 - a) To build a child's self-esteem in a loving environment so that he/she may see his/her worth in God's eyes.
 - b) To establish disciplinary guidelines so that teachers may teach and students may learn in a healthy environment.
 - c) To establish a safe physical environment so that students may learn in security.
4. FOSTER AN ONGOING RELATIONSHIP OF STUDENTS AND THEIR FAMILIES WITH CHRIST AND HIS CHURCH
 - a) To present Christ in such a way as to expose students to the Gospel and therefore the church.
 - b) To present Christ and His gift of salvation so that students are led to a personal relationship with Christ.
 - c) To model Christ, by all school representatives, so that students are led to a personal relationship with Christ.

5. TEACH THE APPLICATION OF BIBLICAL TRUTH IN ORDER TO LIVE DISCIPLINED, PRODUCTIVE LIVES ACCORDING TO GOD'S PURPOSE
 - a) To study God's Word with students so it can be applied to their lives.
 - b) To encourage the development of lifelong habits that honor God.
 - c) To encourage the development of Christ-like attitudes and actions so that His characteristics are shown.
 - d) To help each child recognize and develop his/her spiritual gifts so students can be productive in God's Kingdom.

Entrance Requirements

The PCCA school board makes a commitment when your family enrolls at PCCA. We are committed to provide a qualified staff, a clean, safe classroom and school building, various pieces of equipment for learning including computers, audio/visual equipment, etc., and up-to-date curriculum. In return, we ask that your family make a commitment to the education of your child. In enrolling at PCCA, we are expecting your family to give a one-year commitment to the school.

Students are not automatically re-enrolled for the following year. Families should follow standard re-enrollment procedures in early spring. Enrollment may be denied on the basis of previous behavior, spiritual state, past-due fees, attitude, or lack of progress during the previous year. This policy will be managed and administered under the supervision of the faculty, administration, and school board.

Entrance applications and enrollment materials may be obtained from the PCCA office. Any student enrolling at PCCA for the first time must provide their certificate of live birth. Students entering kindergarten, 6th grade, and 9th grade are required by the State of Illinois to have a current (up to six months prior to the first day of school) physical exam, up-to-date immunization records or board-approved letter requesting an immunization exemption, and a dental examination. Students entering 2nd grade are also required to have a dental exam. **These requirements must be completed before the beginning of the school year.**

Those desiring to enroll in Kindergarten, or 1st grade must be 5 or 6 years of age respectively by September 1 of the school year they are entering before they can be enrolled. Exceptions need to be approved by the School Board.

Any student (kindergarten through 12th grade) transferring from another school must sign a release form for student records to be transferred from the school last attended.

An admission interview will be held with students desiring to transfer into PCCA from another schooling situation. Transfer students will be placed on an initial probationary status for six weeks or more to better determine the appropriateness of their academic and behavioral performance. The admission's interview will include: the PCCA administrator, the transferring student and the student's parents, the PCCA teacher at the student's anticipated grade-level, and, when appropriate, a PCCA board member.

Health Records

PCCA requires students to provide health examinations performed within 6 months prior to entering kindergarten, 6th grade, 9th grade, & irrespective of grade, immediately prior to or upon admission to PCCA. PCCA **shall suspend admission** to any student who does not have said requirements met by **Oct 15th**.

PCCA requires students to have up to date immunization records against preventable communicable diseases as the Dept. of Public Health shall require by rules & regulations pursuant to 105 ILCS 5/27-8.1 and the Communicable Disease Prevention Act; or board-approved letter requesting an immunization exemption. PCCA shall suspend admission to any student who does not have said requirements met by Oct 15th.

PCCA requires students in Kindergarten, 2nd, & 6th grades to present proof of a dental examination prior to May 1st of the school year.

PCCA requires students entering kindergarten to provide proof by Oct 15th of having been examined by a qualified physician or licensed optometrist within the previous year.

Curriculum

PCCA primarily uses curriculum developed for Christian schools. We strive to offer what we believe is an academically challenging curriculum with a Christian emphasis. Curriculum comes primarily from A Beka Book, & some classes may be supplemented by Bob Jones University Press and ACE; all of which are anchored in a strong Biblical foundation with emphasis on the basics. The course of study includes math, language (English), reading, spelling, science, history, penmanship, and Bible.

School Records

A cumulative record is kept for each student. School records are considered private and are available only to school staff and the child's parents. All records remain in the school building. If a student transfers to another school a record request form must be submitted by that school for the records to be released. All pertinent records will then be forwarded to the student's new school.

Report Cards

The purpose of a grade reporting system is to provide parents and students with an accurate indication of each child's academic progress made during the grading period and over the course of the school year. Students receive an evaluation of their school work at the end of each nine-week grading period. At the midpoint of each grading period, a progress report will be sent home to parents of students who are doing unsatisfactory or failing work.

