

<b><u>Table of Contents</u></b>			
<b>ADMINISTRATION</b> .....	4	and Software.....	20
Purpose.....	4	Criticism.....	20
Enrollment / Re-enrollment	4	Discipline.....	21
Policy of Non-discrimination	5		
Placement in Curriculum....	5	<b>POLICIES (continued)</b>	
Parental Support.....	6	Homework.....	22
Priorities in the Home.....	7	Lunch Time Rules.....	22
<b>ACADEMICS</b> .....	8	Medications.....	23
Bible.....	9	Mischievous Behavior	23
Grading Scale & GPA.....	9	Music and Instruments	24
Progress Report Card.....	10	Non-School Sponsored	
Honor Roll.....	10	Activities.....	25
Academic Projections Form	11	Lockers or Cubbies.....	25
Annual Awards Ceremony	11	Off Limit Areas.....	25
Graduation.....	11	Parent Conferences.....	26
<b>APPEARANCE</b> .....	14	Parents and Guests.....	26
Dress Code.....	15	Personal Property.....	26
<b>POLICIES</b> .....	17	Physical Education.....	27
Absence, Tardiness		Prohibited Items.....	27
and Sign-Outs	18	Restrooms.....	28
After-School Hours.....	19	School Hours.....	28
Cancellation of School.....	19	Senior Trip.....	28
Cell Phones & Electronics	19	Slips and Forms.....	28
Church / School Property	20	Standard of Conduct....	29
Computer Hardware		Headphones.....	30
		Notebooks.....	30

Telephones.....	30
Transfer Students.....	30
Transportation.....	31
Tuition and Fees.....	32
Financial Policies.....	33
Past Due Accounts.....	33
Valedictorian/Salutatorian	34
Visitors.....	34
Withdrawal.....	35

# **PGCA Handbook**

## **Pine Grove Christian Academy**

### **A Ministry of Pine Grove Pentecostal Church**

#### **Sebastopol, Mississippi**

## **INTRODUCTION**

Pine Grove Christian Academy is a ministry of Pine Grove Pentecostal Church of Sebastopol, Mississippi. The ministry is established in accordance to the command of Holy Scripture, which clearly teaches that the New Testament church is to assist the Christian home in the formal life training of children.

A truly Christian education is based upon the Bible, the Word of God. God's Word provides the educational philosophy and core curriculum. Dedicated and qualified teachers provide the motivation and guidance for learning. Students in a Christian school learn of the Lord Jesus Christ, and His claim upon their lives for salvation and service. They learn to understand life from God's viewpoint as revealed in His Word.

Pine Grove Christian Academy is designed to provide your child the very best in Christian education. The Christian school is God's tool to enhance and support the Christian character training which begins in the home. For this reason, we have the highest possible standards based upon Biblical principle.

Parents entrust the school with their children, which ultimately belong to God. This sacred trust which parents extend to the school is one of great importance. As school ministry staff seek to be used of God, parents and students alike are asked to faithfully pray for the staff and ministry. The staff promises its faithfulness in prayer and personal accountability.

Note: For the purpose of this handbook, the term parent also refers to a child's legal guardian.

# **ADMINISTRATION**

## **Purpose**

The purpose of the Pine Grove Christian Academy (PGCA) ministry is to assist the Christian home in its obligation to provide a Christian education for the family. A Christian education is based upon the Bible, which provides the operational principles, educational philosophy, core curriculum, and standards of conduct.

With God's guidance and blessing, Pine Grove Pentecostal Church is endeavoring to build a Christian school ministry based firmly upon the Bible, the Word of God. Every policy of the school is carefully measured against the high standards of God's Word.

Parents are asked to pray faithfully for the PGCA ministry staff; to cooperate with them in discipline; to accept their judgments; and to guard against undermining the authority of the staff before the students. This support is essential. Pine Grove Christian Academy ascribes to the highest standards for education, as found in the Word of God.

## **Enrollment / Re-enrollment**

Pine Grove Christian Academy provides a quality Christian education for members of Pine Grove Pentecostal Church as mandated by the Word of God, the Holy Bible. In addition, non-member Christian families may enroll a pupil, providing that their pastor grants his consent.

School ministry staff has sole discretion to approve or disapprove applications for enrollment and re-enrollment. Parents desiring to enroll a child must:

1. Meet, along with their child, the principal for an enrollment interview.
2. Submit a completed and signed Student Application form.
3. Submit the child's previous report card (if applicable).
4. Read carefully and agree to comply with the PGCA Handbook.
5. Submit a Medical History form for the child signed by a physician, along with a copy of the child's immunization record (required by law). An immunization waiver must be signed by a parent or guardian if the family chooses not to immunize. A signed note by the parent or guardian stating that they choose not to immunize will also be sufficient.
6. Attend the required Parent Orientation session prior to the start of school.

7. If not members of Pine Grove Pentecostal Church, parents must submit a letter of approval from their pastor prior to an approval for enrollment.

Parents desiring to re-enroll a student from one academic year to the next must submit a re-enrollment application form indicating their intent. Re-enrollment in Pine Grove Christian Academy, as with initial enrollment, is a privilege and not a right.

8. To enroll in K-4, the child must turn the age of 4 by Sept. 1 of the year of desired enrollment.

Re-enrollment for the next fall term for present students will be announced during the fourth quarter of the current year. Anyone re-enrolling after the deadline will incur a \$25 late fee on their enrollment fee. Please try to enroll early.

### **Policy of Non-discrimination**

PGCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students within the school ministry. PGCA does not discriminate on basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, and programs.

### **Placement in Curriculum**

Each student enrolling in the PGCA ministry below 9th grade level may be given an Entrance Exam (Placement Test). These tests are designed:

(1) To approximately indicate the child's present level of academic achievement and, subsequently, to provide a basis for year to year progress evaluation; (2) To establish the child's approximate reading level; and (3) To determine the child's performance level for proper placement within the curriculum.

Proper placement in curriculum is critical. A solid educational foundation is as important to a child's academic success as it is to a building's stability. At times, placement testing reveals academic "gaps" in a child's educational background. For example, the student may be diagnosed as being weak in multiplication or long division.

All students are placed on a prescribed academic level according to the results of their placement tests instead of their chronological age or previous grade designation.

