



# PARK PLACE CHRISTIAN ACADEMY

## STUDENT HANDBOOK

**2019-2020**

Park Place Christian Academy  
201 Park Place Drive  
Pearl, MS 39208

PHONE: (601) 939-6229

Website: [www.goppca.com](http://www.goppca.com)

# PPCA 2019-2020 CALENDAR

(Some dates are subject to change)

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August 1, 2, 5, 6	Faculty & Staff Development
August 1	Parent Orientation for <b>K3 and K4</b> : 6 PM Sanctuary
	Parent Orientation for <b>K5-6<sup>th</sup> Grades</b> : 7 PM Sanctuary
August 5	Meet the Teachers for <b>K3-6<sup>th</sup> Grades</b> : 4-6 PM (Come and Go)
	Parent Orientation for <b>7<sup>th</sup>-12<sup>th</sup> Grades</b> : 6 PM Sanctuary

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## **FIRST NINE WEEKS**

August 7	<b>FULL DAY: First Day of 1st Semester for Students</b>
August 9	Meet the Crusaders Night
August 12	Meet the Teachers for 7 <sup>th</sup> -12 <sup>th</sup> Grades: 6 PM Sanctuary
September 2	<b>NO SCHOOL: Labor Day Holiday</b>
October 4	<b><i>End of 1<sup>st</sup> 9 Weeks</i></b>

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## **SECOND NINE WEEKS**

October 14	<b>NO SCHOOL: Columbus Day Holiday</b>
November 9	'Sader Run Fundraiser & Candy Cane Marketplace
November 22-29	<b>NO SCHOOL: Thanksgiving Holiday</b>
December 6	<b>NO SCHOOL: MAIS Teacher Convention</b>
December 16-19	<b>HALF-DAY/Early Dismissal: First Semester Exams for 7<sup>th</sup>-12<sup>th</sup> Grades</b>
December 20	<b><i>End of 2<sup>nd</sup> 9 Weeks</i></b>
December 20 – January 4	<b>NO SCHOOL: Christmas Holiday</b>

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## **THIRD NINE WEEKS**

December 20 – January 4	<b>NO SCHOOL: Christmas Holiday</b>
January 6	<b>FULL DAY: First Day of 2<sup>nd</sup> Semester for Students</b>
	Re-Enrollment begins for Current Students
January 20	<b>NO SCHOOL: Martin Luther King, Jr. Holiday</b>
January 29	End of Re-enrollment for Current Students
February 3	Open Enrollment begins for New Students
February 17	<b>NO SCHOOL: Presidents' Day Holiday</b>
March 5	<b><i>End of 3<sup>rd</sup> 9 Weeks</i></b>

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**FOURTH NINE WEEKS**

March 6	<b>NO SCHOOL:</b> Professional Development Day MAIS District Teacher Meeting
March 6-13	<b>NO SCHOOL: Spring Break</b>
April 10-13	<b>NO SCHOOL: Easter Holiday</b>
May 1	Senior Awards Day: 1:30 p.m. – 3:00 p.m.
May 5	Kindergarten Graduation
May 8	Graduation
May 13	Elementary Awards Day: 1 <sup>st</sup> -3 <sup>rd</sup> Grades: 8:30 a.m. – 9:30 a.m. 4 <sup>th</sup> -6 <sup>th</sup> Grades: 10:00 a.m. – 11:00 a.m. Secondary Awards Day: 7 <sup>th</sup> -8 <sup>th</sup> Grades: 12:00 p.m. – 1:00 p.m. 9 <sup>th</sup> - 11 <sup>th</sup> Grades: 2:00 p.m. – 3:00 p.m.
May 15, 18-20	<b>HALF-DAYS/Early Dismissal:</b> 2nd Semester Exams for 7 <sup>th</sup> -12 <sup>th</sup> Grades
May 19	<b>LAST DAY:</b> for PK3-6 <sup>th</sup> Grade Students
May 20	<b>LAST DAY:</b> for 7 <sup>th</sup> -12 <sup>th</sup> Grade Students
May 21	<b>LAST DAY:</b> for Teachers
May 22	Report Cards Mailed

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**HALF-DAY/Early Dismissal Times:**

<b>Preschool (K3/K4):</b>	<b>11:30 a.m.</b>
<b>Kindergarten-6<sup>th</sup> Grades:</b>	<b>11:45 a.m.</b>
<b>7<sup>th</sup> -12<sup>th</sup> Grades:</b>	<b>12:05 p.m.</b>

**PROGRESS REPORTS:**

**September 5**  
**November 7**  
**February 6**  
**April 16**

**REPORT CARDS:**

**October 10**  
**January 9**  
**March 19**  
**May 22**

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# PARK PLACE CHRISTIAN ACADEMY

## CONTACT INFORMATION

**MAILING ADDRESS:** Park Place Christian Academy  
 201 Park Place Drive  
 Pearl, MS 39208

**WEBSITE:** [www.goppca.com](http://www.goppca.com)

**TELEPHONE NUMBERS:** **601-939-6229**

PARK PLACE CHRISTIAN ACADEMY	601-939-6229
PPCA CRUSADER CARE	601-939-6766
PARK PLACE BAPTIST CHURCH	601-939-6282

### ADMINISTRATION and STAFF DIRECTORY:

NAME	TITLE	SCHOOL PHONE & email:	__@goppca.com
Barrett, Bobby	Assistant Principal/Asst. Athl. Dir.	601-939-6229,opt. 2	bbarrett@
Brand, Bethany	Counselor/Records Clerk	601-939-6229, ext. 214	bbrand@
Clendinning, Lori	Librarian	601-939-6229, ext. 211	library@
Cochran, Jenny	Athletic Director Secretary	601-939-6229, ext. 212	jcochran@
Cook, Jason	Head of School	601-939-6229, opt. 2	jcook@
Crawford, Melissa	Director of Crusader Care	601-939-6229, ext. 202	mcrawford@
Cruthirds, Andi	Director of Admissions	601-939-6229, ext. 213	acruthirds@
Elkins, Doug	Athletic Director	601-939-6229, ext. 216	delkins@
Files, Tammy	School Counselor (A-L)	601-939-6229, ext. 209	tfiles@
Goodwin, Cindy	Principal of K5-6 <sup>th</sup> Students	601-939-6229, opt. 1	cgoodwin@
Harris, Lisa	Secondary Secretary	601-939-6229, ext. 207	lharris@
Hunt, Donna	Director of Dyslexia-Resource	601-939-6229, opt. 1	dhunt@
Jacobsen, Kelly	Director of K3-K4 Students	601-939-6229, ext. 221	kjacobsen@
Jenkins, Michelle	Elementary Secretary	601-939-6229, ext. 207	mjenkins@
Jordan, Jim	School Resource Officer	601-939-6229, ext. 223	jjordan@
Overby, Shelly	Director of Spiritual Development	601-939-6229, opt. 2	soverby@
Price, Kim	Assistant Director of Finance	601-939-6229, ext. 220	kprice@
Sykes, Stacey	Principal of Secondary Students	601-939-6229, opt. 2	ssykes@
Thornton, Amy	School Counselor (M-Z)	601-939-6229, ext. 204	athornton@
Wise, Susan	Preschool & Dyslexia Secretary	601-939-6229, ext. 200	swise@

# CHRISTIAN BELIEFS

## PARK PLACE CHRISTIAN ACADEMY MISSION STATEMENT

Park Place Christian Academy partners with parents to provide their children a Christ-centered education founded on the Bible which fosters spiritual development and instills the vision and practice of Christian excellence in academics, character, and service to others through Biblical integration and Biblical worldview shaping.

## AFFILIATION

Governed by the PPCA School Board, Park Place Christian Academy (PPCA) is a ministry of Park Place Baptist Church in Rankin County. Christian training in the school is from a Biblical approach and Christ-like principles are clearly taught. No student applicant shall be denied admission on the basis of race, color, or national origin.

All PPCA parents and students are asked to read this Handbook in its entirety with prayerful consideration. If, after reading the Handbook, parents determine that the principles stated herein are the principles by which they want their children educated, then PPCA will have a meaningful and productive school year. At parent orientation in early August, Handbook Agreement/Consent Forms will be available for parents and students to sign and return to the homeroom teachers.

## ACCREDITATION

PPCA is dually accredited by the Southern Association of Colleges and Schools/AdvanceED and by the Mississippi Association of Independent Schools (MAIS).

## BIBLE

At PPCA, Bible study is recognized as a fundamental requirement for all students. It augments the subjects of English, history, social studies, science, and health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, *"The fear of the Lord is the beginning of knowledge"* and it offers the best guide for this life and only hope for the life to come. No other book can enrich and influence the mind and heart like the Bible. Because of this standard, students are taught a planned program of Bible study and Bible memory work is required of PPCA students.

## MOTTO

The school's motto *"Soli Deo Gloria"* translates *"To God Alone the Glory."*

# STATEMENT OF FAITH

1. We believe in the absolute accuracy of the Word of God and that the Bible is verbally inspired and all-sufficient as the Christian's rule of life and practice. PPCA endorses the following translations of the Bible as part of the spiritual education process: ESV, NASB, KJV, NKJV, and HCSB (II Timothy 3:16-17).
2. We believe in the total depravity of man through the fall of Adam (Genesis 3, Romans 5:12-17).
3. We believe that the one true God is manifested in three persons: Father, Son, and Holy Spirit, equal in all things as eternity, omnipotence, omnipresence, and omniscience (Matthew 28:19; II Corinthians 13:14).
4. We believe in the virgin birth of Jesus Christ (Luke 1:26-35); His absolute sinlessness (II Corinthians 5:21); and in the complete justification of the believers in Christ (Acts 13:38-39; Romans 5:1).
5. We believe in the present assurance of salvation (I John 5:11-13); the present possession of eternal life by every true believer (John 5:24; John 6:47); and the eternal security of the genuine believer (John 10:28-30).
6. We believe that the ordinances of the Lord's Supper and baptism by immersion are to be observed by the church in the Lord's absence (Matthew 28:19; Acts 8:36-39; Romans 6:1-5, I Corinthians 11:23-26; Acts 2:42).
7. We believe in the resurrection of all believers at the pre-millennial coming of Christ and in the review and reward of believers according to their life and works (Luke 14:14; John 5:28; Romans 14:10-12; II Corinthians 11:23-26; Acts 2:42).
8. We believe in the love of God for the entire world (John 3:16), the necessity for new birth through the Word and the Spirit of God (John 3:3-7; Peter 1:23-25), the dwelling of every true believer by the Holy Spirit (I Corinthians 6:19; John 14:16-17); and the uselessness of human works and merit to obtain salvation (Romans 4:5; Ephesians 1:7-9; Ephesians 2:8-9; Titus 3:5).
9. We believe in the finished work of Christ through which complete and eternal atonement for sins has been effected (John 19:30; Hebrews 9:26; Hebrews 9:28; Titus 3:5).
10. We believe in salvation by grace alone through faith (Ephesians 2:8-9; Acts 16:30-31).
11. We believe in the efficacy of the Blood of Christ, apart from which there can be no salvation (Hebrews 9:22; Ephesians 1:7; Colossians 1:20; I John 1:7). His vicarious death (Romans 5:6-8; Luke 24:26-40); His visible ascension (Luke 24:50-51); His present enthronement (Hebrews 1:3); and His high priestly ministry and advocacy (Hebrews 7:25-26; I John 2:1).



12. We believe that mankind is absolutely helpless and cannot please God in an unregenerate condition (Romans 3:9-19; Romans 8:8).
13. We believe in the immediate entry into a literal hell by every person who dies without Christ (Luke 16:19-31); the resurrection of all such persons to stand before the Great White Throne of Judgment (John 5:28-29; Revelation 20:11-13); and the consignment of all such persons into a lake of fire forever (Matthew 25:46; Revelation 10:14-15).
14. We believe in separation from sin and the world by the Christian and a godly life to the glory of God (II Corinthians 6:14; II Corinthians 7:1; Titus 2:11-14).
15. We believe in the rapture of the church, at the coming of Christ to meet Him in the air (I Corinthians 15:51-57; I Thessalonians 4:13-18); the revelation of Christ at His coming to the earth prior to the setting up of His Millennial kingdom (II Thessalonians 1:6-10); and the personal, literal reign of Christ over this earth for one thousand years (I Corinthians 15:24-28; Revelation 20:1-6).