Parent-teacher conferences are held in the fall and of the year to discuss each student's academic and behavioral achievements.

The grading scale used at PCCA is as follows:

Grades K-12	A	90- 100%
	B	80-89%
	C	70-79%
	D	60-69%
	F	Below 60%

If a student is not performing at grade level in a manner which shows an acceptable mastery of academic subject materials, PCCA reserves the right to retain that student.

To be promoted, the student must meet the following requirements:

Passing final grades in math, reading, and language.

No more than two final D's in math, reading, language, Bible, history, science, and spelling.

No more than one final F in any other subject.

Promoting a student who is not ready to handle increased work is a disservice to the student and parents. Parents shall be notified during the third quarter if there is a possibility of retention for the child. During this notification, it may be recommended that he / she receive tutoring during the summer in that subject area in order to function adequately in the next grade level.

Honor Roll

Each quarter, PCCA publishes a list of students in grades 4-12th who make the "A" or "B" honor roll. To make the A honor roll a student must achieve an overall average of 90% or better & not be receiving any Ds. To earn a place on the B honor, roll a student must have an overall average of 80-89% and not be receiving any Ds.

Art/Music/Physical Education

It is our desire to provide a well-rounded program for our students. Therefore, in addition to the regular academic program, we will be offering the following participation classes: art, music, keyboarding, woods, and physical education.

School Schedule

8:00	Doors open
8:30 AM	All classes begin
12:00—12:25 PM	K-1 & Ladies Lunch / Boys Recess
12:25—12:50 PM	Boys Lunch / K-1 & Ladies Recess
3:10 PM	Bus dismissal
3:15 PM	Regular dismissal

**Special Note: PCCA will charge for students picked up after 3:30pm. \$4.50 per every 15 minutes per student will be added on to tuition for late pick-ups.*

Arrival & Dismissal

The doors to the school open at 8:00 AM. We appreciate your cooperation in not bringing your child to school until this time.

Students may be dropped off at the south end of the building.

It is required that if someone other than the parent (or person who usually picks up the child) will be picking up the child, that the school office be notified either with a note or a call **as early in the day as possible**, so the information can be given to the teacher in charge at dismissal time. Please give any information that would help identify the person picking up your child that day.

As a safety measure the south doors will be locked daily after 8:30 AM. Parents are asked to sign out students who leave early, at the main office.

Attendance Policy

Daily attendance is expected of each child. Parents are to notify the school office in the event their children will be absent for the day. If the office is not contacted the day the student is absent, then a note must be sent to school with the student upon his/her return explaining the reason for the absence. If we do not receive a phone call or written notification, the absence will be considered unexcused and will result in a loss of grades for the day. A one-day period for each day of absence will be allowed to complete make-up work for all excused absences.

Any illness resulting in an absence of three days or more may require a note from the child's doctor for re-admittance. **It is the parent's responsibility** to contact the teacher about lessons and/or homework that needs to be made up.

Repeated unexcused absence for any reason other than illness will require a note sent from home with the child. On the third unexcused absence, appropriate disciplinary action may be taken by the teacher. All missed work will be required to be made up, a loss of credit will result, and a mandatory parent/teacher conference will be held.

Excused absences will consist of:

- Personal illness or injury
- Death in the family
- Court appearance
- Medical or dental appointments (before or after school is preferable)
- Trips when **arranged in advance** with the teacher and administrator
- Inclement weather (as deemed by the administrator only)

Sickness at School

Our staff is not qualified to determine if your child has a contagious illness. If signs of illness are evident (i.e. temperature above 98.6°, severe cough, running nose, pink or matted eye, upset stomach) **please do not send your child to school**. If signs of illness develop at school, a parent or responsible designated other will be contacted and asked to pick the child up for his/her protection and the protection of other students. We also ask you to report any illness or condition that may have infected other students in the school (pink eye, head lice, chicken pox, measles, strep throat, etc.). **A child should not return to school unless they have been fever-free for 24 hours.**

Students who exhibit flu symptoms (vomiting, diarrhea, or a fever of 100° or more) for twenty-four hours or less without medicine, before the beginning of the school day, should not attend school. **Students exhibiting any or the aforementioned symptoms will be required to go home immediately.**

Medication Administration Policy

The administration of medicine during school hours should be limited to those necessary to maintain the student's health and their enrollment and attendance in school. Over the counter (OTC) medication such as Tylenol, Advil, or Tums are included in these regulations. PCCA regulations are in compliance with Illinois state law.