## Parental Support

The Bible teaches that God has given parents the responsibility to train their children according to His Word. The New Testament Church is commanded to assist the Christian home in this formal life training of the child. Therefore, parents should understand that they have a God-given obligation to support the school ministry which aides them in meeting their duty before God. This parental support encompasses three areas:

### **1st: Financial Support**

Parents are required to support the school ministry on a monthly basis. In order for the school ministry to operate effectively, parents are asked to provide their financial support on the first Monday of each month. Since the school ministry functions on a monthly schedule, this is especially important.

All monthly support checks should be made payable to Pine Grove Christian Academy, rather than using the name of the church. A note should be placed on the check's comment line instructing that the amount given is designated as a tuition payment.

Since PGCA is an integral part of a private, non-profit church organization, the school ministry does not receive government funds or grants by which to operate. Financial support of tuition is generally insufficient to cover the cost of the ministry's total operation. Parents and students will be required to help with fundraising efforts at PGCA. A value will be put on all fundraising efforts. If that value is not met by a family, a fundraising fee will be due and a statement will be mailed to you. Fundraising fees must be paid in the semester that the fundraiser is completed. If not, a late fee will be applied. Parents must understand that it is the pastor and the membership of Pine Grove Pentecostal Church who stand behind the school ministry, making up the difference beyond tuition and fundraising by their tithes and special offerings from year to year. It is also important that people throughout the community be made aware of the school ministry and be encouraged to invest in the lives of young people through their voluntary support of Pine Grove Christian Academy.

### **2nd: Spiritual Support**

Parents are asked to pray daily for the school ministry staff and student body. They are required to be faithful in church attendance, family prayer, as well as reading their Bible on a regular basis. Every student enrolled in Pine Grove Christian Academy is required to faithfully attend church services each week.

### **3rd: Personal Support**

All parents are asked to involve themselves in their child's educational experience, from making sure any and all homework is completed, to always giving the benefit of the doubt to the school staff in matters requiring resolutions.

## **Priorities in the Home**

As a matter of remaining consistent in the parent's spiritual support of the school ministry, the issue of setting the right priorities in the home is to be considered. Generally, children are becoming what their parents are now. Parental example is, no doubt, the most important factor in the life training of children. The degree of a student's success in school and throughout life is directly related to parental example.

It is God's intent that every home be a Christian home, a home in which the parents and children are taught to love and serve God according to the Bible. As such, the Christian home should set forth spiritual priorities for all family members.

In turn, everything in life is to be measured against these priorities.

A priority is something which is given precedence or special attention. As commanded in Scripture, Jesus Christ is to have preeminence in one's life and home (Colossians 1:18). Consequently, there are some spiritual priorities which are absolutely essential to the success and well-being of the Christian home. These are:

1. Regular Sunday School and Church Attendance (for all services)
2. Daily Family Devotions (Bible reading & prayer)
3. Personal Devotions (of each family member)
4. Scripture Memorization
5. Special Church Services and Revivals
6. Submission to Godly Leadership
7. Support of School Chapel
8. Involvement in Missions
9. Personal Witnessing (sharing our faith with others)

Parents must be on guard for distractions that seek to undermine these priorities. Children watch the way in which parents handle priorities in life in order to determine and build their own value system. For example, if an activity at home conflicts with church attendance (like a sports event or leisure activities) children take notice. They will set their "sail" by the way the parents chart their "course."

## **ACADEMICS**

Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth. - II Timothy 2:15

The Holy Bible, the Word of God, is God's written revelation to mankind. It is the foundation of all truth. It is the final authority for faith and practice, and it is the foundation for all learning. The Bible is THE primary textbook in the Christian school. Every subject area has its roots in the truth of Holy Scriptures, and, therefore, should be measured by it.

The Bible is the basis of Christian education. It provides its educational philosophy and its core curriculum. A study of science is a study of God's creation; a discovery of the laws of God as seen in the material universe. A study of mathematics is a study after the infinite logic of an Almighty Creator. A study of history is a study of "His Story", learning and discerning the plans and purposes of God in His dealings with men within the scope of eternity. A study of language is a study in communication; and the greatest truth to be communicated in the Gospel of Christ as found in the Word of God.

Students in a Christian school have a great privilege, and they should do their best to heed the command of the Bible: "Study to shew thyself approved unto God" (II Timothy 2:15). The ministry of Pine Grove Christian Academy is designed to help every student fulfill this great challenge.

Curriculum in the Christian school can be compared to the carpet in a building. The carpet is laid upon the foundation's floor. In the case of the school ministry, the foundation is God's Word. Walls of protection about the pupil are comprised of the Parental Support Agreement and the guidelines found in the PGCA Handbook. These documents symbolize the mutual agreement between the parents and the school ministry. The cooperation and communication between the church and Christian home form a sturdy roof over the child; an umbrella of protection that keeps out the storms of life and the heat of satanically inspired opposition. The home-school relationship found in the Christian school yields a strong organization, having as its chief goal the purpose of exalting the Lord Jesus Christ. The Bible states:

For other foundation can no man lay than that is laid, which is Christ Jesus. - I Corinthians 3:11

In whom all the building fitly framed together groweth unto an holy temple in the Lord: In whom ye also are builded together for an habitation of God through the Spirit. - Ephesians 2:21-22

## **Bible**

Bible study is recognized as a fundamental importance and is a required subject. It augments the study of English, history, geography, and science. Without the knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this



life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as the Bible.

A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

The student body usually attends chapel on Wednesdays, and on this day, Bible class will go to class as normal. Most of the time, students will be able to use this time as a study hall on that day.

## **Grading Scale & GPA**

The following system is used to determine letter grades and grade points for the calculation for Grade Point Average (GPA) and class rank.

98-100 = A+ = 4.0	93-97 = A = 4.0	90-92 = A- = 3.7
87-89 = B+ = 3.3	83-86 = B = 3.0	80-82 = B- = 2.7
77-79 = C+ = 2.3	73-76 = C = 2.0	70-72 = C- = 1.7
67-69 = D+ = 1.3	60-66 = D = 1.0	0-59 = F = 0.0

## **Progress Report Card**

At the end of each nine week period, report cards are sent home. If your account is clear on the last day of school, final report cards will be issued. If there is a balance owed on your account, final report cards are to be picked up at the office during office hours after balance is paid.