## **GOD'S SIMPLE PLAN OF SALVATION**

### **1. All Have Sinned**

"For all have sinned and come short of the glory of God." *Romans 3:23*

### **2. Sin Must Be Paid For**

"For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." *Romans 6:23*

### **3. Jesus Paid for Our Sins**

"But God commended His love toward us, in that, while we were yet sinners, Christ died for us." *Romans 5:8*

### **4. What We Must Do**

"For whosoever shall call upon the name of the Lord shall be saved." *Romans 10:13*

### **5. How We Can Know We Are On Our Way To Heaven**

"He that believeth on the Son hath everlasting life." *John 3:36*

### **6. Assurance**

"...the gift of God is eternal life through Jesus Christ our Lord." *Romans 6:23*

"And this is the confidence that we have in Him, that, if we ask anything according to His will, He heareth us; and if we know that He heareth us, whatsoever we ask, we know that we have the petitions that we desire of Him." *I John 5:14-15*

## **CHAPEL**

PPCA students and teachers are required to attend one age-appropriate Chapel each week. Students are encouraged to bring their Bibles and to present offerings to support special Missions projects locally and internationally.

Preschool-1<sup>st</sup> Grades meet in the Park Place Baptist Church Sanctuary.

2<sup>nd</sup>-6<sup>th</sup> Grades meet in the 201 Building's Chapel.

7<sup>th</sup>-12<sup>th</sup> Grades meet in the 201 Building's Chapel.

During Preschool and Elementary Chapel age-appropriate programs are offered featuring songs of praise to God and pledges to the American flag, Christian flag, and the Bible are recited. A devotional message is offered by PPCA faculty, ministers, and other spiritual leaders.

During Secondary Chapel students are led by classmates and PPCA faculty, ministers, and other spiritual leaders in worship, Bible Study, prayer, and devotional messages. Once a year each spring during PPCA's Spiritual Emphasis Week, high school students and others lead the music and provide messages to students in a daily chapel.

## **PATRIOTISM**

PPCA students are also regularly required to recite pledges and offer prayers for the country and its leaders in their classrooms.

## **PLEDGES**

### **THE PLEDGE TO 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 PLEDGE TO THE CHRISTIAN FLAG**

*I pledge allegiance to the Christian Flag and to the Savior for Whose Kingdom it stands, one Savior, crucified, risen, and coming again with Life and Liberty to all who believe.*

### **THE PLEDGE TO THE BIBLE**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and I will hide its Words in my heart that I might not sin against God.*

# **EDUCATIONAL PHILOSOPHY AND PURPOSE**

## **PURPOSE**

The purpose of Park Place Christian Academy (PPCA) is to assist parents in providing a sound education for their children through the integration of faith and learning. PPCA is committed to teaching a Biblical view of God and the world through the development of basic spiritual, intellectual, physical, and social skills.

## **ASSISTING PARENTS**

PPCA endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents, and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and a common commitment to the work of education.

In order to serve these families with Biblical instruction and Godly examples, the school employs administrators, faculty, and staff who serve as role models in their Christian walks, their professional lives, and their Christian faith.

## **PROVIDING A SOUND EDUCATION**

PPCA provides students with an education that offers rigorous academic instruction. The school provides an environment for growth and development where different learning styles are served in keeping with the resources God has provided at PPCA.

## **INTEGRATING FAITH AND LEARNING: BIBLICAL WORLDVIEW**

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a Biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters the Scriptures are supreme.

The integration of Biblical faith and learning is the responsibility and a primary function of the teachers at PPCA. The school endeavors to select the best instructional materials available in order to reach its overall goals.

## **DISCOVERING GOD'S PURPOSE**

PPCA believes that it has the mission of enabling its students to live wholesome Christian lives in a harsh and demanding world. In cooperation with the parents, PPCA makes the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also discover that God has a purpose for each of them and that they can achieve that purpose.

PPCA provides an environment that balances a relationship with God through faith in Christ with intellectual and artistic pursuits. Academic excellence, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life and strive to attain that goal. The primary responsibility for raising children rests with the parents. With that in mind, PPCA believes that parents and school should work in cooperation and harmony in nurturing, training, guiding, and expanding the child's body, soul, and spirit.

## **OBJECTIVES IN EDUCATING CHILDREN:**

PPCA STRIVES TO:

1. Prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit; and a personal sense of responsibility to be all God wants them to be.
2. Prepare children to successfully live balanced Christian lives in an unbalanced world.
3. Encourage them to think clearly, logically, critically, and independently.
4. Offer an instructional program that meets their academic needs.
5. Develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
6. Achieve mastery in the tools of learning and communicating.
7. Develop a sense of responsibility in each child as citizens and Christians.
8. Provide them with opportunities to develop a moral, ethical, and spiritual sense which will aid them in an understanding and appreciation of their own personal worth and that of others.
9. Provide opportunities for developing skills necessary to make a living.
10. Offer opportunities to participate in wholesome forms of recreation.
11. Prepare each child for an outstanding position in life.
12. Prepare for spiritual leadership in school, home, church, community, state, nation, and the world.

# ADMISSIONS POLICY STATEMENT

Park Place Christian Academy requires all of its students, parents or guardians, teachers, administrators, staff, and school board members to manifest lifestyle conduct and actions which project an image consistent with the expressed purposes, mission, and beliefs of Park Place Christian Academy and Park Place Baptist Church.

Any lifestyle conduct which is in opposition to the mission of PPCA or which impedes the academy's credibility with its constituency or the general public is unacceptable. One example of such lifestyle is homosexuality.

Park Place Christian Academy has the right and responsibility to do everything possible to ensure that the expressed purposes, mission, and beliefs continue in their highest traditions and are not harmed, compromised, or hindered by unacceptable lifestyle conduct on the part of its students, parents or guardians, teachers, administrators, staff, or school board.

## STUDENT EXPECTATIONS

PPCA seeks to develop young people who will be faithful to serve the Lord and to be good witnesses. PPCA students are expected to:

1. Be loyal to the Lord Jesus Christ.
2. Have daily devotions and a desire to win souls.
3. Be loyal to PPCA administration and the faculty.
4. Attend all classes regularly.
5. Prepare studies to the best of their ability.
6. Support all school activities.
7. Abide by the rules of the school and maintain a testimony away from the school.

# ADMISSIONS

## ENTRANCE EXAMS

Students may be required to take entrance exams to determine enrollment/placement. Fees for these exams may vary depending on the type of exam.

Entrance exam fees must be paid prior to the test being administered. Please refer to the enrollment packet provided by the Admissions Director in the PPCA Office for specific information.

## DOCUMENTATION

1. Required Documents:
  - Completed online application
  - Copy of birth certificate
  - Form 121 Immunization Compliance NOTE: A NEW IMMUNIZATION FORM WILL BE REQUIRED IF THE ONE ON FILE EXPIRES BEFORE THE NEXT SCHOOL TERM
  - Copy of most recent report card and standardized test scores
  - Discipline Report
2. No student will be allowed to enroll who is currently suspended or expelled from another school.
3. No student will be allowed to enroll who is currently attending or is pending referral to an alternative school.

## IMMUNIZATIONS

1. All students entering PPCA for the first time must be immunized before admission to class.
2. An up-to-date State of Mississippi **Immunization Form 121** must be presented to the office at the time of enrollment.
3. A new immunization form will be required if the one on file expires before the next school term.
4. No child shall be admitted to class until the proper immunization form is on file in the office.
5. Each child's DPT boosters should be kept annually and updated immunization forms submitted to the school.
6. All incoming 7<sup>th</sup> graders must provide an up-to-date State of Mississippi **Immunization Form 121** documenting that they have received the TDAP vaccination.

## **CLASS PLACEMENT**

Although it is not always possible, it is PPCA's goal to balance each class with equal boy/girl ratios. Placement of students into classrooms is a collaborative decision made by the PPCA Administration and teachers.

## **DROPPING/ADDING COURSES (Secondary Students Only)**

During the first week of each semester, course changes may be made for the following reasons:

- The student was scheduled in the wrong class.
- The student failed to meet the prerequisite for a course.
- The student was inappropriately placed in the class.

Questions about dropping or adding courses are referred to a Guidance Counselor. Course Change Requests must be approved by the PPCA Administration.

# REGISTRATION & ENROLLMENT

## REGISTRATION

1. Registration for the next school year begins each January.
2. Special registration dates in January are set aside for returning students, siblings of students enrolled at PPCA, and Park Place Baptist Church members.
3. Open registration for all new students (non-siblings and non-church members) begins the first week of February.
4. See the Financial portion of this Handbook for more information about fees and tuition, or contact the Admissions Director through the PPCA Office.

## RE-ENROLLMENT FOR RETURNING STUDENTS

Re-enrollment for current students will begin the first week in January and end the last week of January. At that time enrollment for current students will be disabled (unable to re-enroll) until OPEN Enrollment begins in February. Currently enrolled students who wait until February to enroll will risk losing their spots to new students.

1. Registration fee AND Tuition Commitment Form are due within 48 hours of submitting online re-enrollment.
2. All registration fees, tuition payments, AND Tuition Commitment Forms MUST be submitted to the Business Office, which is located in the gym lobby on the PPCA campus. The Business Office hours are Monday-Thursday, 8 a.m. - 5 p.m. and Friday, 8 a.m.- noon. NO PAYMENTS will be accepted in any school office or the admissions office.
3. Failure to submit registration fee AND Tuition Commitment Form within 48 hours of submitting re-enrollment will delay and possibly void the student's re-enrollment for the next school year.
4. A student must be enrolled and all fees paid in order to tryout or participate in any athletic or extra-curricular activity.



## ENROLLMENT FOR NEW STUDENTS

Open Enrollment for new students begins in February. All admission applications must be completed and submitted online at [www.goppca.com/admissions/applyforadmissions](http://www.goppca.com/admissions/applyforadmissions). A \$25 application fee is due once the application has been submitted. A student's admissions application will NOT be reviewed until all required documentation has been submitted.

1. Required Documentation:
  - Copy of Birth Certificate
  - Copy of Form 121 Immunization Compliance
  - Copy of most recent report card and previous year's report card (1<sup>st</sup>-12<sup>th</sup> grade applicants only)
  - Copy of most recent standardized test scores (3<sup>rd</sup>-12<sup>th</sup> grade applicants only)
  - Email address submitted with online application for teacher recommendations (1<sup>st</sup>-12<sup>th</sup> grade applicants only)
  - Discipline Report
2. No student who is currently suspended or expelled from another school will be allowed to enroll.
3. No student who is currently attending or is pending referral to an alternative school will be allowed to enroll.
4. A student must be enrolled/re-enrolled in order to tryout or participate in sports or extracurricular activities.
5. Registration fee AND Tuition Commitment Form are due within 48 hours of submitting online enrollment.
6. All registration fees, tuition payments, AND Tuition Commitment Forms MUST be submitted to the Business Office, which is located in the gym lobby on the PPCA campus. The Business Office hours are Monday-Thursday, 8 a.m. - 5 p.m. and Friday, 8 a.m.- noon. NO PAYMENTS will be accepted in any school office or the admissions office.
7. Failure to submit registration fee AND Tuition Commitment Form within 48 hours of submitting enrollment will delay and possibly void the student's enrollment for the next school year.