Regulations

- All medication must be in the appropriate container. Prescription medication must be in the original pharmacy container clearly labeled with the child's name, name of physician, date of prescription, name and telephone number of the pharmacy, name of the medication, dosage and frequency of administration. OTC medication must be in the original container with the student's name clearly written on it.
- A parent/guardian must bring all medications to the office. Children **should not** transport medications to and from school; this includes medication placed in a backpack.
- Over the Counter (OTC) Medication - an Over the Counter Medication Consent Form must be completed by a parent/guardian and must be on file with the school before any medication can be given. The parent/guardian must select which, if any, OTC medications they want their child to be able to receive at school and school events. Choosing any medications on the form, gives consent for the student to receive OTC medications. **Parents MUST be called EACH AND EVERY time any OTC medication is given to a child.**

- Prescription Medication — A Prescription Medication Authorization Form must be completed by a parent/guardian and must be on file with the school before any medication can be given. These forms must be renewed every school year.
- The first dose of all medication must be given at home in case of adverse reaction.
- Changes in medication or dosage must have an updated Prescription Medication Authorization Form on file. Parents/guardians will be communicated with in person, by phone, or by email if there are any problems with administration of the medication. No medication will be given past the expiration date.
- Medications must be stored in a separate locked drawer or cabinet. Each dose of medication must be documented in the student's medical records. This should include the name of the medication, dosage, time given and personnel administering it.

Self-carry Medications

- Students may not carry any medication on their person with the exception of inhalers for asthma, EpiPens or insulin delivery systems.
- Written permission from a parent/guardian and physician must be on file in the school office. These forms must be renewed every school year.
- The students' parent/guardian shall sign a statement acknowledging the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the possession or self-administration of the inhaler.
- The student must have a willingness to comply with school rules about the use of the medication during school hours.
- Students self-possession privileges may be revoked if the student misuses the medication or offers it to another student.

Tardiness

The first bell rings at 8:25 AM, with school beginning promptly at 8:30 AM. All students from Kindergarten through the 12th grade are to be in the chapel when the 8:30 AM bell rings. Any student arriving in the chapel after the 8:30 AM bell will be considered tardy. The number of times tardy will be kept by the administrator. On the 5th tardy for each grading period, a mandatory parent/administrator conference will be held and appropriate disciplinary action will be taken at the administrator's discretion. After 2 grading periods of maximum tardiness (5 per grading period), the school board will be notified and a decision regarding disciplinary action, up to expulsion, could be forthcoming. If expelled, the student can then be reinstated through school board action only.

Lunch

Students may bring their own lunch to school. Please use lunch boxes with cooling blocks for storing in student cubby or locker. Please be sure to have your child's name printed clearly in permanent marker on the outside of the lunch box. They are free to bring their own drinks. No energy drinks are allowed. Food is to be eaten only in the cafeteria. No student is allowed to eat anywhere else in the building.

NOTE TO PARENTS:

Please be sure to give your children a lunch before they leave for school. Getting a lunch to them at school interrupts the office, student, teacher, and class routine. If you do need to get a lunch to your child, leave it in the school office, where your child should stop by for it. Also, we welcome and encourage those parents/guardians who would like to eat lunch at school with their children. We only ask that they make arrangements with the school office in advance. These guidelines will help insure smooth operation of our daily schedule. We appreciate your cooperation.

Transportation

Transportation to and from school will be the responsibility of the parent. Some students may be eligible to use the public school bus if parents make arrangements with PCCA administrator. ***If a student registered to be riding the bus will not be riding parent must notify administrator before 8 AM. This policy will be strictly enforced. Our contract with West Central Transit requires timely notification.**

Snow Days

In the event of severe weather, PCCA will follow the lead of the Pikeland Unit #10 School District in this regard; if public schools close because of weather or other regionally significant factor, PCCA will close as well. If Pikeland Unit #10 decides to operate with a 2 hour delay, PCCA will do the same, buses will operate delayed. Closings & delays will also be announced via text, email, and on Pike County Christian Academy fb page. If

Please try to avoid calling the school. Do not drop children off at school on severe weather days unless you are sure school is in session.

Chapel

A chapel service is held every Friday for students in Kindergarten through 12th grade. It is a special time in which students join together to worship and honor God. Parents are welcome to attend. Attendance by students is required.

Bibles

Each student at PCCA is required to have his own copy of a King James Bible. It should be a copy which can be left at school.

Tuition and Fees

The operating budget of Pike County Christian School is based on the total tuition and fee amounts for each registered student. All fees are expected to be paid in full at the start of each school year. As a financial help to our families, PCCA offers families to spread their tuition payments over ten or twelve monthly payments, providing the account balance is paid in full by the end of June. Parents choosing the 10 or 12 monthly payments should indicate as so on their application. Tuition payments are due the first day of the month, starting July 15th and ending June 15th. Tuition payments are past due if not paid by the 20th of each month and a \$20 late fee will be added to the account. A registration fee per student is to be paid as each student is enrolled for the coming year. This fee is non-refundable and should accompany an enrollment application. **Accounts must be paid in full before any student documents can be released and also must be paid in full before the student is allowed to begin the next school year.**

Sixty-day policy: Any account that reaches 60 days past due will result in the student not being allowed to attend PCCA until the account is made current or arrangements are made with the administrator. Exceptions to this policy can only be made by action of the Board of PCCA.