## **Honor Roll**

The yearly Honor Roll is divided into three groups: the Principal's "A" Honor Roll, "A" Honor Roll, and "B" Honor Roll. If a student has a failing grade in any subject on their 9-week Report Card or has been suspended, he or she will not be eligible for honor roll for that quarter.

Requirements for Honor Roll are listed below:

### **Principal's "A" Honor Roll**

1. Receive a 90 or above in **every subject** in which the student is enrolled.
2. Regular Church Attendance is required.
3. Have no more than 10 unexcused absences during each semester.

### **"A" Honor Roll**

1. Receive an "A" overall average in each course in which the student is enrolled.
2. Regular Church Attendance is required.
3. Have no more than 10 unexcused absences during each semester.

### **"B" Honor Roll**

1. Receive at least a "B" overall average in each course in which the student is enrolled.
2. Regular Church Attendance is required.
3. Have no more than 10 unexcused absences during each semester.

## **Academic Projections Form**

When a student enters 9th grade, an academic projection for the student is drafted, in order to plot his high school course of study.

This projection is explained, discussed, and, if necessary, modified in conference with the student's parents. After gaining sufficient understanding and agreement, the academic projection is signed by the parents, thus indicating their approval. The Academic Projection provides the student's overall academic goals, by which progress towards high school graduation is charted. No high school level course subject may be "dropped" and no Academic Projection may be changed without written authorization from the student's parents.

## Annual Awards Ceremony

The Annual Awards Ceremony coincides with the Kindergarten class graduation. All students and parents are required to attend this very important event. The Annual Awards Ceremony features the presentation of trophies and awards for outstanding spiritual and academic achievement.

## Graduation

All students and parents are required to attend PGCA Graduation Ceremony.

**Expenses:** Graduation expenses (costs for cap and gown, invitations, etc.) are assumed by the student's parents. Each year the senior class will have an opportunity to take a senior trip. The expenses for this trip are the sole responsibility of the student's parents (See Senior Trip). Fundraisers are recommended but cannot interfere with school fundraisers.

**Diploma Programs:** Pine Grove Christian Academy offers students a choice between three types of high school diplomas: Honors, College Preparatory & General. A prescribed course of study is determined by agreement among PGCA staff, parents, and pupil, according to the diploma type desired. The following are courses of study required by students entering 9th grade during the graduating year of this handbook.

### 1. Honors Diploma

The Honors program at PGCA includes the standard college preparatory courses with a minimum weighted average of 96% and a **minimum** score of 22 on the ACT.

### 2. College Prep Curriculum

The College Prep program at PGCA includes courses designed to prepare the student for entrance into an academic college program. The student must complete the entire High School curriculum with a minimum average of 77%. The following courses are required:

#### **Bible**

Bible I	1	Bible II	1
Bible III	1	Bible IV	1

**Total: 4**

**Mathematics**

Algebra I	1	Plane Geometry	1
Algebra II	1	Pre-Cal/Trig. or Bus. Math	1
		<b>Total:</b>	<b>4</b>

**English**

English I	1	English II	1
English III	1	English IV	1
		<b>Total:</b>	<b>4</b>

**History**

Mississippi History (State)	½	World History	1
World Geography	½	U.S. History	1
American Gov. (Civics)	½	Economics	½
		<b>Total:</b>	<b>4</b>

**Science**

Biology	1	Physical Science	1
Chemistry	1	Physics	1
		<b>Total:</b>	<b>4</b>

**Required Electives**

Spanish I	1	Consumer Math	1
Speech	½	Health	½
		Physical Education (I, II)	1
		<b>Total:</b>	<b>4</b>

**Optional Electives** – the student will need to complete 2½ credits from the following:

Music (I, II, III, IV)	½ each	Choir (I, II, III, IV)	½ each
Spanish II	1	Physical Education (III, IV)	½ each
Other Foreign Language	1		

**Total credits required for graduation with a College Prep diploma: 26**

### 3. General Curriculum

The General program at PGCA is designed for the student not intending to enter an academic college program. The student must complete the entire High School curriculum with a **minimum** average of 60%. The following courses are required:

**Bible**

Bible I	1	Bible II	1
Bible III	1	Bible IV	1
<b>Total:</b>			<b>4</b>

**Mathematics**

Pre-Algebra (9th Grade)	1	Algebra I	1
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Choose 1 from the following courses as available:

Algebra II	1	Plane Geometry	1
<b>Total:</b>			<b>3</b>

**English**

English I	1	English II	1
English III	1	English IV	1
<b>Total:</b>			<b>4</b>

**History**

Mississippi History (State)	½	World Geography	½
American Gov. (Civics)	½	World History	1
U.S. History	1	<b>Total: 3½</b>	

**Science**

Biology	1	Physical Science	1
Chemistry	1	<b>Total: 3</b>	

**Required Electives**

Speech	½	Consumer Math	1
Health	½	Physical Education (I, II)	½ each
Spanish I	1	<b>Total: 3 ½</b>	

**Optional Electives** – the student will need to complete 3 credits from the following:

Music	½	Choir (I, II, III, IV)	½ each
Physics	1	Physical Education (III, IV)	½ each
Other Foreign Language	1		

**Total credits required for graduation with a General Education diploma: 24**

## APPEARANCE

For man looketh on the outward appearance, but God looketh on the heart. - I Samuel 16:7

The Dress Code of Pine Grove Christian Academy takes into consideration various principles regarding dress and appearance as taught in the Bible, the Word of God. As set forth in Scripture, the effectiveness of Christian testimony is directly related to one's attitudes, actions, and appearance.

Attitudes are of primary importance in life because they chiefly influence one's actions and appearance. The Bible clearly states that God holds us accountable for our thoughts. Yet, actions and appearances are also important, because people in society look upon these outward expressions of life. In turn, they form opinions regarding our character, which directly reflects on the testimony of Jesus Christ.

In setting forth a standard of conduct for pupils within a Christian school, ministry staff must endeavor to establish guidelines for acceptable behavior based upon the Bible. This section of the handbook, therefore, provides general guidelines for acceptable appearance for students enrolled in Pine Grove Christian Academy.

Note: PGCA staff reserve the right to inspect and to monitor all aspects of the student's appearance, hairstyles, etc. and to determine what is acceptable for school purposes.