# PPCA SCHOOL LIFE:

## BELL SCHEDULES for 7<sup>th</sup>-12<sup>th</sup> GRADES

### REGULAR SCHEDULE

1 <sup>st</sup> Period	8:00-8:49
2 <sup>nd</sup> Period	8:53-9:46
3 <sup>rd</sup> Period	9:50-10:39
Break	10:39-11:00
4 <sup>th</sup> Period	11:04-11:53
5 <sup>th</sup> Period/1 <sup>st</sup> Lunch	11:57-12:22
5 <sup>th</sup> Period/2 <sup>nd</sup> Lunch	12:47-1:12
6 <sup>th</sup> Period	1:16-2:06
7 <sup>th</sup> Period	2:10-3:05

### EARLY DISMISSAL

1 <sup>st</sup> Period	8:00-8:30
2 <sup>nd</sup> Period	8:33-9:03
3 <sup>rd</sup> Period	9:06-9:36
Break	9:36-9:48
4 <sup>th</sup> Period	9:51-10:21
5 <sup>th</sup> Period	10:24-10:54
(No Lunch)	
6 <sup>th</sup> Period	10:57-11:27
7 <sup>th</sup> Period	11:30-12:05

### CHAPEL DAY

1 <sup>st</sup> Period	8:00-8:44
2 <sup>nd</sup> Period	8:48-9:34
3 <sup>rd</sup> Period	9:38-10:22
Chapel	10:26-10:58
Break	10:58-11:10
4 <sup>th</sup> Period	11:14-12:00
5 <sup>th</sup> Period/ 1 <sup>st</sup> Lunch	12:04-12:29
5 <sup>th</sup> Period/2 <sup>nd</sup> Lunch	12:55-1:20
6 <sup>th</sup> Period	1:24-2:10
7 <sup>th</sup> Period	2:14-3:05

### MORNING ASSEMBLY DAY

1 <sup>st</sup> Period	8:00-8:44
2 <sup>nd</sup> Period	8:48-9:34
3 <sup>rd</sup> Period	9:38-10:22
Assembly	10:26-10:58
Break	10:58-11:10
4 <sup>th</sup> Period	11:14-12:00
5 <sup>th</sup> Period/ 1 <sup>st</sup> Lunch	12:04-12:29
5 <sup>th</sup> Period/2 <sup>nd</sup> Lunch	12:55-1:20
6 <sup>th</sup> Period	1:24-2:10
7 <sup>th</sup> Period	2:14-3:05

### HOMEROOM DAY

1 <sup>st</sup> Period	8:00-8:44
2 <sup>nd</sup> Period	8:48-9:34
3 <sup>rd</sup> Period	9:38-10:22
Homeroom	10:26-10:58
Break	10:58-11:10
4 <sup>th</sup> Period	11:14-12:00
5 <sup>th</sup> Period/ 1 <sup>st</sup> Lunch	12:04-12:29
5 <sup>th</sup> Period/2 <sup>nd</sup> Lunch	12:55-1:20
6 <sup>th</sup> Period	1:24-2:10
7 <sup>th</sup> Period	2:14-3:05

### LATE START/WEATHER

1 <sup>st</sup> Period	10:00-10:35
2 <sup>nd</sup> Period	10:38-11:13
Break	11:13-11:23
3 <sup>rd</sup> Period	11:26-12:01
4 <sup>th</sup> Period/1 <sup>st</sup> Lunch	12:04-12:29
4 <sup>th</sup> Period/2 <sup>nd</sup> Lunch	12:39-1:06
5 <sup>th</sup> Period	1:09-1:44
6 <sup>th</sup> Period	1:47-2:22
7 <sup>th</sup> Period	2:25-3:05

### LUNCH

PPCA offers hot lunch or alternate combo meals to all students, made available via The Lunch Ticket Company. Lunch option information is made available to families during Orientation and/or via the Lunch Ticket link on the school website:

[www.goppca.com](http://www.goppca.com).

K-12<sup>th</sup> Grade students may also bring lunches from home. Preschool students who are enrolled in the After School Care (ASC) program are provided a hot lunch as part of the ASC tuition. If a child has allergies, a supplement may be sent. Contact ASC for details.

There are a limited number of microwaves in the cafeteria and are for use only by 3<sup>rd</sup> grade students and up. Sixth grade & below should not bring carbonated or high-energy drinks to school.

For more information, please email [thelunchlady@gmail.com](mailto:thelunchlady@gmail.com).

### **LUNCH REGISTRATION:**

Prior to ordering meals online, families must register each student via The Lunch Ticket's payment system:

- Obtain a **student I.D. number** for each student in a family from the Lunchroom staff at Orientation. Students who return each year will use the same 5-digit number they used the prior year.
- Set up an account for **each student** via The Lunch Ticket's payment system, [www.myschoolaccount.com](http://www.myschoolaccount.com).
- Follow the specific payment instructions for Elementary and Secondary students, as noted below.
- Lunch accounts should be fully funded at least 24 hours prior to that day's lunch.
- **Students are not allowed to charge lunches.** See the section that follows regarding Lunch Options for Students with Depleted Funds.

### **LUNCH PAYMENT OPTIONS for ELEMENTARY STUDENTS:**

Student lunch orders are submitted to the classroom teacher with the monthly lunch calendar. Payment can be made by cash or check through the classroom teacher, or funds can be added online using [www.myschoolaccount.com](http://www.myschoolaccount.com) and following the Lunch Ticket Online Account Setup Instructions.

### **LUNCH PAYMENT OPTIONS for SECONDARY STUDENTS:**

In addition to hot lunch and combo meals, a la carte items may also be ordered for secondary students. Secondary students may pay cash daily, submit a check, or prepay their accounts. Funds can be added online using [www.myschoolaccount.com](http://www.myschoolaccount.com) and following the Lunch Ticket Online Account Setup Instructions.

**LUNCH OPTIONS for STUDENTS with DEPLETED FUNDS:**

Students are not allowed to charge food when funds are depleted from their accounts.

Any student whose funds run out will be directed to contact his or her parent who has the following options:

- Deliver a meal to the designated pickup spot for the student prior to the student’s lunch hour.
- Bring cash or a check made out to The Lunch Ticket for the student’s lunch prior to the student’s lunch hour.
- Opt for a Lunchable-type meal to be given to the student. The cost for this service will be billed to the student’s school account.
- Any funds added to a student’s lunch account must be **deposited at least 24 hours in advance** of being available for use in purchasing lunch.

**This table may be used to record students’ I.D. Numbers.**

STUDENT NAME	LUNCH I.D. Number
1.	
2.	
3.	
4.	
5.	
6.	

**ARRIVAL AND DISMISSAL INFORMATION**

Arrival, dismissal, and instructional times for each grade are as follows:

<b>GRADES</b>	<b>Arrival</b>	<b>Instructional Time</b>	<b>Dismissal</b>	<b>Early Dismissal</b>
Preschool	8:00 a.m.	8:00 a.m.-11:30 a.m.	11:30 a.m.	11:30 a.m.
K-6 <sup>th</sup>	8:00 a.m.	8:00 a.m.-2:45 p.m.	2:45 p.m.	11:45 a.m.
7 <sup>th</sup> – 12 <sup>th</sup>	8:00 a.m.	8:00 a.m.-3:05 p.m.	3:05 p.m.	12:05 p.m.

## **CAR RIDER LINE**

PPCA does not offer bus service. Parents are responsible for their students' transportation to and from school. Drop off and pick up location information is given to parents prior to the beginning of the school year.

Traffic on campus is one-way. All parents should drive in the designated lane beside the school when dropping off or picking up students, pulling all the way up to the first position in the carpool lane. Parents should pick up or drop off students in a timely manner so as to avoid traffic congestion in the carpool lane.

## **GENERAL ARRIVAL INFORMATION FOR Preschool-12<sup>th</sup> Grades:**

1. Students will not be allowed to enter the building before 7:15 a.m. PPCA is **not** responsible for children who are dropped off on the school grounds before 7:15 a.m.
2. Carpool numbers for Preschool and Elementary students are issued during Orientation prior to the beginning of the school year. Place the designated carpool number on the rearview mirror so that it is visible.
3. If students have items that are too unwieldy for them to carry into the school, parents should get out of carpool line and park in the parking lot to assist students into the building, rather than create traffic congestion by holding up the carpool line.
4. Once a student arrives on school property he/she may not leave until the appropriate dismissal time, unless otherwise approved by an administrator. Upon arrival, students may not miss any class, assembly, or any other scheduled event for any reason without prior administrative approval.

## **LATE ARRIVAL/TARDINESS INFORMATION:**

Late arrivals, known as tardiness or tardies, are disruptive to the classroom and have an adverse effect on a child's educational progress. See ABSENCES AND TARDINESS on page 24 for information.

## **SPECIFIC ARRIVAL INFORMATION for Preschool and Dyslexia/Resource Center Students:**

1. Students are expected in their classrooms by 8:00 a.m.
2. Preschool and DRC students arriving after the carpool line door has closed must have a parent sign them in at the Park Place Baptist Church Welcome Center until 8:10 a.m.
3. After 8:10 a.m., parents must come to the Preschool Office to sign in.
4. Parents of Preschool and DRC students enrolled in Crusader Care but arriving after 9:30 a.m. must make individual arrangements for their child's lunch for that day.
5. Students should never be dropped off at the door if it is already closed.

### **SPECIFIC ARRIVAL INFORMATION for K-6<sup>th</sup> Grades:**

1. Students are expected in their classrooms by 8:00 a.m.
2. Parents with students arriving to school after 8:00 a.m. should report directly to the Elementary School Office to sign in their students and obtain late passes.
3. An excused tardy may be given for special circumstances.

### **SPECIFIC ARRIVAL INFORMATION for 7<sup>th</sup>-12<sup>th</sup> Grades:**

1. Students are expected in their classrooms by 8:00 a.m.
2. Students who arrive to school after 8:00 a.m. should report directly to the Secondary School Office to sign in and obtain a late pass.
3. The parent should send a note of explanation with the tardy student. An excused tardy may be given for special circumstances.

### **EARLY CHECKOUT INFORMATION**

1. No students will be allowed to checkout early from school within the last twenty-five (25) minutes of the school day.
2. Early checkout must take place before 11:05 a.m. for Preschool, 2:20 p.m. for K-6<sup>th</sup> Grade, and 2:40 p.m. for Grades 7-12.
3. Students in grades 7-12 who need to check out early must provide a signed note from their parents to the office at the beginning of the day. Exception: sickness verified by parent.
4. All Preschool Crusader Care children who check out during the school day or who are absent for the entire school day will not be allowed to check in at the ASC desk until 12:00 p.m. due to the transitioning of students from their morning classes to their Crusader Care classes. This will help to ensure a safe and orderly check-in process for each child.
5. No children should be checked out from Crusader Care until 12:00 p.m. due to the transitioning of students from their morning classes to their Crusader Care classes.
6. **Parents should not go directly to the classroom to pick up their child.**

7. Students are responsible for completing missed school work when they leave early.

## **DISMISSAL INFORMATION:**

1. All students should be picked up in the same manner/location every day, with the exception of early dismissal days for Crusader Care Preschool sibling half-day students.
2. Students who are not staying after school for a school function must be off campus by 3:20 p.m. for Grades K-12.
3. Only those students involved in a school function or those enrolled in the Crusader Care may stay past dismissal times.
4. Students who are not picked up by the end of carpool (by 3:20 p.m. for Grades K-6<sup>th</sup>) will report to his or her respective school.
5. If someone other than the child's regular carpool driver is picking him/her up, a written notice from the parent is required for all preschool and elementary students. ID will be required.
6. **Parents and visitors should not go directly to the classroom to pick up their children.**
7. Students are responsible for completing missed school work when they leave early.

## **INCLEMENT WEATHER**

Fire and tornado drills are held periodically in order to prepare all members of the school for these emergencies. Places of shelter from tornadoes have been designated by a member of the National Weather Service. As soon as Rankin County is placed under a tornado warning, all PPCA students will be moved to places of maximum safety. To maintain order and protect the lives of all students, **parents will not be allowed to pick up their children during a warning.**

## **EMERGENCY SCHOOL CLOSING**

Any closing of school due to inclement weather will be submitted by a school official to be announced on local television stations, by the use of text messages, social media, and on the PPCA website.

## **CRUSADER CARE/AFTER SCHOOL CARE**

PPCA provides an extended day program for an additional fee. Park Place Crusader Care and High School Hang Out hours begin at varying times for ages and ends at 6:00 p.m. daily.

- Preschool students (Preschool Peeps): 11:30 a.m.

- K-6<sup>th</sup> grade students (Elementary Explorers): 2:45 p.m.
- 7<sup>th</sup>-10<sup>th</sup> grade students (High School Hang Out): 3:15 p.m.

On early dismissal days, PPCA provides supervision for students registered in Crusader Care of all grade levels, K3-10<sup>th</sup> grade.

Supervision is also provided during the holiday breaks and the summer time through our Crusader Camp program, available for preschool and elementary students only.

For more information, call or stop by the Crusader Care office or visit the PPCA webpage.