Refund Policy: No refund of the registration fee or book fee will be given to withdrawing students. While PCCA allows full, 10 month, or 12 month tuition payment plans, students attend PCCA for 9 months of instruction – refunds will be figured based on that time period. If a student withdraws before the 15th of any school year month, the account will be charged half of that month's tuition. If a student withdraws after the 15th, the account will be charged for the full month's tuition for that month. Any student withdrawing after April 1st will be responsible for paying the remainder of the entire year's tuition.

All NSF checks returned to PCCA will have a \$25.00 charge added. Two NSF checks within a school year will result in a cash only basis.

Scholarship Policy

A limited amount of financial assistance is available to families who qualify. A scholarship application form must be submitted at the time of registration.

Each student's case will be assessed by the scholarship committee and PCCA board of directors. Guidelines are subject to change according to PCC. These guidelines are for scholarships that are funded through general funds, private donation and undesignated scholarship funds. Additional guidelines for other funding sources are provided with the particular scholarship.

If you receive any type of scholarship, you will not be eligible for any additional tuition discount.

The Parent/Teacher Relationship

We consider a strong parent/teacher relationship to be both desirable and necessary to our total program. Regular school activities and conferences will be scheduled and announced throughout the year.

We also believe a partnership between the parent and the teacher is the only effective way to educate children. We do our best to keep parents informed as to what is going on at school and in the classroom. In turn, we ask that parents keep the school informed as to what is going on at home, as it may impact the child's behavior and academic performance.

We ask that you speak to your child's teacher when you feel there is a problem with the way things are handled at school, or if you have a concern about your child. By working together and communicating about situations that arise, we can best meet the needs of both the parent and the child.

Parents are encouraged to thoroughly familiarize themselves with the school handbook and read the weekly school newsletter (Friday Note).

Parent Involvement

At PCCA, parental involvement is one of the key ingredients to a successful school experience. **All parents** are encouraged to contact their child's teacher and/or the school office to volunteer their services and get involved. In addition, family participation in school activities, **including fundraisers**, school clean-up days, is requested and encouraged. Families may earn tuition discounts of 1.5% per hour to a maximum of 15% per month per student.

Visiting School

Parents or adult guests are welcome and encouraged to visit school. As a common courtesy and for the overall safety of our students, **ALL PARENTS, VISITORS, OR GUESTS** are asked to check in at the school office upon entering the building and to sign out when leaving. Parents who need to speak with their child's teacher are asked to schedule an appointment ahead of time, & **MUST STILL CHECK IN AT THE SCHOOL OFFICE**. You may schedule an appointment by calling the school office at 285-5722.

Homework

At PCCA we believe in the value of homework, so students will be given homework assignments. The length and frequency of the assignments vary according to grade. We encourage parents to become involved and interested in knowing what their child is doing for homework and how well they are doing it.

While parents may assist in seeing that the work is completed, and explaining the directions when necessary, the work must be done by the student. We feel it is important that students take the responsibility for their own work.

PCCA Blue folders shall be sent home every night through 8th grade with completed work & assignment sheet to be signed by a parent/guardian & returned the following day.

School Newsletter

Keeping the lines of communication open between parents and school is very important. We want parents to be informed of school activities so they can participate. In an effort to facilitate communication, information will be sent home via e-mail for those who give us an e-mail address and permission to us it for school purposes. Newsletters will be sent home and emailed every Friday.

Student Support Services

All staff members have the responsibility to help keep students safe and to report when a student needs support, such as when there are changes in the student body or stresses within the surrounding community.

If any staff member observes any sign in a student or hears about a student's stressed behavior, that staff member shall immediately notify the Administrator that the consideration for counseling is needed. The Administrator shall then notify the student's parents or legal guardians. The Administrator shall have a conference with the parents to discuss a plan of intervention for the student. The Administrator shall supply the parents with the list of possible outside referral sources for student counseling.

If a parent or guardian ever feels that their student needs any type of support services, they can arrange on their own or contact the administrator for a list of possible outside referral sources for student counseling.

The Student/School Relationship

Dress Code

It is the desire of Pike County Christian Academy that our students live and conduct themselves in a manner that will be pleasing to God and will glorify the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students.