Although Christians differ in their preferences and convictions regarding dress and appearance, this Bible-based ministry asks that those families participating in its school ministry demonstrate deference. Deference is the act of honoring, respecting, and submitting to leadership, so long as that leadership is within its prescribed authority as taught in Scripture.

It is hoped that the standards set forth in respect to this school ministry will be an encouragement to the Christian home; for indeed, there is not one standard included herein

that is unscriptural or detrimental to the family. Every standard, as outlined in this handbook, is designed to encourage the home and reinforce Christian character. If this be so, it is our prayer that all who participate in this ministry staff, parents, and students alike will sincerely consider adopting these standards for the sake of their personal testimony and benefit. In general, all clothes must be ironed and presentable. We want to be nicely dressed in a casual business attire. (An easy question to ask yourself is would you wear this to mid-week service).

## Dress Code

### Boys:

- **Slacks & Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants (These are sometimes referred to as khakis, although not limited to the khaki color), wool pants, and nice looking, dress synthetic pants are acceptable. A conservative belt must be worn, and buckles should be smaller 2.75" tall and 3.75" wide. A western belt buckle should not be worn. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, shorts of any kind, bib overalls, and any spandex or other form-fitting pants such as people wear for biking are not acceptable.

- **Shirts**

Casual long sleeve shirts, long sleeve dress shirts, and long sleeve polo-type shirts are acceptable attire. All shirts must have a collar and be tucked in at all times except for P.E. Inappropriate attire includes tank tops, midriff tops, shirts with words, terms, pictures, cartoons, or slogans; sweatshirts, and long sleeve or short sleeve t-shirts (Short sleeve t-shirts are acceptable only when using them as an undershirt). A single logo (maximum size of 2"x2") is acceptable on a shirt. Undershirts are required if skin can be seen through material. Anything that is considered sportswear is not acceptable.

- **Shoes**

Oxfords, Wallabies, loafers, or modest tennis shoes deemed the term smart casual/casual dress are acceptable. Shoes must have a snug-fitting back to avoid distractions. Must be dark in color such as black, charcoal gray, navy blue, brown, etc. Shoes are not to be multicolored, bright, or neon as to draw attention to the eye. Athletic/tennis shoes (shoes that are designed for sports), boots, flip-flops, slippers, and any mule-type shoe with an open heel are not acceptable. Socks, if worn, should match clothing and not be of bright color or draw attention to the eye. **Shoes must be worn at all times!**

- **Other**

- Hair must be **combed** in a presentable manner. Hair **must** be cut to not hang below eyebrows, ears or collar of a collared shirt. Dyed, streaked or highlighted hair is not allowed.
- Boys must be clean shaven and sideburns cannot extend lower than the middle of the ear.
- **Hats/caps or head coverings are not allowed at school. This includes PE time also.**
- Jewelry or Cologne is not allowed.
- **Jackets can be worn over approved shirt, but must be a button or zipper style jacket. (No pull overs)**

## Girls:

- **Dresses and Skirts**

Dresses and skirts are acceptable, but must have  $\frac{3}{4}$  to full length sleeves. Any skirt or dress with a split higher than 3 inches below the knee is not acceptable. Dress and skirt length should not rise higher than 3 inches below the knees while sitting comfortably. Any skirt or dress with a split higher than 3 inches below the knee is not acceptable. Dresses or skirts cannot be form-fitting. They must fit loosely. Pants, shorts, and skorts, are not allowed. Leggings, if worn, are not to be seen below the bottom of the skirt when standing or sitting. **Jean skirts are not allowed.**

- **Shirts**

Blouses, shirts, and cardigans are all acceptable, but must have at minimum  $\frac{3}{4}$  to full length sleeve. No type of top is permissible if it has a low cut neck line (front or back). Shirts cannot be form-fitting. Inappropriate attire includes tank tops; midriff tops; shirts with words, terms, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and long sleeve or short sleeve t-shirts (Short sleeve t-shirts are acceptable only when using them as an undershirt). Undershirts must be worn with clothes that are thin and able to be seen through. A single logo (maximum size of 2"x2") is acceptable on a shirt. **Jean tops are not allowed.** Anything that is considered sportswear is not acceptable.

- **Shoes**

Oxfords, Wallabies, loafers, sandals with a strap, or modest tennis shoes deemed the term smart casual/casual dress are acceptable. Shoes must have a snug-fitting back to avoid distractions. Must be dark in color such as black, charcoal gray, navy blue, brown, etc. Shoes are not to be multicolored, bright, or neon as to draw attention to the eye. Athletic/ tennis shoes, boots, flip-flops, slippers, and any shoe with an open heel are not acceptable. Socks or hose, if worn, should match clothing and not be of bright color or draw attention to the eye. **Shoes must be worn at all times!**



- **Other**
  - Hair must be fixed in a presentable manner. Dyed, streaked or highlighted hair is not allowed.
  - Hats/caps or head coverings are not allowed at school. This includes PE time also.
  - Jewelry, makeup or perfume is not allowed.
  - Jackets can be worn over approved shirt, but must be a button or zipper style jacket. (No pull overs)

### **Conclusion**

If clothing fails to meet these standards, as determined by the PGCA staff, the student may not be allowed into the school facilities. They may be sent home to correct the problem. This tardy/absence will not be excused. Progressive disciplinary action will be applied if dress code violations continue and a possible uniform will be announced. All violations are subject to decision of the Principal.

## **POLICIES**

*Note: All school policies are not represented in this handbook.*

### **Absence, Tardiness and Sign-outs**

In case of absence, the day the student returns, the parent should send a dated note to the teacher explaining the reason for the absence. There are no excused absences except for student illness (limit 4 days per semester without a doctor's excuse), death in the immediate family, or doctor and dentist appointments. **Students will not be allowed to return to class without a note explaining their absence.**

If a student finds that an unexcused absence will be unavoidable, he should see his/her teacher **2 weeks** in advance to allow the teacher to gather that days' work to bring with them during the absence. The work made up during the absence should be given to the teacher upon return to class. Any work not finished upon return to class will result in zeros. Final quarterly exams may not be made up. A maximum of five unexcused days per semester is permitted.

Unexcused absences for which no permission slip is granted will result in zeros in all classes, and all class time must be made up at home. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. Any student, who is absent 10 days or more in one semester, may not pass that semester's work.

Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress. Any student arriving after 8:15 A.M. must report immediately to class and a parent must report to the office to sign the student in and present a note to the principal or teacher stating the reason for tardiness. Students will be permitted up to 3 parental tardies per 9-week period. Any other tardy not accompanied by a medical excuse will be considered unexcused and may result in after school detention. Three unexcused tardies in a nine-week period will carry the penalty of an unexcused absence and could result in additional detention. Excessive tardies will be dealt with at the discretion of the principal and could result in suspension.

Sign-outs are disruptive to the classroom and have an adverse effect on your child's educational progress. Students will be permitted up to 3 parental sign-outs per 9-week period. Any other sign-out not accompanied by a medical excuse upon the student's return to school will be considered an unexcused absence. An unexcused sign-out may result in detention. This includes any and all sign-outs from 8:15 A.M. to 3:45 P.M. Excessive sign-outs will be dealt with at the discretion of the principal and could result in suspension.

A student who has been suspended from school for any reason will receive zeros for any classes missed and may not be permitted to make up exams missed.

We enjoy a limited school week of four days, and each day is critical to receiving a proper education. It is the parent's responsibility to make sure that their student is at school for the entirety of the school year except for the reasons labeled above as excused.

## **After-School Hours**

We encourage parents to pick up students promptly after school activities are over. The school cannot be responsible for students who remain after 4:00 P.M. It is against school policy for students to stay after school in the parking lot or on the school grounds. After 4:00 P.M. the gym becomes school property. Students who are continually left on the school premise after 4:00 P.M. may be subject to additional fees.

## **Cancellation of School**

School staff will notify parents by Clearstream Church text regarding any cancellation of school, resulting from either severe weather conditions or an emergency. Please do not call the school office, the homes of teachers or call or text the cellphones of the PGCA Staff members to inquire about cancellations.

Moreover, it is the policy of Pine Grove Christian Academy to abide by a parent's decision as to the appropriateness of having their child in attendance at school during times of

potential severe weather or a possible emergency. All such related tardiness or absences are considered excused.

## **Cell Phones & Electronics**

Student cell phones are allowed at school, but phones must be placed in a designated area when entering school and retrieved when exiting. Cell phone usage during school hours creates learning distractions and disruptions. If a student fails to comply with the cell phone policy, the following procedure will be implemented and will include automatic detention:

- First Offense: Cell phone will be confiscated and not returned to the student. The parent must retrieve the cell phone from the school office.
- Second Offense: Cell phone will be confiscated for one week, and not returned to the student. The parent must retrieve the cell phone from the school office seven days following the confiscation.
- Third offense and thereafter: At the principal's discretion, including, but not limited to, the following:
  - Permanent confiscation of cell phone
  - Suspension
  - Expulsion
  - Electronic games, music devices, etc. will not be allowed at school unless preapproved by PGCA staff.

## **Church / School Property**

Pine Grove Christian Academy, which is an integral ministry of Pine Grove Pentecostal Church, along with all its ministry resources, belongs to God. Therefore, respect for all church property is an absolute essential.

Any student guilty of willful abuse, defacing, or destruction of school property is subject to immediate dismissal. Any student damaging church or school property, whether willfully or accidentally, must replace the damaged item or pay for its repair.

## **Computer Hardware and Software**

The school ministry provides computer hardware and software in the library to students on an "as needed" and approved basis. All students must have a teacher's permission prior to computer use.

Although the school ministry utilizes filtering software to screen and record all computer activity (especially use of the Internet), parents and students must realize that such

technology itself has inherit problems. Students encountering hardware, software, and Internet problems (especially undesired and inappropriate web-sites and E-mail) must report them to the school staff immediately.

## Criticism

From time to time, children will take issue with actions and policies with which they do not agree. This is fact of life and it is to be anticipated. When such criticisms occur, parents are asked to correct the child for their negative attitude. A bad spirit should never be tolerated. Next, the parent should contact the child's teacher or school ministry principal, for information regarding the full details in the matter. This home procedure should be practiced any time there is criticism on the part of the child.

Accepting a child's word without having complete information opens you to the possibility of "slanted news." **Slanted News** is the child's way of expressing his or her side of the story and is usually told to their advantage. Accepting such news results in undermining parental confidence in school staff.

It is always beneficial to give the "benefit of the doubt" to the school ministry staff. By doing so, the student learns that the home and school are a team working together. The pupil also learns that the parents cannot be used against the school ministry staff and vice versa. They will learn that there is no value in trying to play one against the other. Please remember these two principles. First, the PGCA staff is here to serve parents, not to take the place of parents. Second, the school ministry has sound reasons for all the rules and policies that are enforced, and these are applied without partiality.

With these thoughts in view, please understand that no criticism or complaint regarding school staff will be accepted unless presented in written form to the principal. Complaints made out of order by parents or students, whether expressed verbally, in writing, or physically, may result in the dismissal of the student.

## Discipline

Pine Grove Christian Academy offers a quality Christian educational program, which is Biblically based and academically sound. However, PGCA is not designed to be a correctional institution for problems arising beyond those usually encountered in average school-aged children. While we love delinquent and emotionally challenged children, the school is not designed to meet their specific needs.

Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of the school staff. Such an attitude may even give rise to rebellious or injurious behavior. In such cases, the leadership of PGCA reserves the

right to have full discretion in the discipline used, to put such students on probation and to dismiss any students who do not cooperate with the total educational process. Pine Grove Christian Academy, in certain circumstances, and when all other avenues of discipline have been exhausted, does administer corporal punishment (i.e., paddling).

Discipline is essential to developing good character. The Biblical teaching stresses the importance of proper discipline. In II Timothy 3:16, the Scripture states: “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.”

When a student’s attitude or actions do not consistently or significantly adhere to school policies, the child is subject to probation, suspension, or expulsion. Both parents will be called in for a conference to discuss the matter. At such time as the Principal, along with possible consultation of the Pastor of Pine Grove Pentecostal Church, considers the situation to be beyond the school ministry’s ability to assist, parents of an incorrigible pupil will be asked to withdraw their child. In the event that parents refuse to voluntarily withdraw their child, school leadership reserves the right to dismiss the student if it is believed that the ministry is unable to properly meet the social, spiritual, or academic needs of the student.