## ABSENCES AND TARDINESS

The following procedures apply to absences and/or tardiness:

1. Teachers will maintain an accurate record of attendance and tardiness. The attendance and tardy record may appear on report cards.
2. Every three unexcused tardies will equal one absence for all students.
3. Punishment or discipline may be assigned at the discretion of the teacher or administrator if problems with tardiness continue to persist.
4. When students are absent from school, parents should check on the schools' RenWeb Parent's Web website for any assignments for that day. If no assignments are posted, then parents may email the students' teachers to request the assignments. Any books, material, assignments, etc., that need to be picked up from school can be picked up ONLY after 3:15 p.m.
5. Students returning after an absence must bring a written excuse from parents. A telephone call to the office on the day of the absence is **not** sufficient notification. Absence notices should be turned in to the student's teacher for students in Preschool-6<sup>th</sup> grades, but students in 7<sup>th</sup>-12<sup>th</sup> grades should bring notices to the Secondary School Office.
6. Doctors' appointments should be scheduled **after** school hours when possible. If a student misses any classes in order to go to the doctor, a signed and dated doctor's excuse is required upon return to school in order for the absence to be considered excused.
7. A 7<sup>th</sup>-12<sup>th</sup> grade student must be present for **at least 50% of a class period** to be considered present for that class. A K-6<sup>th</sup> grade student must be present for at least 3 hours to be considered present for that day.
8. In order for any student to be eligible for extra-curricular participation, the student must be present for at least 60% of the day.
9. A K-12<sup>th</sup> grade student who misses more than 20 days per year (excused or unexcused) will fail (1998 MAIS ruling). For 7<sup>th</sup>-12<sup>th</sup> grade students this rule is applied to each individual class. Students in a semester course will be allowed a maximum of 10 absences in these classes.



## **EXCUSED and UNEXCUSED ABSENCES: KINDERGARTEN-12**

**All absences (excused and unexcused) are counted against a student's attendance record and exam exemption status.**

A student who is absent will be required to make up school work missed in class. It is the student's responsibility to obtain all make-up work from the teacher beforehand, if possible, or else immediately upon returning to school.

A limited amount of time will be allowed for students to turn in make-up work.

## **EXCUSED ABSENCES: KINDERGARTEN-12**

**An excused absence means that a student can make up missed work.**

All absences require written explanation and must be turned in to the grade-appropriate school offices.

Absences will be considered excused for the following reasons:

1. Illness of student (with signed note from parent and/or dated doctor's excuse).
2. Death in the student's family.
3. Unavoidable family emergency.
4. Pre-Approved Absences – Must be approved by an administrator prior to absence.

Students who miss school for any school-related function will not be counted absent.

Students are responsible for completing missed work/tests after any absence.

## **UNEXCUSED ABSENCES: KINDERGARTEN-12**

Examples of an unexcused absence include, but not limited to, skipping class, skipping school, and/or school suspension.

Students are responsible for completing missed work/tests after any absence.

# **HEALTH CARE**

## **COMMUNICABLE DISEASES**

PPCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person.

The list of communicable diseases includes, but is not limited to:

AIDS	Granuloma Inuin	Mumps	Streptococcus (Strep)
ARC	Hantavirus	Paralytic Shellfish	Syphilis
Amebiasis	Hemorrhagic Fever	Pertussis (Whooping Cough)	Tetanus
Anthrax	Hepatitis	Plague	Toxoplasmosis
Botulism	Histoplasmosis	Poliomyelitis	Trichinosis
Brucellosis	HIV	Psittacosis	Tuberculosis (TB)
Campylobacteriosis	Influenza (Flu)	Rabies/Possible rabid bite	Tularemia
Chanroids	Legionnaire’s Disease	Relapsing Fever	Typhus
Conjunctivitis (Pink Eye)	Leptospirosis	RSV	Varicella (Chicken Pox)
CRE	Leprosy	Rubeola (Measles)	Vibrio Cholera
Dengue	Lice	Rubella (German Measles)	Vibrio Infections
Diphtheria	Lymphogranuloma	Salmonellosis	West Nile
Encephalitis	Malaria	Schistosomiasis	Yellow Fever
Enterovirus	Meningitis	Shigellosis	ZIKA
Giardiasis (acute)	Mononucleosis (Mono)	Smallpox	
Gonorrhea	MRSA	Staph	

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

PPCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable disease within the school.

Any PPCA student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability.

PPCA students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill.

**If the nature of the disease and circumstances warrant, PPCA may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease.**

Any student having head lice or nits will be sent home and not allowed reentry until treatment with a recommended prescription has been completed and there is no evidence of either lice or nits.

Any student having a communicable disease, such as head lice or conjunctivitis/pink eye must check in with the appropriate administrator upon returning to school.

## MEDICATION

**SPECIAL MEDICAL SITUATIONS** SUCH AS SEVERE ALLERGIES, DIABETES, MENTAL HEALTH CONDITIONS, THE USE OF EPI-PENS, AND OTHER SPECIAL NEEDS **MUST BE BROUGHT TO THE ATTENTION OF THE ADMINISTRATION PRIOR TO THE BEGINNING** OF THE SCHOOL YEAR.

1. All medications must be given to the PPCA office.
2. Medications cannot be kept in the student's lunch box, book bag, purse, or on his/her person.
3. All medication for students must be accompanied by the completed Medication Consent form.
4. A Medication Consent form is available from the school office and must be returned with each medication.
5. **No medication will be dispensed without parent authorization.**
6. All medication must be in its original container with specific directions.
7. **The following must appear on the label:**
  - Names of doctor, student, and medication
  - Directions for administering medication (how much medication, what time to take it, is there a need for refrigeration, etc.)
8. The school will assist families by dispensing medications (allergy medicine, cough drops, etc.) when absolutely necessary.
9. "Over the counter" medications must be in the manufacturer's package and should be accompanied by a Medication Consent form.
10. A measuring spoon must accompany any liquids sent to the school so the exact dosage can be measured.
11. Elementary students' inhalers will be kept by teachers.
12. Students in grades 7-12 may keep inhalers with them but the medication consent forms must be completed and on file in the office.

## ILLNESS

- Sick children (temperature of 100 degrees or higher or vomiting) will be sent home from school.

- Before returning to school, students **should be free** of fever, vomiting, or diarrhea **for a minimum of 24 hours.**
- Children should miss as little classroom time as possible; however, they should not attend school while they are ill with any of the following:

Chills

Diarrhea

Earache

Fever

Headache

Nausea

Persistent cough

Severe runny nose

Skin rash and/or skin lesions

Sore throat

Vomiting

Parents will also be asked to pick up their child if they have contracted conjunctivitis (“pink eye”).

## **FIRST AID**

Teachers are provided first aid kits equipped with bandages and antiseptic to assist students with the cleansing of cuts and abrasions. If a student is hurt during the school day and needs further treatment, the parent will be notified immediately and emergency aid will be called if needed.

## **LOST AND FOUND**

1. All personal articles should be labeled with the student’s name.
2. Lost and found articles which are identified will be returned to the student.
3. All articles not claimed after two weeks will be discarded or given to a local charity.
4. Chronic carelessness in keeping up with books, materials, and personal items may result in disciplinary action for the student.
5. Students are cautioned not to bring large amounts of money or valuables to school.
6. The school will not be responsible for the loss of personal property belonging to students.

**Lost and Found collection sites are located in the Elementary building, Preschool Office, Secondary School building and Crusader Care building.**

# **UNIFORM DRESS CODE**

All PPCA students will wear the appropriate school uniform, per their grade's requirements. Approved school colors are forest/hunter/dark green, white, gray, and black. Exceptions are listed below for specific uniform items.

Tommy Hilfiger is the exclusive uniform provider for all PPCA tops, skorts, jumpers, and plaid items. All tops (with the exception of PPCA t-shirts for Preschool) must be purchased through Tommy Hilfiger Uniforms, or acquired via the PPCA Partners' Uniform Swap, or from another PPCA family.

## **BASIC UNIFORM/GROOMING GUIDELINES**

- Polo style shirts (long or short sleeve) in forest green, white, gray, and black will be allowed for all grades. Each student must have at least one green polo shirt. This is the default shirt for school trips.
- Boys: khaki or navy shorts or pants.
- Girls: khaki or navy shorts, skorts, skirts, or pants. (Shorts and skorts can be no more than two inches above the top of the knee when standing.) Skirts must be below the knee when standing.
- Girls in Preschool-6<sup>th</sup> grades may wear khaki or plaid jumpers. Jumpers must be no more than 2 inches above the top of the knee when standing.
- Girls 3<sup>rd</sup> grade and under are allowed to wear the green polo dress.
- Boys' shirts are to be tucked in and a belt (brown, black, or coordinating) is to be worn. (There will be some leniency with lower grades on "tucking" due to age.)
- Shirts must fit appropriately (including no midriff showing at any time).
- Preschool (and occasionally K-12<sup>th</sup> grade students) will be allowed to wear any PPCA t-shirt to school that has been purchased from a PPCA uniform provider, PPCA Boosters/Partners, PPCA Library's School Supply Store, or PPCA Athletic teams.
- No certain pair of shoes is required for grades 7-12, but flip flops or sliders are not permitted at any time.
- K3-6<sup>th</sup> grade students are required to wear shoes with backs.
- Girls may wear leggings/tights in solid colors of white, black, gray, brown, or navy, with appropriate length skorts, skirts or jumpers.
- Outer wear (K-12<sup>th</sup> Grades) must be purchased from a PPCA approved vendor (i.e. Tommy Hilfiger Uniforms, Partners, Boosters, Athletic Teams, etc.)

- For extreme cold weather days, PPCA Administration will approve non-PPCA jackets to be worn outside only.
- No hats or any head covering may be worn inside any building. PPCA hoodies may be worn but no hoodies on head while inside the building.
- All undershirts must be plain white (no print). Long sleeve t-shirts (plain, white) may be worn under short sleeve polo shirts.
- Socks need to coordinate with the uniform and not be a distraction.
- Hair must be neatly cut and groomed at all times and must remain within the normal range of human hair color. Older male students should be clean-shaven, and sideburns should be no longer than the bottom of the ear. Hair should not cover a student's eyes and, for the male students, the collar. Students should also choose one hair color within the normal range.
- Jewelry and hair accessory items should be modest. Female earrings are the only body piercing allowed. Earrings are not permissible for boys.
- Other clothing accessories must be modest, coordinating, not distracting, and must not hinder uniform identification. Any and all accessories may be deemed inappropriate by the administration.
- If a student has a tattoo, it must be covered at all times while at school and at all school functions.

**School officials maintain the right to deem any attire inappropriate that does not meet the standards expressed above or the spirit and integrity of the school. If a child is out of uniform and a parent is called to bring different clothing, then the parent(s) must make every effort to do so promptly.**

**Violations of the school uniform dress code may result in detention and/or school suspension. On any non-uniform/spirit days, students must adhere to modesty requirements in the dress code.**

## The Dyslexia & Resource Center

All K5 students will be administered a developmental reading screener to assist parents, teachers, and administrators in appropriate placement in 1<sup>st</sup> grade.

The Dyslexia Center is a special division of PPCA that is established to provide the appropriate academic instruction for high potential students with a primary diagnosis of dyslexia. The core of the program is an Orton Gillingham-based curriculum.

Therapy will be administered each day under the supervision of a certified Dyslexia Therapist in a small class setting of no more than eight students.

This two-year program provides a comprehensive curriculum designed for students in 1<sup>st</sup> and 2<sup>nd</sup> grades. After the students have successfully completed the two year program, they will transition into the regular classroom setting while receiving reading instruction in the Dyslexia lab during the third year.

The tuition and fees for this program can be obtained through the Admissions office.

## **ADMISSIONS**

The admissions process is designed to assist the family and the school to determine whether a student will benefit from the Dyslexia program at PPCA. Acceptance to the program is based on diagnostic testing, student and parent interviews, information about the student's academic history, and the availability of space in the program.

PPCA is committed to ensuring that there is a good fit between students who struggle with reading and the ability of the school to meet each student's educational requirements. The classes are designed for high-potential students whose primary diagnosis is Dyslexia.

Students who struggle because of behavioral difficulties, severe attention problems, severe receptive and expressive language disorders, or below-average intellectual abilities may not benefit from the program.

## **RESOURCE CENTER**

The Resource Center is available to students in 1<sup>st</sup> – 12<sup>th</sup> grades. The program is designed for students that need extra support with coursework. Referrals to the center may be made by teachers and administrators.

# **HOMEWORK**

Each teacher is at liberty to give homework in order to advance the student's learning experience. Therefore, each student is required to complete his/her homework assignments on time.

Recognizing the importance of family time in the home, PPCA instructors make every attempt to limit homework so that it is not excessive. Homework is an integral part of the learning experience and may be used by teachers to reinforce learning and foster responsibility.

Planners are sent home daily in elementary grades and will include homework and possible important correspondence from the teacher including daily work and classroom notes.