The dress code of Pike County Christian Academy is one of the first, and most tangible, rules of the school to which an entering student must respond. It affects the clothes budget, shopping for a wardrobe, and visibly affects our students on a daily basis. It is vital that each student wholeheartedly support the dress code guidelines. **Students MUST be up to full dress code requirements upon entering the building.**

When a student is observed by a teacher or the administrator to be in violation of the dress code the student will change into clothes provided to them. Upon the 2nd violation, the student will change into clothes provided to them and parents will be notified. On the 4th violation for each grading period, a mandatory parent/administrator conference will be held and appropriate disciplinary action will be taken at the administrator's discretion. After 2 grading periods of maximum dress code violations (4 per grading period), the school board

will be notified and a decision regarding disciplinary action, up to expulsion, could be forthcoming. If expelled, the student can then be reinstated through school board action only.

1. **Acceptable shirts include:**

- PCCA t-shirts with PCCA logo in light gray, dark gray or school dark blue.
- Polo shirts in school dark blue with PCCA logo will be worn on field trip or school wide events.
- A long sleeve solid color, non-printed shirt may be worn under short sleeved PCCA shirts.

2. **For all grades, unacceptable on casual Friday include the following:**

- Tank tops with straps less than the width equal to the width of three of the student's fingers, tube tops, or any see-through shirts. Cleavage should never be seen.
- For grades 5-12, unacceptable shirts include the following, unless worn over an acceptable shirt: Shirts with no sleeves or an inappropriate neckline (must be level with armpits)

3. **Outerwear**

- Students may only wear a PCCA hoodie in the classroom. All other outerwear should be removed and in lockers or cubbies during school hours. PCCA outerwear must be worn on field trips and school events if cold weather. This allows for quick identification in a public area.

4. **Acceptable pants include:**

- Khaki, navy or black pants as well as jeans, without holes or excessive design, may be worn. Khaki, navy or black pants must be worn on days that polos are required. Skirts, shorts and dresses may be worn if they are no shorter than mid-thigh in length and they follow the same guidelines as pants. Shorts, leggings or tights must be worn under skirts and dresses. Under garments are not to be seen. Sweat pants are not allowed.
- Leggings/tight fitting pants are acceptable for all ages of girls **if** an appropriate skirt or dress (one that comes past the fingertips) is worn over them. **Leggings may not be worn as pants alone & a large T-shirt is not an appropriate over garment.**
- Given limited wardrobe options for young children, for K-1st graders, leggings & tight fitting pants will be allowed as long as under garments are not exposed.

5. **Unacceptable pants for casual Friday:**

- Pajama pants, sweat pants, or pants that are oversized, sagging, dragging the ground, or pants that are too tight.

Shoes:

All shoes should be safe for the activities at school. Flip Flops are not allowed and should not be worn. Tennis shoes are **required** for PE. **PE tennis shoes should remain at school.**

General:

1. Hats, headgear or coats may not be worn in the building, unless approved by the administrator or his/her designee. These items will be confiscated and returned at a later time. Students who fail to turn over said items will be suspended and a re-entry hearing will be held with the administrator. Parents will be called to retrieve items for chronic violators.
2. Clothing with suggestive language and/or expressions that offend others is not allowed. T shirts may not have messages advocating illegal activities, such as, but not limited to, weapons, drugs, alcohol, or violence.
3. Chains, which have the potential to be used as a weapon, may not be worn nor carried in school.
4. Sunglasses may not be worn in the building.

General School Rules

In addition to the following general school rules, each classroom teacher is responsible for enforcing rules and guidelines for and maintaining discipline in their own classrooms.

1. All students should keep their hands to themselves and their own property at all times. A hands-off (inappropriate touching) policy is to be followed at all times (including bus trips, athletic events, field trips, etc.) This includes couples.
2. All students must be respectful of the rights and property of others.
3. All adults at PCCA, whatever their ministry, are worthy of respect and are to be treated and spoken to with respect by all students.
4. Only language that is pleasing to God is to be used.
5. In the school building, students are to behave in an orderly manner. No running, yelling, or loud talking will be permitted.
6. Gum is not to be chewed without permission from the teacher in charge.
7. Students are expected to refrain from the consumption and possession of alcohol, tobacco, and illegal drugs both in and out of school.
8. No radios, cd players, or electronic gadgets are to be brought to school without teacher permission.
9. Knives, guns, and other potential weapons are always forbidden.
10. Toys are not to be brought to school unless directed by the classroom teacher.
11. No student grades 8th or below is to leave the school grounds during the school day except in the company of a parent or persons designated by the parent. Students are to be signed out when leaving and signed in when returning at the school office.
12. All students are to have the supplies required of them by the teacher each day.
13. Students must have permission from the teacher to speak and to leave their seats.
14. Electronic items, cellphones, IPODS, etc., must be turned off and out of sight in a locker, backpack or left in the car and not visible to anyone during school hours. A student displaying or using an electronic item during school hours will have the item taken away. The student will claim it at the end of the day on the first violation. Upon the second violation, the parent must claim it at the school office. Parents should call the school office to relay messages to students and staff.