The primary tools used in maintaining discipline for negative behavior within the school ministry are forms of detention. These forms include, but are not limited to in-school, after-school & Friday school detentions.

## Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students in their studies. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons. Homework, in some cases, will be given for a grade. Three (3) Incomplete Homework assignments will result in a detention.

1. **For preparation:** Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **For practice:** Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects of the activities are frequently the subject of homework attention.

**We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's expulsion.**

## **Lunch Time Rules**

Parents are asked to provide health-conscious, well-rounded lunches. Microwave cookers and refrigeration are available for student use. Snack, drink, and cold food machines are also available and offer many breakfast and lunch items.

Following lunch, students are excused by permission. Equipment used for physical education classes may not be used during the lunch recess without permission. Students are to use the lunch break for rest and mild relaxation. All trash and food crumbs are to be cleared from the lunch table and surrounding area before returning to class.

Students are prohibited from eating lunch anywhere except those places designated as such. No food or drink is allowed in the classroom or after lunch hours in the Commons Area without special permission from the teacher.

## **Medications**

PGCA staff members are not permitted by law to dispense prescription drugs unless a doctor's written note with specific instructions are given.

When it is **necessary** for a child to bring medication to school, the medicine must be turned in to the school office as soon as the child arrives. Students are not to be in possession of any kind of medication while at school. Over-the-counter medicine may be administered providing that parents give prior written consent to the school to administer certain types of medication by using the medication form.

No student having a temperature of 100 degrees or above will be allowed to remain at school. If your child awakes in the morning with an abnormal temperature, **please do not send the pupil to school.**

## **Mischiefous Behavior**

Mischievous behavior includes: all behavior that causes damage or trouble; causing an annoyance or vexing with tricks, teasing, or practical jokes. Scripture warns of the danger of such irresponsible behavior.

*It is a sport to a fool to do mischief: but a man of understanding hath wisdom.* Proverbs 10:23

Christian training should tend towards the very best in character building. Hurtful practical jokes and “horse play” have no place in Christian behavior. Students should guard against a careless behavior, which may result in the injury or hurt feelings of others. Name calling, unnecessary roughness, and so-called games like “take-a-way” are not appropriate and will not be tolerated.

Students are asked to check their behavior against Biblical principle. Some good guidelines are:

1. Be Courteous
2. Be Careful
3. Be Kind
4. Be Thoughtful

Every attitude and action should be measured. Is this Christ-like? What would Jesus do? Would this be pleasing to Christ? Will others be helped or harmed?

Spoken conversation should be becoming of a child of God. Speaking lightly of holy things should be avoided. Joking about sacred things and Biblical principles is not proper speech. The Scriptural admonition of Colossians 1:17 should be remembered at all times;

*And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.*

All students are expected to abide by a standing Six Inch Rule. Pupils are to keep their hands to themselves. Young men and young ladies are never to be in a room alone for any reason. These rules are strictly enforced.

## **Music and Instruments**

Quality music is important in the life of a Christian student. For this reason, Pine Grove Pentecostal Church carefully screens all music performed throughout all its various ministries. Through the school ministry, students are encouraged to properly develop their musical tastes, abilities, and performance skills.

Weekly opportunities are available to students in chapel, the local church, & special services. At these times, pupils have the opportunity to use their talents for the Lord's honor and to encourage others.

Privately owned instruments brought to the school may be used with permission of the PGCA staff. The school cannot assume responsibility for the care and loss of these instruments while on campus.

Church owned instruments may be used by permission only, as approved by school ministry staff. All music practiced and performed must be Christ-honoring. PGCA staff reserve the right to evaluate, screen, and approve what is practiced and performed in conjunction with the school ministry.

## **Non-School Sponsored Activities**

All buying or selling of products or services not under the direct sponsorship of the school must be approved by the Principal. No parties or activities, whether to be held on or off campus, may be announced or invitations issued to students at school without approval by the Principal.

## **Lockers or Cubbies**

Each student has his or her own assigned locker or cubby. These are a privilege and not a right. This privilege can be taken away at any time. These are used to place personal items that are not restricted from school grounds. Food or drinks are not allowed in lockers, with the exception of water in a sealed container. The student will be responsible for his/her own lock to protect their items from being stolen. PGCA will not be responsible for stolen or damaged items left in locker.

## **Off Limit Areas**

For various reasons, certain areas on campus are "Off Limit Areas" to students unless proper permission has been granted by PGCA staff. These areas include:

1. Offices



- a. Pastor's office
- b. All church offices
- c. All school offices
2. Kitchen refrigerators, freezers & ice machines
3. All storage
4. Parsonage
5. Teachers' desk and rooms when teacher is not present
6. Lockers of other students
7. Parking lot and cars parked on campus, including those vehicles owned or operated by students themselves.

**Note:** Once a pupil has left the car, he or she may not return until they are prepared to return home at the end of the school day.

## Parent Conferences

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent.

We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour. **If you need to talk with a member of the faculty, please call/text the principal between 8:15 A.M. and 3:45 P. M.** Your call will be returned as soon as possible after school.

## Parents and Guests

**All parents and guests visiting the facilities of Pine Grove Christian Academy are required to report to the school office before entering any school areas.**

Parents and guests attending events sponsored by PGCA are reminded that they share an identity to the school ministry. Consequently, they are encouraged to dress in a manner in keeping of this ministry; especially when asked to assist in activities. PGCA staff kindly request that ladies refrain from wearing shorts, slacks, pant suits at PGCA functions. This request is made in view of encouraging our students, who are required to dress by a dress code, and in view of helping the school ministry to maintain a consistent testimony before the public. Please exercise deference.

## Personal Property

Pine Grove Pentecostal Church and Pine Grove Christian Academy are not responsible for students' personal items brought from home. This policy applies to all items lost, stolen, or damaged. If parents fear that a particular item may be in such jeopardy when brought to school, it is best to keep that item at home. Students may not use or borrow another student's personal property without permission from its owner. All personal items must be labeled with the student's name.

**Important Note:** In view of this ministry's responsibility to provide for the protection and safety of all staff and students, school staff maintains the right and authority to inspect student lockers/cubbies, storage areas, backpacks, purses, pockets, vehicles parked on church property and all personal belongings at any time for any reason. The school ministry reserves the right to perform such inspections without permission from the parents or student. It is hereby understood by parents that student registration constitutes parental consent to such searches.