Parents are encouraged to check RenWeb ParentsWeb on a **daily** basis to view homework assignments and classwork information.

PPCA educators desire for parents to actively encourage and monitor their children in the educational process.

The faculty and staff also want PPCA students to learn responsibility and accountability for their actions, which sometimes can mean facing consequences of irresponsibility.

Students who are frequently delinquent with their homework cannot perform to the best of their ability, and therefore, cannot glorify God as He deserves.

Homework is given for several reasons:

1. **DRILL:** Most students require daily drills in order to master material essential for their educational progress.
2. **PRACTICE:** Homework is given so that the material will be mastered following classroom explanation, illustration, and drill on new work.
3. **REMEDIAL ACTIVITY:** Various weak points in a student's grasp of a subject become evident as instruction progresses. Homework following instruction is given to overcome such difficulties.
4. **SPECIAL PROJECTS:** Book reports, compositions, special research assignments, and projects are examples of activities that are frequently the subjects of homework.

## GENERAL HOMEWORK GUIDELINES FOR GRADES 1-6

- The average length of time for homework should be:



- 15-30 minutes for 1<sup>st</sup>-3<sup>rd</sup> grades
- 45-60 minutes for 4<sup>th</sup>-6<sup>th</sup> grades
- Studying is included in this time.
- Homework should connect to the day-to-day learning taking place in the room and will be checked.
- Homework guidelines will be consistent within the grade level.
- Wednesday night studying homework is okay but must fit within the time guidelines above and must not include any written homework. Consideration for attending Wednesday night church services must be given.
- The maximum number of major tests allowed in one day will be:
  - 1 for 1<sup>st</sup>-2<sup>nd</sup> grades
  - 2 for 3<sup>rd</sup>-4<sup>th</sup> grades
  - 3 for 5<sup>th</sup>-6<sup>th</sup> grades

## **GENERAL HOMEWORK GUIDELINES FOR GRADES 7-12**

- While there is no set length of time for homework assigned to these grade levels, daily homework should be expected. Consideration must be given for attending Wednesday night church services.
- Homework should connect to the day-to-day learning taking place in the classroom and will be checked.
- The maximum number of major tests allowed in one day will be a total of three (3).

## **SIGNED PAPERS – ELEMENTARY ONLY**

These will be sent home every week and should be signed and returned the next day. These papers will be kept for school records and will not be returned.

Workbooks will not be returned at the end of the year.

## **EXAM POLICIES**

- **K-6<sup>th</sup> Grades:** No nine-week or semester exams are administered.

- **7th-12<sup>th</sup> Grades:** Exams will be administered at the end of each semester. Exam grades will count for 20% of a student's semester average with the 1<sup>st</sup> nine-week term counting for 40% and the 2<sup>nd</sup> nine-week term counting for 40% of the semester average.
- **Discipline issues may result in loss of exam exemption privileges.**
- Students owing fees and/or fines must still take their exams but grades will not be recorded. Final grades will not be issued until all money due has been paid.

## **EXAM EXEMPTION POLICY**

**Grades 7-11:** No students are exempt from fall semester exams – even if the class is only a semester class. Students have the possibility of being exempt from spring semester exams if all of the following conditions are met:

- An “A” average of 90 or higher in the class.
- All school fees and/or fines are paid in full.
- Six or fewer absences\* if it is a spring semester class.
- Twelve or fewer absences\* if it is a year-long class.
- Discipline issues may result in loss of exemption privileges.

**Grade 12:** Seniors can be exempt from fall and spring exams if all of the following conditions are met:

- An “A” average of 90 or higher in the class.
- All school fees and/or fines are paid in full.
- Six or fewer absences\* at the end of the semester.
- Twelve or fewer absences\* if it is a year-long class.
- Discipline issues may result in loss of exemption privileges.

**\*ABSENCES MEAN EXCUSED OR UNEXCUSED**

# **GRADING**

## **GRADING PROCEDURES**

Students will be given a grade in all subjects where credit is earned each nine weeks and for semester exams and semester averages. Progress reports will be posted quarterly, and will contain an average of the available grades.

Report cards provide numerical averages and comments and are emailed at the conclusion of each term.

Parents and students may access their grades at any time through ParentsWeb.

## **PRESCHOOL GRADING SCALE**

No grades are given in Preschool. Parents will receive updates on student progress throughout the year.

## **KINDERGARTEN GRADING SCALE**

S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

## **ELEMENTARY GRADING SCALE (K-6<sup>th</sup> Grades)**

A = 90-100  
B = 80-89  
C = 70-79  
F = 69 and below

## **SECONDARY GRADING SCALE (7<sup>th</sup>-12<sup>th</sup> Grades)**

The current ten point grading scale for Park Place Christian Academy is as follows:

A:	90-100	4 points
B:	80-89	3 points
C:	70-79	2 points
F:	69 and below	0 points

# **REPORT CARDS**

The purpose of a reporting system is to give parents an accurate indication of the progress (or lack of progress) shown by their children. Each child's ability, attitude, and application are taken into account in the grading system.

Report cards will be emailed each nine weeks for all levels.

Final report cards for the year are mailed to all students who are cleared of any owed fees or fines. Parents do not return the final report card.

## **GRADE POINT AVERAGE CALCULATION (Secondary only)**

PPCA calculates and uses two forms of grade point averages for various purposes. The first, which is known as the numeric GPA, is used for determining the honors of valedictorian and salutatorian of the senior class.

The numeric GPA is calculated by adding the numeric grade awarded for each academic class, where a Carnegie unit is awarded, and dividing the sum by the total number of academic classes. A numeric GPA will look like a 92.75, 83.5 or other similar number.

Academic classes are all classes where a grade is earned except Physical Education, Boys Athletics, and Girls Athletics.

## **WEIGHTED AVERAGES (Secondary only)**

Students who are taking honors courses and/or dual credit/dual enrollment courses will have their grades weighted 1.05 points for honors classes and 1.075 points for AP classes. This is due to the increased rigor of the class.

The maximum term/final grade in all non-honors classes is 100.

The weighted averages will be used to compute grade point averages (GPA). Weighted averages are also used to determine and maintain eligibility in honorary societies and athletics.

## **QUALITY POINT CALCULATION (Secondary only)**

PPCA awards "Quality Points" for grades as follows:

- A = 4 points
- B = 3 points
- C = 2 points

- F = 0 point

These “Quality Points” are used to calculate a QPA, which is often the GPA required for college admission and scholarship consideration.

The QPA is the form of the GPA that is submitted to colleges, universities, and for most scholarships. It is also used to determine the status of Honors Graduates for graduation as well as eligibility for serving on the Student Council.

The QPA is calculated by first assigning a numeric value to all grades (A=4; B=3; C=2) earned in ALL classes where a grade is given. These numbers are then summed and divided by the total number of classes taken. This includes classes such as Physical Education, Athletics, and Driver’s Education. This method also includes grades earned at institutions other than PPCA.

A student’s QPA will look like a 3.75, 2.5, or other similar number.

## **ACADEMIC HONORS**

### **A HONOR ROLL & A/B HONOR ROLL**

Secondary students earning all “A’s” or all “A’s” and “B’s” in all subjects on each report card will be especially honored at the conclusion of each reporting period.

## HONORS ORGANIZATIONS

Students who excel academically have the opportunity to participate in one or both of our academic honors organizations: National Honor Society or Beta Club

- **NATIONAL HONOR SOCIETY**

NHS members must be in the 10th grade or higher and are inducted during the fall of each school year. To be eligible, students must maintain an 88 or higher in every class during the previous year among other considerations.

Transfer students who were members in good standing of another NHS chapter are automatically recognized as members of PPCA’s chapter.

Each student’s NHS membership is reviewed following every 9-week grading period regarding academic standing and disciplinary issues, per the NHS By-Laws and Constitution.

Students in good standing as NHS members are recognized during Awards Day and seniors will have the honor of wearing a special cord during their Graduation ceremony.

- **BETA CLUB**

Beta Club members must be in the 9th grade or higher and are allowed to join at the beginning of each semester. Beta Club members must maintain an 88 or higher in each class.

Transfer students who were members in good standing of another Beta Club chapter are automatically recognized as members of PPCA’s chapter.

Beta Club members who fall below an 88 in any class at the end of 9-week grading period will be on probation until the next consecutive 9-week grading period.

Students in good standing as Beta Club members will have the honor of being recognized at Awards Day.

## HONORS GRADUATES

Those students excelling in their academic careers will be honored with the following distinctions at graduation:

- **With Honors**- Students who earn a 3.25 QPA or higher will be designated as Honors graduates. Honors graduates will have the privilege of having “Honors” printed on their

graduation stole as well as being fully recognized in the graduation program. This designation will also be printed on the student's final transcript.

- **With Highest Honors-** Students who earn a 3.75 QPA or higher will be designated as a Graduate with Highest Honors. In addition to having "Honors" printed on their graduation stole and fully recognized in the graduation program, Highest Honors graduates will have the distinction of wearing a special cord during the graduation ceremony. This designation will also be printed on the student's final transcript.

## **CLASS RANK**

Park Place Christian Academy does not assign class rank to students. The school will, however, recognize the designation of valedictorian and salutatorian.

## **GRADUATION CORDS and PINS**

Any special cords, stoles, or pins granted to graduating students by an honors organization are limited to those offered at PPCA or approved in writing by the administration prior to graduation.

## **VALEDICTORIAN and SALUTATORIAN**

- The honors of valedictorian and salutatorian are determined by the numeric GPA. The numeric GPA is calculated by adding the numeric grade awarded for each academic class, where a Carnegie unit is awarded, and dividing the sum by the total number of academic classes.
- PPCA's Academic classes are all classes where a grade is earned except Physical Education, Boys Athletics, and Girls Athletics.
- A minimum of 16 credits must be earned as a PPCA student.
- A student must be enrolled at PPCA their entire junior and senior year. These must be two separate years (i.e. students "skipping" their senior year and graduating a year ahead of schedule are not eligible for consideration of the honor of valedictorian or salutatorian.

# **PROMOTION/RETENTION POLICY**

## **PROMOTION/RETENTION GUIDELINES FOR KINDERGARTEN-6<sup>th</sup> GRADE**

### **Kindergarten**

- Students in Kindergarten who do not make satisfactory yearly progress or who fail one or more subjects must have their parents meet with school administration to determine whether to retain the children in their current grade level or to promote them to the next grade.
- No more than twenty absences\*.

### **1<sup>st</sup> – 6<sup>th</sup> Grade**

- An average of 70 or higher in all academic subject areas.
- Bible, spelling, and handwriting will be evaluated by the classroom teacher.
- Teacher recommendation for promotion.
- No more than 20 absences\*.

**\* All absences are counted, regardless of whether they are supported by notes from parents or doctors.**

Extenuating circumstances may be considered and promotion/retention determined by the PPCA School Board upon written explanation and request.

**Any student who is not promoted to the next grade level will be placed on a waiting list for his/her current grade level for the next school year.**

## **PROMOTION/RETENTION GUIDELINES FOR 7<sup>th</sup> – 12<sup>th</sup> GRADES**

### **7<sup>th</sup> and 8<sup>th</sup> Grades:**

- Students will not be promoted to the next grade if they fail a core course (English, history, math, science).



- Students may attempt no more than two (2) of these courses in Summer School. If they pass the Summer School course(s), then they will be promoted to the next grade.
- Students will not receive a passing grade in any course in which they have more than 20 absences for full-year courses or 10 absences in semester-length courses.

**9<sup>th</sup> - 12<sup>th</sup> Grades:**

- Students who fail any of the core subjects (English, history, math, and science) will be required to take an *approved* summer class(es)/Credit Recovery, with no more than two classes per summer.
- Students will not receive a passing grade in any course in which they have more than 20 absences for full-year courses or 10 absences in semester-length courses.

**8<sup>th</sup>-12<sup>th</sup> Grades:**

- If the summer school/Credit Rescue course is offered by PPCA, it must be taken through PPCA. Courses not offered by PPCA must be taken through an approved accredited program. This approval must be granted PRIOR to the student enrolling in the course.
- Students being retained in their grade are in danger of not having a spot at PPCA for the next school year if that grade level has already reached capacity.
- Students will not receive a passing grade in any course in which they have more than 20 absences for full-year courses or 10 absences in semester-length courses.

**\* All absences are counted, regardless of whether they are supported by notes from parents or doctors.**

Extenuating circumstances may be considered and promotion/retention determined by the PPCA School Board upon written explanation and request.