Discipline Policy

We believe that discipline is essential in order for students to learn in an atmosphere of order and freedom from unnecessary pressure. Discipline and its application at PCCA is thoroughly grounded in scripture (see particularly Proverbs 12:1, 13:24, 22:6; Ephesians 5:1-4; Hebrews 12:1-11; I Corinthians 13; and Revelation 3:19). Discipline and disciple come from the same root word. We believe that the full meaning and intent of discipline should not only be to correct behavior, but also to build up, encourage, and instruct an individual. We believe our students should be held accountable for their actions. That instruction applies to concepts as well as behavior that is pleasing to God. We believe that an effective discipline plan must also include positive reinforcements. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion.

We believe that a cooperative attitude on the part of the parents as well as the student is essential. Serious and repetitive behavior problems will be brought to the attention of the parent so that they can work with us in correcting the problem.

Accomplishing good discipline requires cooperation from four parties:

- Teacher
- Student
- Parent
- Administrator

Bullying & Cyber-Bullying Policy

Over the last few years, bullying has become an issue of concern in our society. Bullying is not just physical abuse, but also includes verbal and emotional forms of disrespect and humiliation. No policy can address all the issues concerning the person bullying and the person being bullied. Bullying in any form by students, teachers, supervisors, and other responsible adults is not permitted at PCCA. PCCA strives to provide a safe, positive, and productive learning and working environment for students and staff. Therefore, it is the policy of PCCA to maintain an educational environment in which bullying and cyber bullying are not tolerated.

Definitions

Bullying means unwelcome verbal, written, or physical conduct directed at a student or staff member by another student or staff member that has the effect of:

1. Physically, emotionally, or mentally harming a student or staff member;
2. Damaging, extorting or taking a student's or staff member's personal property;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or a staff member's work responsibilities.

Cyber Bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, sexting, threatening, or terrorizing another student or

staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs or social network site postings, i.e.

Facebook) that has the effect of:

1. Physically, emotionally, or mentally harming a student or staff member;
2. Placing a student or staff member in reasonable fear of physical, emotional or mental harm;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of a staff member's work responsibilities.

All forms of bullying are unacceptable and to the extent that such actions are disruptive to the educational process and Christian environment of PCCA. Offenders will be subject to appropriate staff intervention, which may result in administrative discipline.

Delegation of Responsibility

Students, faculty and staff are responsible to maintain an educational environment free of bullying and cyber bullying. Each student is responsible to respect the rights of his/her schoolmates and to ensure an atmosphere free from all forms of bullying and cyber bullying. Likewise, each employee is responsible to respect the rights of co-workers and to ensure an atmosphere free from bullying and cyber bullying.

Complaint Procedure

1. Students and/or their parent(s) will report a complaint of bullying or cyber bullying, orally or in writing, to a teacher or to the Principal. Employees will report a complaint of bullying or cyber bullying, orally or in writing, to their supervisor or to the Principal. Individuals who make a report should preserve as much evidence as possible; i.e., a copy of an email, text message, picture or other electronic data.
2. The faculty member and/or Principal will document and investigate student complaints, informing the parent(s) of all parties involved about the incident. Students whose behavior is found to be in violation of this policy will be subject to loss of school privileges as well as disciplinary measures, up to and including expulsion, and if necessary notification to law enforcement authorities.
3. Upon investigation by school administration, CCA employees whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal, and if necessary notification to law enforcement authorities.

Disclaimer: PCCA's Right to Inspect

PCCA reserves the right to inspect all electronic devices, data, and usage occurring over the school's network or on school property without prior notice. PCCA also reserves the right to access information in the public domain on the Internet and to discipline students and employees for any violation of school policy.

Discipline procedures:

Incidents of bullying will be handled in accordance with the discipline policy of PCCA and will be treated as any other offense. The teacher will be sensitive to the age of the children and the circumstances surrounding any incident. Repeated incidents will be reported by

the teacher to the principal. They will discuss a plan for dealing with the problem. Steps may include dealing only with the responsible person, or dealing with identified bully and person being bullied, and/or the entire class.

The Teacher's Role:

1. We believe the teacher has the right and responsibility to maintain an orderly classroom atmosphere.
2. Each teacher is expected to handle discipline in the classroom.
3. We believe the teacher should enlist the cooperation of the parents in keeping classroom behavior at acceptable standards.
4. We believe teachers need to show care for the child in handling discipline. Unreasonable or empty threats will not be used.
5. We believe each teacher should treat each student in a fair, consistent, Christian manner.

The Student's Role:

1. We believe each student should be held accountable for his/her actions.
2. We believe students should respect the authority of others and the facilities in which classes are held.
3. We believe each student should obey all school rules.