Learning ought to be the focus of a pupil's attention in school. Therefore, no toys are permitted and are never to be stored in the student's lockers/cubbies without permission from the teacher. Parents should monitor the type and nature of items taken to school by their child.

PGCA teachers have the right to refuse any item from being brought into the Learning Center from home, and they may confiscate any item which they feel to be a hindrance to the child's safety or academic progress. Such items will be returned either to the child or parents at the end of the day. (See "Prohibited Items" section in this handbook.)

## Physical Education

Physical Education (P.E.) classes are held 2 days per week (Monday and Thursday). All students enrolled in PE are required to be involved in physical education classes, unless they submit a written note of excuse from their parents or doctor. PE classes will require the student to dress out in modest athletic attire.

## Prohibited Items

Students are prohibited from bringing the following items onto school property: handguns, toy guns, firearms, fireworks, explosive devices, knives (of any kind, including pocket knives), comic books, unapproved literature, tobacco, alcoholic beverages, and hallucinatory drugs. **Chewing gum is not permitted in school.** If those items are found, they will be taken from the student and returned to the parents. A parent conference may be requested.

Blankets will not be allowed in the school. If student is cold, they may bring a cardigan or jacket to class. This is to keep a professional atmosphere in the classroom.

Items brought to school (ex. lunch boxes, notebooks, etc.) should not contain artwork, photographs, and slogans inconsistent with the purpose of the school. Parents are encouraged to select items for their children which are conservative, plain, and generic in nature. Items displaying television and movie themes and characters are to be avoided. A judgment by the Principal regarding acceptability of any item brought to school is final in these matters.

## **Restrooms**

By permission, students may use restroom facilities as genuinely needed. Before leaving the classroom, pupils must obtain permission.

## **School Hours**

Regular school hours are listed below. In order to insure smooth school operations, it is important that everyone (staff, parents, and students) abide by the following schedule of hours.

The school doors open at 8:00 a.m., school dismisses at 3:45 p.m. and the school closes at 4:00 p.m.

**Note:** No student is permitted to leave church property during a school day in the absence of his or her parent without a written note of consent from their parent. A pre-approved list of adult pick-up drivers, signed by the parent or guardian, is required to avoid this problem.

## **Senior Trip**

The senior class trip is considered a very valuable part of our students' education. We urge every senior to make this trip a priority. The trip is educational and fun.

Students, beginning at the start of their junior year should make plans on fundraising. An approximate cost per student will be given to all seniors at the beginning of the school year. This is found by choosing a destination, adding up the cost of everyone attending, and dividing the cost by the number of students. All fundraising is the responsibility of the parents. All money is to be given to the principal in a timely manner. He will then put it in an account to be kept until the trip. Each student will have an account and any money earned together will be split between all that were involved. Any student that does not have all money raised by the deadline will be expected to pay out-of-pocket. Some of the costs involved are split between students and discounts are given based on the number

going. Therefore, if a student decides not to attend the trip, their account and all monies will be forfeited by them and split amongst the other students. There will be no refunds.

## **Slips and Forms**

Responsibility rests upon each student for making sure that all slips and forms are taken home, signed, and returned to school as may be indicated. Discipline will be administered for a lack of follow through in this area. Generally, forms are to be returned to school the following day.

## **Standard of Conduct**

Pine Grove Christian Academy is dedicated to the training of children and adults in a program that is Christ-centered. We believe, as the Bible states, that “all things should be done decently and in order.” Believers in Christ should learn to walk “honorably before all men.”

An older student has a Scriptural obligation to the younger. Romans chapter fifteen explains that the strong are to help the weak. Thus, the testimony of the older student assists the younger by setting an example.

It is required of PGCA students to refrain from talking about or engaging in the following: cheating, sexual impropriety, alcoholic beverages, hallucinatory drugs and illegal narcotics, smoking and chewing tobacco, inappropriate websites or social media, swearing and vulgar language, pornography, homosexuality, wearing immodest clothing, secular rock music, country music, worldly “Christian” music, dancing, secular movies, T.V. shows, books that do not uphold our Christian standard,. Students who participate in the above are subject to suspension or expulsion.

As long as a child is enrolled in Pine Grove Christian Academy, he or she is to abstain from the things listed above, as well as to avoid even the appearance of evil. These, and future standards which may be considered necessary by PGCA ministry staff, apply to students enrolled in the school ministry whether they be located on or off the school property.

A Godly young person is careful to live a life that is above reproach both on and off campus. The testimony of Pine Grove Christian Academy is a very important asset to each student, as it is to the entire school. Students who, by their attitude, action, and appearance, do not uphold the testimony of the school ministry are subject to dismissal.

Students are expected to treat everyone with proper respect and are to show proper deference to those in authority. Talking back, sarcasm addressed to those in authority, complaining, gossiping, etc. are not acceptable behaviors among students enrolled at PGCA.

Students are to refrain from cursing, vulgarity in speech, and using the Lord's Name in vain. Slang words are also to be avoided.

Students are expected to conduct themselves as ladies and gentlemen while in school. They are to be courteous to each other. Rough-housing, pushing, shoving hitting, kicking, scratching, running in the halls, loitering in the halls, and yelling are not allowed. Proper Christian conduct among girls and boys is expected of students enrolled in the school. There is to be no physical contact of any kind between members of the opposite sex.

## **Headphones**

Students in grades 3-12 are asked to bring their own wired headphones to class. (Tip: A longer cord or cord extension will make things easier for the student.)

## **Notebooks**

Notebooks are required for each subject.

- Red – Math
- Yellow – English/Language Arts
- Green – History & Geography
- Blue – Science
- Purple - Bible
- Patterned/Print - Electives

## **Telephones**

Telephones are only to be used for official use and emergencies. Students desiring to place a legitimate call must state the phone number to be called to a school staff member, who will, in turn, place the call or give permission to the student to use a phone.

It is a standing rule that school personnel are not to be called at home, unless in the event of an emergency.

All school related calls should be directed to staff during regular school hours and not to their private homes. It is also our policy not to give out telephone numbers of school staff and of families participating in the school ministry.

## Transfer Students

Academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and earned credits.