**Any student who is not promoted to the next grade level will be placed on a waiting list for his/her current grade level for the next school year.**

## **OUTSIDE CREDITS**

In order to enable the highest level of academic achievement for students of Park Place Christian Academy, the following policies and guidelines are in place to ensure fair treatment of

students regarding credits earned at institutions other than PPCA. Credits from other institutions may be earned in one of three ways:

- **TRANSFER CREDITS:**

Transfer credits are earned by students prior to enrollment at PPCA. Transfer credits are considered on a case-by-case basis. Transfer credits earned at public institutions that are accredited by the Southern Association of Colleges and Schools (SACS)/AdvancedED or another regionally accredited institution are automatically accepted. Transfer credits earned at independent schools accredited by the Mississippi Association of Independent Schools (MAIS) are automatically accepted.

With regard to grades for transfer credits, whatever grade was awarded by the institution that awarded the credit, will be the grade that is entered on the student's transcript, regardless of the grading scale that is used by PPCA at the time of transfer. For example, if at the previous school a 92 was a "B," then it will be considered a "B" at PPCA although PPCA operates on a ten-point grading scale. If only a letter grade is granted by the previous institution, then that grade will be awarded at the midpoint of the numerical scale used by PPCA. For example, if the previous school awarded a grade of "A," it would be entered as a 95 at PPCA, since that is the middle of the numerical scale. An A+ would be recorded as a 99.

Transfer credits earned through a homeschool program or at a public or private institution that is not regionally accredited or accredited by the MAIS will be evaluated and considered on a case-by-case basis. Credits earned in this manner may or may not be accepted by PPCA.

- **ADVANCEMENT CREDITS:**

Advancement credits are earned by currently enrolled PPCA students. These credits are for those students wishing to advance their academic career by taking courses not offered at PPCA. Students wishing to take these courses must receive approval from PPCA administration. Only institutions that are fully accredited by SACS/AdvancedED or the MAIS will be considered.

Students may earn advancement credit during each summer following the 9th grade year. Students may earn a total of three advancement credits throughout their time at PPCA. The PPCA administration reserves the right to deny students the opportunity to take advancement credits based on previous academic history.

- **DUAL ENROLLMENT/DUAL CREDITS:**

Only courses taught on the campus of PPCA are eligible for dual credit and count toward Carnegie units for graduation from PPCA. Any on-line or on-campus college courses will NOT be awarded Carnegie unit credit at PPCA.

- **CREDIT RECOVERY:**

Credit Recovery (CR) credits are earned by currently enrolled PPCA students who have failed a course for the year. CR credits are entered on the student's permanent record at a grade of 70, no matter what grade was earned in the class, unless the grade is lower, and carry a designation of CR following the course name. A student may take only two (2) in one summer. The institution must be fully accredited and approved by PPCA administration prior to the student's enrollment.

## **QPA CALCULATION of OUTSIDE CREDITS**

PPCA awards "Quality Points" for grades as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- F = 0 point

These "Quality Points" are used to calculate a Quality Point Average (QPA), which is often the GPA required for college admission and scholarship consideration.

QPA calculation will be handled in the following manner in regards to outside credits:

- **Transfer:** Transfer credits ARE awarded quality points and will be calculated in the QPA.
- **Advancement:** Advancement credits ARE awarded quality points and will be calculated in the QPA.
- **Credit Recovery:** Credit recovery credits ARE awarded quality points and will be calculated in the QPA.

## **GRADUATION REQUIREMENTS for TRANSFER STUDENTS**

Approved transfer credits are considered valid in all instances for fulfilling graduation requirements for PPCA provided that all other guidelines and regulations regarding graduation requirements are followed.

# **GRADUATION REQUIREMENTS: COURSES AND SERVICE HOURS**

## PPCA COURSES REQUIRED FOR GRADUATION

To graduate from Park Place Christian Academy a student must:

1. Earn a total of 22 Carnegie Units as outlined below:

<b>Bible</b>	2 Units
<b>Computer Science</b>	1 Unit
<b>English</b>	4 Units
<b>Fine Arts</b>	1 Unit
<b>Mathematics</b>	4 Units
<b>Science</b>	4 Units
<b>Social Sciences</b>	4 Units
<b>World Language</b>	2 Units
2. Complete a minimum of 70 A.C.T.S. service hours (or pro-rated per year) as outlined below, and
3. Successfully complete **at least one year-long course** from each of the following subjects each year, 9th-12th grade: English, Mathematics, Science, Social Sciences.

Beginning in 8<sup>th</sup> grade, no more than four Carnegie units earned in summer school programs may be counted toward graduation requirements.

*The following are the minimum courses required for graduation in each subject area. Students may complete courses above these requirements by pursuing Honors classes and other advanced classes including AP and/or Dual Enrollment courses:*

<b>English:</b>	English I, II, III, and IV.
<b>Mathematics:</b>	Algebra I, Geometry, Algebra II, and Trigonometry/Pre-Calculus or Intermediate Algebra.
<b>Science:</b>	Physical Science, Biology, Chemistry, Human Anatomy & Physiology, or Advanced Anatomy & Physiology (Prerequisite is a "B" in Chemistry) AND one of the following: Physics or Genetics/Microbiology.  For those choosing Advanced Biology as their third science course, the only options for the fourth science course are Physics or Genetics/Microbiology.
<b>Social Sciences:</b>	Mississippi Studies, World Geography, World History, American History, US Government, and Economics
<b>World Languages:</b>	Two years of the same world language. In lieu of the second year, an advanced science, advanced computer

science, or dual credit course may be substituted to fulfill this requirement.

Parents and students are advised to NOT exercise this option, but should consult with the Guidance Counselor for more information.

- Computer Science:** Intro to Computer (if taken in 8<sup>th</sup>-12<sup>th</sup> grades) OR Computer I (if taken 8<sup>th</sup>-12<sup>th</sup> grades). Graphic Design may be taken as an advanced computer science.
- Fine Arts:** Survey of Fine Arts, Music, or Drama I & II
- Bible:** Two units of Bible courses

Students who fail to complete graduation requirements will not be permitted to participate in the graduation ceremony. Graduating seniors will not be allowed to participate in the graduation ceremony, will not receive their diplomas, nor have their school transcripts sent to colleges or universities until all school fees and/or fines have been paid.

## A.C.T.S. SERVICE HOURS REQUIRED FOR GRADUATION

Each Park Place Christian Academy student, in order to graduate from PPCA, in addition to fulfilling the academic requirements for graduation, must complete a minimum of 70 service hours known as **A.C.T.S. Hours**, an acronym which stands for **Announcing Christ Through Service.**

Students should choose service activities and projects which reflect this mission. Since these acts of service can vary, students are encouraged to check with the A.C.T.S. administrator *prior* to conducting these acts to ensure they can be counted for A.C.T.S. hours.

The requirements for A.C.T.S. Hours, which must be earned during their 9<sup>th</sup>-12<sup>th</sup> grade years, are outlined below:

- 9<sup>th</sup> Grade 10 hours\*
- 10<sup>th</sup> Grade 15 hours\*
- 11<sup>th</sup> Grade 20 hours\*
- 12<sup>th</sup> Grade 25 hours\*
- TOTAL A.C.T.S. hours **70 hours\*** (or pro-rated per year)

**\*NOTE: Half of the A.C.T.S. service hours must be earned during the academic school year.**

Students may earn no more than half of these hours each year during the summer prior to the school year.

Graduating seniors who have not earned their 70 A.C.T.S. Hours may have their diplomas withheld and/or be unable to participate in the graduation ceremony until the requirement is fulfilled.

Service acts that are done for family members or for pay, while helpful, do **not** count towards fulfilling the above requirements.

Students who double or more than double their service hours each year are eligible for special recognition.

## **DOCUMENTATION OF A.C.T.S. HOURS**

Hours will NOT be counted unless they are properly documented and submitted within the appropriate time frames. These time frames will be announced to students during morning announcements and through other means of school communication as they approach.

Students are responsible for turning in their completed A.C.T.S. Hours form that is available in the PPCA Office.

## **WITHDRAWALS**

1. The student's parent/guardian must meet with a school counselor to initiate the withdrawal process.
2. Students attending one day of any school month will owe the full month's tuition.
3. All financial obligations must be paid before the withdrawal process is complete. PPCA will not forward report cards or completed transcripts to another school until all financial obligations are paid in full.

## **DISCIPLINARY PROCEDURES**

Park Place Christian Academy seeks to provide an orderly atmosphere that is essential for a student to strive to achieve a Spirit-controlled, Christ-like life.

It is the responsibility of the teacher to define behavioral boundaries consistent with Biblical principles and developmental capability. Rules and regulations are imposed to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student by the faculty.

Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. Discipline is a three-phased program originating at home, next in the classroom, and finally, supported by the administration.

When disobedience is repeated or there is a serious problem, the student will be sent to the appropriate Administrator. Proper classroom discipline by the teacher will be supported by the administration.

Parents bear the primary responsibility for teaching their children right behavior and attitudes, and PPCA depends heavily on parents to help if there is a behavior problem.

**FORMS OF CORRECTION** used at PPCA include:

1. Extra assignments
2. Loss of recess or other privileges
3. Corporal punishment to First Grade and above
4. Detention
5. Suspension
6. Expulsion

Students who have been allowed to enroll at PPCA immediately following the completion of an alternative school placement will be enrolled on probationary status for one full semester.

Probationary status means that even a minor disciplinary incident could result in immediate expulsion from PPCA.

## **DISCIPLINE CHART**

This chart may vary depending on grade level and/or severity of an infraction.

1. **Warning:** Student will receive a warning. A teacher or administrator may contact parent.
2. **Break Detention:** Student will serve break detention and will be unable to attend school break.
3. **After-School Detention:** Student will serve after-school detention and be required to attend a study session from 3:15-4:15 p.m.
4. **In-School Detention:** Student will be removed from normal classroom and extracurricular activities. School work will be done in isolation.
5. **Saturday Detention:** Student will participate in a productive work activity from 8 a.m. – 12 p.m.
6. **Corporal Punishment:** Will be administered by an administrator with a witness.
7. **Out of School Suspension:** Student will be prohibited from attending school, or any school function. A one point deduction, per suspendable incident, will be given on the 9 weeks average per class per day.
8. **Expulsion:** Student will be required to withdraw from school.

Refusal of punishment may result in a higher level of punishment/discipline.

## **CORPORAL PUNISHMENT**

It is understood that Park Place Christian Academy administers corporal punishment in cases deemed necessary.

When parents enroll their children, they are required to sign a form authorizing the school to administer corporal punishment to their child.

Corporal punishment will only be performed by an administrator, in the presence of a witness, and with careful attention to prevent injury to the child.

No corporal punishment will take place in the presence of other children.

**Refusal of corporal punishment will result in an alternative form of punishment.**

## **MAJOR OFFENSES**



Major offenses require a high level of punishment and parent contact. The following is a list of examples of some, not necessarily all, major offenses which will be dealt with strongly.

1. Destruction of school property or other property.
2. Disrespect or threat of any kind toward a teacher, staff member, other student, or visitor; including disrespect or threats via social media.
3. Leaving school grounds during the school day without permission or skipping class.
4. Lying, cheating, stealing, cursing, or violence of any kind.
5. Possession of weapons of any kind.
6. Violation of dress code after proper instruction and warning.
7. Any form of bullying, to include cyber-bullying.

## **REASONS FOR SUSPENSION OR EXPULSION**

1. Any use and/or possession of alcohol and/or drugs in any form at school, at any school-related activities, or off campus at any time. If school officials learn of a student using or possessing alcohol or drugs, the student involved and his/her parents will be required to meet with the administration. PPCA reserves the right to require a drug test for a student at the parents' expense if credible, reasonable suspicion exists.
2. Any use and/or possession of tobacco in any form at school or at any school-related activities. If the PPCA Administration learns of a student using or possessing tobacco, the student involved and his/her parents will be required to meet with the administration. PPCA's tobacco policy applies to vaping, juuling, e-cigarettes, etc.
3. Attitudes and actions consistently opposed to the spirit and purpose of Park Place Christian Academy.
4. Possession of weapons at school or school-related activities.
5. Pregnancy of a female student or pregnancy that is the responsibility of a male student, regardless of whether the female is a student at PPCA. The school has a moral, legal, and scriptural responsibility to maintain standards in the school and to assure the health and welfare of all its students. If a student becomes pregnant, or is responsible for a pregnancy, then that student will no longer be enrolled at PPCA, and the parent(s) will be responsible for arrangements necessary for the continuance of the student's education. Also, if PPCA gains proof of the fact that a student's pregnancy has been terminated through an abortion, then the student will automatically be dismissed from school.
6. Any other actions deemed inappropriate by the administrator.