The Parent's Role:

1. We believe communication between the home and the school is essential and is the responsibility of both.
2. We believe parents should support the school policy, personnel, and procedures in the presence of their children.
3. We believe parents must understand the improper behavior by one student interferes with the learning opportunities for others.
4. We believe parents should understand the school to be "in loco parentis" (acting in place of the parent) during the school day. As such, the school is obligated to supervise the conduct of students as would a concerned Christian parent.
5. We believe the school cannot effectively teach standards of behavior that are not both taught and modeled in the home.

The Administrator's Role:

1. The administrator is to support and assist all teachers in their responsibility for classroom management.
2. We believe that the administrator needs to be available for conferences involving students, teachers, parents, and any combination thereof to resolve conflicts which have not been resolved at a lower level.
3. We believe the administrator to be responsible to see that all rules and regulations are enforced fairly and consistently.

Behavior Management Plan, Including Corrective Discipline

At PCCA, we believe that discipline is an essential ingredient in the education of a child. Discipline is training which will enable a child to be more effective and successful in school. Discipline encompasses many things.

As a Christian school, we feel the teaching of God's Word, the Bible, sets the precedent for the use and method of corrective discipline. Some examples from Scripture which support this practice are found in Proverbs 19:18, Proverbs 23:13-14, Proverbs 13:24, and Proverbs 22:15. Our purpose is to establish within the child the seriousness of his/her behavior and the need to change that behavior.

The PCCA behavior management plan has categorized misbehavior and consequences into three levels, with level one being the least and level three being the most severe. The following pages outline in detail how the plan works.

In each situation involving corrective discipline, our staff will discuss with the child, in words the child can understand, the need for this form of discipline. The student's behavior or attitude will be addressed so the child will understand why that type of behavior or attitude is unacceptable. The student is assured of the love we have for him/her. It will furthermore be explained to the child that he/she is not bad, but the behavior is wrong.

We then give the child the opportunity to pray about the situation and to seek God's help in the matter. At no time is the child put down or belittled. We always strive to build up the self-esteem and worth of the child. Our ultimate purpose in using discipline in appropriate situations is to teach love (Hebrews 12:6), forgiveness (I John 1:9), and reconciliation (2 Corinthians 5:18-19).

Level One Offenses

A level one offense is any habitual behavior that causes minor disruption but poses no physical threat, and does not considerably impede the educational progress of other students. Level one offenses are handled within the classroom.

These behaviors will cause student color change & will be documented on a student behavior referral report and be given to parents and the administrator at the point the teacher considers them to be habitual. Consequences are administered in accordance with the child's age and grade and include, but are not limited to the possible consequences noted below.

Sample Behavior of Level One Offenses

- Being out of seat without permission
- Instigating, participating in, or encouraging inappropriate class behavior
- Talking without permission
- Off-task or distracting behavior

- Disobedience of general or classroom rules
- Not having the proper tools for school (includes homework)
- Tardiness

Level One Consequences

- Description of the offense in child's own words
- The student apologizes for inappropriate behavior in a repentant manner, face to face
- Loss of playtime or recess
- Time out in a supervised area
- Special privileges revoked
- Student writes a letter of apology and Scriptures to be given to other students involved, or parents
- Writing sentences during recess or free time
- Behavior contract

Level Two Offenses

A level two offense is behavior which has, by definition, become habitual or requires immediate adult intervention and parental notification.

The administrator is notified that a student has committed a level two offense or has reached level two due to a continuance of level one behavior. A student behavior referral from the teacher will inform the administrator of the nature and degree of the offense. One copy of the student behavior referral will be mailed to the student's parents, one copy will be placed in the student's temporary folder, and one copy will be given to the student's teacher. The administrator will begin a log of all level two offenses.

Sample Behavior of Level Two Offenses:

- Inappropriate materials at school
- Use of PCCA computers outside of approved usage
- Disrespect to peers
- Disrespect/insubordination to an adult (i.e. profanity, verbal abuse, open defiance)
- Refusal to accept consequences of behavior
- Forgery
- Possession of another's property
- Inappropriate dress at school
- Trespass (in classrooms after school without adult supervision)
- Cheating
- Lying
- Fighting
- Excessive tardiness (5 or more per quarter)
- Repeated disobedience of level one rules
- Leaving school grounds without permission

Level Two Consequences:

- Immediate parent notification
- Special assignment
- Detention
- One to three day in-school suspension
Student is separated from the class in a supervised area.
All school work is to be completed
May result in a loss or reduction of grades
- No recess or extra-curricular activities
- Lunch will be eaten alone in the supervised area
- One to three day out-of-school suspension
The student is required to remain at home. All school work is to be completed. Loss of grades for the time spent out of school
- May not participate in extra-curricular activities or come onto school grounds

Level Three Offenses

A level three offense is a behavior which requires immediate adult intervention and parental notification because of a threat posed to the health and safety of others and/or severely impedes educational progress.