## Transportation

Transportation of students to and from the school each day is the responsibility of parents. Some parents “car pool” with others. In other cases, special permission is granted to responsible students in order that they may drive themselves to and from school. In any event, parents are responsible for the transportation of their children. Students driving themselves or being transported by someone other than a parent must have written permission from their own parent. A boy and girl couple, each from different families, may not ride in a vehicle alone, except by express written parental permission from both families.

Pine Grove Pentecostal Church or Pine Grove Christian Academy assumes no responsibility for any accident or other incident involving a student-driven vehicle. Parents should know with whom their students are riding with at all times, and the type of transportation used to and from school, school activities, and athletic events.

Student parking areas will be designated at the start of the school ministry year. Students may only park in assigned areas. Once students have exited a vehicle in which they arrived at school, they may not return to that vehicle, or any other vehicle, without staff permission until after school dismisses for the day.

**Extreme care should be exercised when entering the church’s parking and drop off areas.** Watch for small children and other moving vehicles. Students should only park in designated areas. Be sure to pull fully into a lined parking area. Do not block main drives, entrances, and exits at any time. Do not back onto the street from the church parking lot. Do not leave any vehicle unattended in the designated student pickup “drive through” zone.

Parents must pick up students in “drive through”! Parents must not enter the school during pickup time! (3:45PM – 4PM)

It is a privilege to be able to bring a car to school. Failure to observe these policies will necessitate cancellation of the privilege of bringing your car to school.

## Tuition and Fees

**Registration Fee**                      \$50.00                      **Late Registration Fee**                      \$75.00

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**Annual Supply Fee**                      \$20.00      (due on first day of school)

(This fee covers 2 reams of Copy Paper, Facial Tissue, Plates, Bowls, Forks, Spoons, etc.)

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**Curriculum Fee**    **Two Options Available**

Option 1: Annual Rate:      \$375.00                      **\$25 Discount if Paid in Full by first day of school**

Option 2: Semester Rate:      \$200.00                      (1<sup>st</sup> is due on the first day of the 1<sup>st</sup> Semester and 2<sup>nd</sup> is due on the first day of 2<sup>nd</sup> Semester)

Late Fee:                      \$25.00                      (Late Fee will be added if not paid on the due date)  
  
(No Grace Period on Curriculum Fee)

**A Student will not be allowed to begin school until the Registration, Supply, & Curriculum Fees are paid.**

Entire curriculum fee is to be paid in cases of early withdrawal from PGCA.

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**Student Tuition**

**PGPC (Tithe-Paying) Member Tuition**

1<sup>st</sup> Child: \$325.00

1<sup>st</sup> Child: \$225.00

Each Additional Child: \$275.00

Each Additional Child: \$175.00

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If a student has any unpaid fees, academic records (including transcripts) will be held until fees are paid in full.

**Financial Policies Concerning Tuition and Fees**

Tuition is calculated based on 9 months of school and will be due on the 1<sup>st</sup> Monday of each month and will have a late fee of \$25 added if not paid by the Thursday following the 1<sup>st</sup> Monday at 5:00 pm. The first tuition payment will be due in September of the current school year and the last tuition payment will be due in May of the current school year. **If the 1<sup>st</sup> Monday of a month falls on a holiday, it is still due on that day.** All fees are non-refundable & non-transferable.

All school fees should be sent to PGCA, 3379 Pine Grove Road, Walnut Grove, MS 39189. Payments may also be placed in the school deposit box located inside the door of the adjacent Sunday School building to the right. These must be marked to attain credit for the payment. Please do not slide any payments under any door of the church or school.



**Note: DO NOT PLACE ANY SCHOOL FEES IN THE CHURCH OFFERING OR GIVE TO SCHOOL OR CHURCH STAFF OUTSIDE SCHOOL HOURS.**

## **Policy for Past Due Accounts**

If a student's account is 1 week past due, the school principal will contact the parent about the late payment. There will be a message sent to the parent each week thereafter until the balance is paid. If a student's account is 30 days late, a letter will be sent notifying the parent of the overdue balance. If the student account is past due 60 days, the student will be suspended and not allowed to return to school until the balance is paid in full. When a student is suspended due to non-payment for the third time, the student will be expelled.

PGCA reserves the right to forgive the indebtedness of any account or make exceptions in regards to any financial policy. An exception to a policy for one family will not be considered to be an exception to the policy for anyone else.

## **Valedictorian/Salutatorian**

The graduating Valedictorian has the highest overall grade average of the graduating class. The graduating Salutatorian has the second highest grade average of the graduating class.

To graduate with the honor of Valedictorian or Salutatorian status, an Honors or College Preparatory Diploma must be earned. Valedictorian or Salutatorian status will not be awarded to students completing a General course of study or graduating with an overall average of 89.9 or below.

## **Visitors**

Due to the nature of the curriculum and schedule of the classes, meetings with faculty and administration should be scheduled in advance. Please do not assume that it will be possible to show up without notice and requesting to meet with someone.

**Note:** All visitors are required to report to the school office or designated area to gain permission to visit other areas of the campus.

PGCA staff reserve the right to ask any visitor to leave school property or location of a school activity when, in the judgment of the staff member, the visitor's presence is detrimental in any way. Students suspended or expelled from PGCA are not allowed on church property during the school day, except to meet with the Pastor or Principal in their respective office; neither are these students permitted to attend PGCA functions held in other locations and at different times.

Students wishing to invite friends and other family members to "sit in" on a portion of the class day must obtain special permission. PGCA staff reserves the right to grant or deny such a request, as some days are better suited than others for entertaining visitors.

To show proper deference to school standards regarding dress and appearance, visitors are asked to adhere to the spirit of the school Dress Code. Those wearing attire not consistent with the published PGCA Dress Code may be denied admittance on to the campus.

## **Withdrawal**

Parents desiring to withdraw a student from Pine Grove Christian Academy agree in advance to the following policy.

A withdrawal form should be filled out and signed by the parent. Upon withdrawal of their child, parents will receive a complete copy of their child's permanent record file. If withdrawal is sudden, a copy of the student's permanent record file will be given to the parents at the earliest possible time convenient to the school. It is hereby understood by the parents that all funds given in support of the school ministry are non-refundable fees. If a student has attended at least one day of the month, tuition for that month will be billed.

If a student has any unpaid fees, academic records will be held until fees are paid in full.