## **DRUG PREVENTION POLICY**

All students in grades 9-12 will be required to participate in the drug prevention program.

### **PURPOSE OF THE PROGRAM**

The purpose of the drug prevention program is as follows:

1. To promote a Godly lifestyle for all PPCA students and their families.
2. To educate students and their families concerning the dangers of drug abuse.
3. To help prevent any drug use or abuse by the students of PPCA.
4. To identify any students who may be using drugs, in order to provide referral services for remediation/rehabilitation for students and their families.
5. To see that any chronic dependency is treated and addressed properly.
6. To provide reasonable safeguards in order that every student who attends PPCA is medically and physically competent.
7. To assure parents, students, staff and the community that the spiritual, physical, mental, and academic growth of each of our students is a primary goal of PPCA.

### **TESTING PROCEDURE**

1. Refusal of parental consent will result in the student's dismissal from PPCA.
2. Each student will be subject to random testing at any time, and any number of times, throughout the school year.
3. The method of testing is a form of urine and/or hair sample.
4. The collection and labeling of specimen samples will be executed in a manner insuring total confidentiality and identification.
5. The samples will be collected and analyzed by a private laboratory using the most up to date methods of pathology.
6. All drug screening results will be reported to the head of school.
7. Any positive test results will be immediately retested by the testing laboratory to assure no error has occurred. If confirmed, the positive test result will be reported to the students' parent(s)/guardian(s).
8. Any refusal to participate or attempt to taint or substitute urine or hair sample will automatically constitute a positive test result. No second/confirmation test would be applicable.
9. Drugs screened: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Opiates, Oxycodone, Phencyclidine, and Propoxyphene.

## CONSEQUENCES OF POSITIVE TEST RESULTS

### FIRST INCIDENT:

1. The student and the parent(s)/guardian(s) will be contacted in a confidential manner.
2. The student will be suspended from PPCA for 2 days.
3. The student will be evaluated and assessed at the expense of the parent(s)/guardian(s). This professional evaluation may include one of the following: Certified Drug and Alcohol Abuse Counselor, Student Assistance Professional, Licensed Social Worker, Medical Review Officer, or a designated appropriate professional or agency. Documentation of this assessment must be provided to PPCA's Head of School within two weeks of notification.
4. The drug counselor/agency will determine the length and manner of the program best suited for the student. The student must also participate in any after-care recommendations or follow-up.
5. If a parent/guardian refuses a complete counseling program for his/her child, the student will be dismissed from PPCA.
6. After a first positive test, the student will be included in drug testing throughout the year.

### SECOND INCIDENT:

1. The student and the parent(s)/guardian(s) will be contacted in a confidential manner.
2. The student will be expelled from school for the remainder of the current school year, with no reimbursement of fees or tuition previously paid.
3. Re-enrollment the following school year could occur with proof of a successful drug rehabilitation program and only after negative testing prevails. If re-enrolled, the student will continue to participate in re-testing and must follow all after-care recommendations of the health care professional. Written documentation of participation in after-care must be provided to the school on a monthly basis for the remainder of the next school year.

### THIRD INCIDENT:

1. The student and the parent(s)/guardian(s) will be contacted in a confidential manner.
2. The student will be permanently expelled from PPCA, with no reimbursement of fees or tuition previously paid.

## **FORBIDDEN ARTICLES**

Any forbidden article can be confiscated by a teacher or administrator and held in the office. The following items are not appropriate for the school environment and are not to be brought to school, including but not limited to:

1. Alcohol
2. Beepers
3. Chewing gum
4. Comic books
5. Drugs
6. E-cigarettes, juuling, or vaping paraphernalia
7. Heelys or skateboards
8. Laser pointers
9. Movies
10. Razor blades, guns, knives or weapons of any kind
11. Smart watches (exception: medical reasons)
12. Squirt guns of any kind
13. Tobacco (in any form)
14. Unapproved electronic devices
15. Unapproved magazines
16. Unapproved toys
17. Video games
18. Any other items deemed disruptive, dangerous or unnecessary

## **CELL PHONE POLICY**

1. Cell phones must be out of sight and completely turned off from 8:00 a.m. to 3:05 p.m.
2. Crusader Care students in K3-6 must keep cell phones both out of sight and completely turned off until they leave campus, unless given permission by administration to use them.
3. Consequences for violating the cell phone policy are as follows:
  - 1<sup>st</sup> offense – pay \$10 fine at the end of the school day or the phone will be held overnight.
  - 2<sup>nd</sup> offense – pay \$25 fine at the end of the school day or the phone will be kept for a 1-week period.
  - 3<sup>rd</sup> and all subsequent offenses – pay \$50 fine at the end of the school day or the phone will be kept for a 2-week period.

## COMPUTERS/ ELECTRONIC DEVICES/SOCIAL MEDIA POLICY

1. Any privately-owned computer, I-pad, tablet, I-pod, or any other electronic device allowed at school (cell phones are not allowed to be used during student hours) must be registered and approved with the PPCA elementary or secondary office prior to their use at school.
2. Parents and students are prohibited from posting negative, derogatory, inflammatory, or personally insulting comments, photos, or videos on any social media sites that pertain to any student, parent, or staff member of PPCA.

## INTERNET/PRINT MEDIA

Internet usage by all students and faculty/staff must be for educational purposes only and should reflect the mission of the school. Disparaging postings on social websites or media of any kind regarding PPCA or persons associated with PPCA will result in disciplinary action, whether done by a student or a parent.

Unless the public relations office is notified otherwise in writing, it is assumed that permission is given for photographs of students to appear in both print and electronic school publications, promotional materials, and area newspapers.

## COLLECTIONS OF MONEY AT SCHOOL

1. Collections of money at school must have prior approval from the Head of School or Principal. This includes monies collected by room mothers and selling items of any type to or by students.
2. All money for school-sanctioned/approved field trips, book orders, etc. must be sent to the classroom teacher with clearly marked instructions and/or completed forms.
3. Any money that is collected by teachers will be turned in to the PPCA office on a daily basis.
4. If payment is made by check, the child's name and grade should be noted on the check's memo line, along with information that states exactly what the check is for.
5. It is strongly recommended that deadlines be met for the collection of money for specific events. This ensures that the collection process is conducted in a timely fashion.
6. Children's book bags will **not** be used as a means of solicitation without prior approval from the Head of School or Principal.

# LIBRARY AND SCHOOL SUPPLY STORE

## LIBRARY

The PPCA Library is available for use by all PPCA students and faculty. Anyone wishing to hold a meeting, class, or conference in the Library before, during, or after school hours should make request in advance of the PPCA Librarian.

The use of materials, computers, and other resources by non-PPCA guests must be cleared in advance by the PPCA Librarian.

Kindergarten and elementary students visit the PPCA Library on a regularly scheduled basis. In addition to class visits, 4<sup>th</sup> -12<sup>th</sup> grade students also have access to the Library via teacher passes, during breaks, and in between classes.

Kindergarten students may check out library books but will leave them in their teacher's classroom.

First through fifth grade students may check out one book each and return it the following week. Sixth grade through twelfth grade students may check out two books each and return it within two weeks. Exceptions to the check-out limitations are at the discretion of classroom teachers and/or the PPCA Librarian.

Fines are assessed throughout the year for overdue books, book damages, or replacement costs of lost books and must be paid before report cards are issued each quarter. All Library fines must be settled before the end of each semester or grades will not be released.

All Library books and media materials are due back the week before Christmas break and in the final weeks leading up to the end of the school year. The PPCA Library is closed the week of school-wide testing for Inventory.

Students and their families may donate new or gently used books or DVDs to the PPCA Library. If donated items are duplicates or unable to be used in the PPCA Library collection then the Librarian may donate items for teacher and student use in PPCA classrooms, or donate to mission libraries or other deserving organizations.

## SCHOOL SUPPLY STORE

The Library maintains a School Supply Store that is available to PPCA students to purchase items necessary for classroom education, such as pencils and paper. Summer Reading books and teacher-required reading books for PPCA classes may also be purchased in advance through the Library's School Supply Store via cash or check made out to PPCA.

The proceeds from the School Supply Store benefit the PPCA Library.

# ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND EXTRACURRICULAR CLUBS

No student will be allowed to participate in or seek election in any extracurricular activity unless the student is enrolled in school and in good financial standing.

## ATHLETICS

Health and accident insurance is strongly recommended for participation in all organized sports and activities. PPCA does not pay any expense incurred for any athletic or extra-curricular accident involving a student on school property or participating in school activities at other locations and does not provide health or accident insurance for participants in school athletic or extra-curricular programs.

Athletics at PPCA is an extracurricular activity. Any student who wishes to participate in athletics at PPCA must:

1. Be enrolled/re-enrolled at PPCA in order to try out and/or participate in an organized manner with any team.
2. Be in good financial standing with fees that are due to PPCA.
3. Maintain his/her grades to participate in an athletic sport.

PPCA students in 7<sup>th</sup>-12<sup>th</sup> grades who have been promoted from their previous grades are eligible to participate in sports and/or extra-curricular activities. Students may lose their eligibility for sports and/or extra-curricular activities if they have two or more “F’s” on their first, second, or third nine-weeks’ report cards. Students who lose their eligibility may regain their eligibility by having fewer than 2 “F’s” on subsequent progress reports or report cards.

All athletes are encouraged to finish what they start, because quitting a sport hurts the entire team.

1. If a student decides to quit one sport during the year, then that student may not begin practicing or participating in another sport until the sport that he/she quit has finished completely.
2. If a student misses a game for an unexcused reason (excused absences would be illness, death in the family, or family emergency), then the player may be subject to missing playing time in the next game.

Athletes are asked to make every effort to attend all practices and games, as the whole team has worked hard and planned on every player contributing to the success of every team.

All fans are representatives of God, their families, and PPCA. Parents are asked to encourage PPCA athletes and the coaching staff. Parents are asked to be their student athletes’ biggest fans, remembering that the eyes and ears of future athletes are watching and listening.

If a parent is asked to leave a sporting event by a game official, the school is fined by the Mississippi Association of Independent Schools (MAIS). All fines assessed by MAIS will be passed down to the parent who was ejected from the school event. The parent shall be subject to further actions by school administration such as suspension from attending games.

## **EXTRACURRICULAR CLUBS**

To participate in any extracurricular club, a student must be:

1. Enrolled at PPCA.
2. In good financial standing with all fees due to PPCA.
3. In good academic standing per the requirements as set forth for each club, whether as a regular member or an officer of the club.
4. In order to run for any office or to try out for any group for the next school year, a student must be registered at PPCA for the upcoming year in addition to having met all academic and financial requirements.

## **COMMUNICATIONS WITH FACULTY & STAFF**

A dynamic work such as education has challenges. Applying Christian ethics can help parents and teachers to approach and solve problems in an orderly manner.

School Administrators and counselors will work with students and parents to help solve problems at school as needed.

One of the strengths of Christian schools is the way parents and teachers cooperate in working and praying through problems. Problems are solved on a spiritual and practical level. PPCA asks that parents:

1. Pray for wisdom in rearing and training children.
2. Pray for the staff, teachers, and administration of PPCA.
3. Have a spirit of cooperation and understanding.
4. Encourage students to do their best, but don't expect more than they are able to achieve.
5. Take an interest in the activities of the school.
6. Do not listen to or participate in gossip or hearsay about teachers, students, or problems having to do with the school.
7. Address concerns to the appropriate personnel of the school.



## SCHOOL-WIDE TEXTING SERVICE

PPCA uses the Parent Alert text messaging and email system to communicate important news and information to parents, students, and staff. The Parent Alert system is part of PPCA's RenWeb school management system.

To ensure families stay connected and receive pertinent school information, parents and guardians should make sure that contact information, including cell phone numbers and email addresses, are entered in the correct fields in RenWeb or Parents Web and updated whenever changes occur.