Any occurrence of these behaviors is dealt with by the administrator. A student behavior referral from the teacher will inform the administrator of the nature and degree of the offense. Follow-up will be immediate. The student will be removed from the classroom and detained in the administrator's office until the appropriate action can be determined.

The student's parents, teacher, and school board will be notified in writing of the incident and what actions have been taken as a result of the incident.

Sample Behaviors of Level Three Offenses:

- Smoking or possession of smoking related material such as cigarettes, tobacco, lighters, etc.
- Use of PCCA computers or internet to look at inappropriate materials.
- Arson
- Possession of a weapon or explosives
- Setting false fire alarms
- Extortion
- Assault
- Stealing
- Vandalism
- Drug or alcohol use or possession of drug or alcohol-related material
- Chronic repetition of level two offense

Level Three Consequences:

- Notify proper authorities
- Restitution
- Parent shadowing - parents may be assigned a one- to three-day shadowing of their student all day, each day
- Suspension
- Expulsion
- In the case of expulsion, a student will be expelled for the remainder of the school year and will be reinstated only after school board approval

Miscellaneous Information

Field Trips

Field trips are considered a part of the educational program. Teachers schedule trips at appropriate times throughout the school year. Each child must have a signed permission slip from a parent or guardian before they will be allowed to participate.

Permission Slips and Volunteer Drivers

Permission slips are to be completed, signed, and returned to the teacher no later than the day of the planned trip.

Volunteer drivers are scheduled by the teacher and must meet the following requirements:

- Be 21 years of age or older
- Must hold a valid Illinois driver's license suitable for the vehicle he/she intends to drive
- Must verify the vehicle to be driven is in perfect working order and complies with all safety requirements defined by State law. (i.e. seatbelts, working lights, horn, breaks, etc.)
- Must be insured and carry an appropriate level of liability to cover the expense of medical care to cover potential student injury
- Provide evidence of emergency road care coverage or agree to cover expenses for such care should the need arise
- Be responsible for gasoline, oil, etc.
- Use age-appropriate safety seats
- Be responsible for driving students to their point of destination and returning them to the school without making additional stops that have not been pre-approved by the PCCA staff person responsible for the trip

Lost and Found

Please make sure your child's name is on all articles brought to school, especially clothing such as coats, sweaters, jackets, hats, gloves, etc. Any articles remaining here **over thirty days** will be donated to a needy cause or disposed.

Telephone Usage

Students are to use office phones for emergency use only. Only students with written permission from a teacher or other school personnel will be allowed to use the office phone. If it becomes necessary to contact your child or your child's teacher, please make an effort to do so before or after school, or during the lunch hour, or leave a message and the teacher will call you back at his/her earliest convenience. Cell phones and beepers are not to be used during the school day. If a student is in possession of either item, it will be turned in to the administrator.

Head Lice

Head lice infestation is a serious concern for schools. It is therefore treated like a contagious disease. Students found to have head lice will need to be taken home and treated with medicated shampoo specifically manufactured for that purpose. All lice and nits (egg cases) are to be removed from the student's hair before the student may return to school. Evidence of the treatment must accompany the student upon their return. Examples of evidence could be: label from treatment shampoo box, treatment shampoo container, or a note from a doctor performing treatment. Students will be checked by the administrator or a designee to verify that the child is nit free before he/ she will be allowed to return to the classroom. Confidentiality will be maintained by school and office staff.

Emergency Drills and Evacuation Plans

Emergency procedures and evacuation plans are in place for fire, tornado, & hazardous materials; and drills are conducted on a routine basis. In addition, an emergency evacuation procedure for bomb or violence related concerns is also in place, and drills will be conducted throughout the school year.

Pledges

The American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One brotherhood uniting all Christians in service and in love.

The Bible

I pledge allegiance to the Bible, God's Holy Word. A lamp unto my feet; a light unto my path. Its words will I hide in my heart that I might not sin against God.

Public Notification

Registered Sex Offenders

Information about sex offenders is available to the public as provided in this Act. (Source: P.A. 94-161, effective 7-11-05; 94-168, effective 1-1-06; 94-994, effective 1-1-07)

A list of Pike County Registered Sex Offenders is available in the Administrator's office.

Pesticide Control

The building housing Pike County Christian Academy is regularly treated with pesticides. This treatment is done after school hours when the students are not present to avoid the danger of exposure.

Mandated Reporter Status

The teachers and staff of PCCA are mandated by law to report to the Department of Children & Family Services any suspected cases of child abuse or neglect.

We will follow the guidelines of DCFS in determining whether there is reasonable cause to believe abuse or neglect may have occurred.

State law does not require that mandated reporters notify parents of reports. The child's safety will be considered when deciding whether or not to inform parents of a report.

Notes