## COMMUNICATION GUIDELINES

PPCA Faculty and Staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

1. Please notify the PPCA office **immediately** of any change of address, phone, email or custody arrangements. Changes in address and contact information may be made via RenWeb ParentsWeb.
2. **Students and parents should work with teachers first to solve any problem or misunderstanding originating in class.**
3. Following an initial contact and attempt to resolve the issue with the teacher, parents and students may go to the PPCA Administration for further mediation.
4. For a question about school work or class procedures, it is recommended that parents write a note or email the student's teacher. The teacher will respond with a note, phone call, or email, usually within 48 hours.
5. If a phone conversation is desired with the teacher, write a note or email the teacher to request one. If, after 48 hours, there is no response to an emailed or written request for a phone conversation, then call the teacher's respective school office. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Administrators are available if needed.
6. Parent/teacher conferences are encouraged and scheduled by the school's guidance counselor. These conferences may be held before or after school, or during the teacher's planning period. Please call the guidance counselor in the 201 Building to arrange a conference.
7. Do not contact teachers at home or after hours except in a genuine emergency.

In solving a problem which might arise, always begin with the child's teacher before proceeding to the next level of authority. This orderly approach will assure that any problem between the student and the school is properly solved. Parents are responsible to God for the education of their children. If the parents cannot support the school, they should withdraw their child.

# PARENT INVOLVEMENT

Parent involvement at PPCA is encouraged and expected. Parents are provided volunteer opportunities at the beginning of each academic year to allow them to become involved in various opportunities within the classroom. These include, but are not limited to, Room Parents, Field Trips, Fundraisers, and through PPCA support organizations such as Partners and Booster Club. All invitations, notes, and media announcements to PPCA families regarding activities and fundraisers must be approved in advance by the PPCA administration.

## ROOM PARENTS (Preschool-6<sup>th</sup> Grades)

Room parents are needed to be in charge of refreshments for parties, parent-teacher fellowships, and to help on field trips with transportation, etc. Parents may contact the classroom teacher to assist in these areas.

## FIELD TRIPS

The value of learning beyond the classroom walls is beyond dispute; therefore, almost all classes have educational field trips. Each trip will be well planned and have a relation to the unit that the class is studying at that time. Or, the teacher may schedule a fun activity that will enhance relationships.

The teacher is directly responsible for the safety of the children, and therefore is the final authority regarding decisions on the trip. The use of chartered bus trips are highly recommended for any trip outside of the Jackson metro area.

Field trips will be limited to one per semester per grade and should be planned one month in advance. A letter explaining the objective of any field trip or activity with a permission form will be sent to each parent. Each form must be returned with the parent's signature. Parents serving as chaperones are not allowed to bring other children (siblings) along on field trips without prior administrative approval.

## CAMPUS VISITS

Visitation by relatives may occur during the student's lunch or Chapel service if approved through the PPCA Administration. Visitation may also take place if it is for a specific function as designated by PPCA Administration. Otherwise, visits to classrooms are not permitted so as not to disrupt the educational process.

## PARENTS' ATTIRE

Parents and volunteers are asked to adhere to modest dress standards when they help with fundraisers, field trips, parties or as room parents. Discretion in dress is also greatly appreciated when parents visit during the school day or at after-school functions.

## CLASS PARTIES: PRESCHOOL and ELEMENTARY SCHOOL

All communication sent home must be approved by the administration. Parents are **not allowed** to make deliveries of gifts to students at school. Because of the secularization of so many holidays, the following guidelines are enforced in the handling of class parties.

<b><u>HALLOWEEN:</u></b>	Will not be observed.
<b><u>THANKSGIVING:</u></b>	May be celebrated with a class party per the teacher's discretion.
<b><u>CHRISTMAS:</u></b>	Class parties may be planned. Emphasis is on the birth of Christ.
<b><u>VALENTINES:</u></b>	Class parties may be planned. Valentines may be exchanged provided students bring them for <u>all class members</u> . Derogatory, negative, or "put-down" cards are not acceptable and may not be used.
<b><u>EASTER:</u></b>	Emphasis is on the substitutionary death, burial, and resurrection of the Lord Jesus Christ.
<b><u>MARDI GRAS:</u></b>	Will not be observed.

## BIRTHDAYS

It is a main concern of the school that no child should experience social rejection under the false impression that the school endorses such behavior. The following guidelines should be considered when considering birthday parties:

- No invitations will be sent home unless every child in the class is invited. The only exception will be all-girl or all-boy parties in which every girl or every boy is invited.
- No birthday parties will be held during school hours on school property. Parents are encouraged to send cupcakes or other refreshments to be eaten at snack time. No birthday cakes, candles, balloons, flowers, or gifts will be allowed at school. Parents will be required to make arrangements in advance with their child's teacher.
- Any other type of birthday celebration, such as those involving special carpool arrangements, must be cleared with the Elementary Principal.
- If a child will be attending an after-school birthday party and abnormal carpool arrangements are desired, a note **MUST** be sent to the child's teacher on the morning of (or before the day of) the change in transportation. (Even though a child may have the birthday gift on campus, a note is still required to make a change in transportation.)

## PPCA PARTNERS AND BOOSTER CLUB

The PPCA Partners and Booster Club Organizations are comprised of parents/guardians who are active in supporting Park Place Christian Academy in many ways. Parents are encouraged to attend each organization's meetings and to become involved in supporting PPCA and its role in education and equipping students to serve God.

# FINANCES

A brochure with financial information regarding tuition rates, fees, etc., is available in the Admissions Office. Parents should read it carefully to see exactly what is owed and when payments are due. All fees will be charged for each child in each family. Please note the deadlines for various fees.

## FINANCIAL POLICY

1. There is a \$30.00 charge for all checks returned to PPCA by any bank for any reason. If two checks are returned, the student's account will be on a cash basis only going forward.
2. First through twelfth grade students whose parents are active members of Park Place Baptist Church may receive a discount on the total tuition payment each month; however, it is understood that church families will financially support Park Place Baptist Church in tithes and offerings and participate in other areas of service in the church. If parents move their membership to another church, they will forfeit their tuition discount.
3. No student will be allowed to participate in or seek election in any extracurricular activity unless the student is enrolled in school and in good financial standing.

## DELINQUENT TUITION POLICIES

1. All reporting information including report cards, official transcripts, etc., will be held by the school after a child has been refused entrance due to non-payment of tuition.
2. If a student who has an outstanding balance transfers to another school, the student's transcript will reflect a status of incomplete until all financial obligations are met.
3. No student will be re-enrolled for the next school year until all previous year's tuition and/or fees have been paid in full.
4. No Kindergarten student will be permitted to participate in the graduation program if his/her account has not been paid in full.

**Although PPCA and Park Place Crusader Care are separate entities, they are governed by the same Board. Being in default on financial commitment to one may be considered as being in default to both.**

## **FAMILY FEE**

A one time, non-refundable Family Fee of \$600 is due upon registration for all new families attending Park Place Christian Academy.

## **REGISTRATION FEE**

A yearly Registration fee in the amount of \$250 is charged for each student re-enrolling during Registration in January. This fee is non-refundable, non-transferrable, and is required for all students who are re-enrolling in PPCA.

For returning students, the amount of the Registration fee increases after March 31, and every month thereafter. Deadlines and amounts are displayed on the Tuition and Fee Sheet, available in the Director of Admissions Office.

The Registration fee for new students will be \$250, regardless of when they enroll.

## **ACTIVITY FEE**

A yearly Activity fee of \$35 (per each student in K3-6<sup>th</sup> grade) is due September 1.

## **TUITION PAYMENT POLICIES and OPTIONS**

**Parents may elect to pay tuition in one of the following ways:**

1. **ANNUAL:** Full tuition is due June 15, 2019 to receive the 4% discount off the annual tuition rate.
2. **SEMESTER:** The first semester of tuition is due June 15, 2019. The second semester tuition payment is due January 12, 2020.
3. **MONTHLY:** Tuition may be paid in 12 month equal installments starting on June 5th and continuing on the 5<sup>th</sup> day of each month through May of the enrolled school year. THESE INSTALLMENTS MUST BE PAID BY BANK DRAFT. (Note: If this method of payment is selected, Section II of the Tuition Commitment Form must be completed with bank account information and signed).

## **ONE FULL ANNUAL PAYMENT**

### **DEADLINE: June 30, 2019**

1. The full tuition payment is to be paid on or before June 30<sup>th</sup>.
2. A four percent discount will be given if the full annual payment is paid on or before the second Thursday in June.
3. After June 30<sup>th</sup>, a \$30 late fee will be assessed, and parents will receive a statement in the mail.
4. If the full tuition payment is not received by July 1<sup>st</sup>, students may lose their slots in PPCA classes.
5. If the full tuition payment has not been received by the start of the school year and the student has not lost his/her slot, then the parent will have to make payments by monthly draft for the remainder of the school year.

## **TWO SEMESTER PAYMENTS**

### **DEADLINES: June 15, 2019 and January 12, 2020**

1. Two semester payments are to be made: the first one is due on or before June 15<sup>th</sup> and the second payment is due on or before January 12<sup>th</sup>.
2. After June 15<sup>th</sup>, a \$30 late fee will be assessed, and parents will receive a statement in the mail.
3. If the first tuition payment is not received by July 1<sup>st</sup>, students may lose their slots in PPCA classes.
4. If the first tuition payment has not been received by the start of school and the student has not lost his/her slot, then the parents will have to make payments by monthly draft for the remainder of the school year.
5. If the second semester payment is not paid by February 1<sup>st</sup>, then parents will have to make payments by monthly draft for the remainder of the school year.

## **12-MONTHLY BANK DRAFT INSTALLMENTS**

### **DEADLINES: June 5<sup>th</sup> through May 5<sup>th</sup>, on the 5<sup>th</sup> of each month**

1. Drafts are taken on the 5<sup>th</sup> of each month in equal amounts beginning in June and concluding the following May.
2. If the 5<sup>th</sup> falls on a weekend or a holiday, the draft will be taken on the next business day.
3. If the draft is not cleared by the bank, a \$30.00 late fee will be assessed.
4. The draft will be sent back through on the 10<sup>th</sup> or the next business day.
5. If the draft fails to go through the second time, parents will be notified through the mail. Future payments will be required to be paid in cash at the school office.
6. If the payment is not received by the 20<sup>th</sup> of the month, parents will be notified that their children are unable to return to school until the cash payment is received or acceptable arrangements have been made with the office. The next payment will be drafted on the 5<sup>th</sup> of the next month.
7. Tuition payments are non-refundable and non-transferrable even if the student cancels for any reason after the first day of school. Students who withdraw before the beginning of the school year must submit a request in writing to the PPCA School Board to request a refund of tuition payments.
8. Unless paid in advance, tuition payments are automatically drafted on the 5<sup>th</sup> of each month.
9. There are no deductions for months with holidays or for absences from school.
10. Students enrolled one day or more of any month will owe the tuition for the entire month.
11. Tuition for the current month must be paid before the student may continue the following month.
12. In addition to scheduled Tuition payments, any child entering PPCA after the school year begins must pay the one-time Family Fee, the Registration fee, and any other fees as listed on the Tuition and Fees Sheet.

## A FINAL NOTE

Park Place Christian Academy extends its appreciation to all parents for making PPCA their school of choice. The PPCA Administration, Faculty, and Staff feel a great responsibility, striving to educate children through the ministry of this Christian school. Parents are asked to pray daily for PPCA. The prayer of those associated with PPCA is that God would continue to bless the faculty, staff, students, and their families.

The PPCA administration along with the PPCA school board reserves the right to change or modify policies stated in this Student handbook.

*Soli Deo Gloria*



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# **Park Place Christian Academy**

## **Student Handbook Agreement/Consent Form**

### **For Parents and Students**

**STUDENT'S GRADE THIS NEW SCHOOL YEAR:** \_\_\_\_\_

**PRINTED STUDENT NAME:** \_\_\_\_\_

By completing, signing, and turning in this PPCA Student Handbook Agreement/Consent Form, it is understood that the rules, policies, procedures, and spiritual applications of Park Place Christian Academy are necessary and important for each students' protection and essential for maintaining order and dignity among the students and faculty on the PPCA campus. We accept and agree to all codes and rules stated within the PPCA Student Handbook and will cooperate with all teachers, administration, and the PPCA School Board.

Additionally, by signing this form, we verify that we have read the PPCA Student Handbook and will follow the payment policy and late fee provisions.

**DATE:** \_\_\_\_\_

**PARENT SIGNATURE:**

\_\_\_\_\_

**STUDENT SIGNATURE:**

\_\_\_\_\_

**Please print, complete, sign, and return this form (page 67 only) to the student's Homeroom Teacher.**