



**PARK PLACE**  
**CHRISTIAN ACADEMY**

**STUDENT HANDBOOK**  
**2022-2023**

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

PHONE: (601) 939-6229

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

# PPCA 2022-2023 CALENDAR

(Some dates are subject to change)

## **BACK to SCHOOL: August 3, 2022 – August 12, 2022**

August 3	New Staff Orientation	8:00 am – 11:00 am
August 3	Faculty-Staff Luncheon, Photos, Professional Development	11:00 am – 3:00 pm
August 8-12	Faculty & Staff Professional Development Week	8:00 am – 3:00 pm
August 9	<b>*Middle School LAUNCH</b> at PPCA for 7G-8G Students	9:00 am – 2:00 pm
August 10	<b>*High School LAUNCH</b> at PPCA for 9G-11G Students	9:00 am – 2:00 pm
August 11	<b>*Senior LAUNCH</b> at PPCA for 12G Students	9:00 am – 2:00 pm
August 11	Family Orientation in Sanctuary/Meet Teachers: K3-K4	FO: 5:30 pm, MTT 6:00 pm
August 11	Meet Teachers/Family Orientation: K5-6G	MTT 5:30 pm, FO: 6:00 pm
August 11	Family Orientation in Sanctuary: (all) 7G and (new) 8G-12G	7G: 6:30 pm; 8G-12G: 7 pm
August 12	Meet the Crusaders! PPCA Family K3-12G Event	5:00 pm – 7:30 pm

## **FIRST 9 WEEKS: August 15, 2022 – October 14, 2022**

August 15	<b>*First Semester:</b> K3-12G Students	7:55 am – regular dismissal
August 22	Secondary Meet the Teachers: 7G-12G Parents/Guardians	6:00 pm – 7:15 pm
September 5	<b>NO SCHOOL:</b> Labor Day Holiday	
September 15	Homecoming: Community Pep Rally/K3-12G Family Event	TBA
September 16	<b>HALF-DAY/Early Dismissal:</b> Homecoming	7:55 am – early dismissal
October 10	<b>NO SCHOOL:</b> Columbus Day Holiday	
October 14	<i>End of 1<sup>st</sup> 9 Weeks</i>	

## **SECOND 9 WEEKS: October 17, 2022 – January 6, 2023**

November 8	PPCA Preview Day for Potential Families	TBA
November 12	Fundraisers: Candy Cane Marketplace and 'Sader Run	TBA
November 18	<b>HALF-DAY/Early Dismissal:</b> Thanksgiving Holiday	7:55 am – early dismissal
November 21-25	<b>NO SCHOOL:</b> Thanksgiving Holiday	
December 2	<b>NO SCHOOL for Students:</b> MAIS Teacher Convention	
December 13-16	<b>HALF-DAY/Early Dismissal:</b> First Semester Exams	7:55 am – early dismissal
Dec. 17 – Jan. 1	<b>NO SCHOOL:</b> Christmas Holiday	
January 2	<b>NO SCHOOL for Students:</b> Professional Development Day	
January 3	<b>RETURN TO SCHOOL:</b> K3-12G Students	7:55 am – regular dismissal
January 3	Re-Enrollment Begins for Current Students	
January 6	<i>End of 2<sup>nd</sup> 9 Weeks</i>	

**THIRD NINE WEEKS: January 9, 2023 – March 9, 2023**

January 9	<b>Second Semester</b>	
January 12	PPCA Preview Day for Potential Families	TBA
January 16	<b>NO SCHOOL:</b> Martin Luther King, Jr. Holiday	
January 20	PPCA Preview Day for Potential Families	TBA
January 27	End of Re-enrollment for Current Students	
February 1	Open Enrollment begins for New Students	
February 20	<b>NO SCHOOL:</b> Presidents' Day Holiday	
March 9	<i>End of 3<sup>rd</sup> 9 Weeks</i>	

**FOURTH NINE WEEKS: March 10, 2023-May 19, 2023**

March 10	<b>NO SCHOOL for Students:</b> Professional Development Day	
March 13-17	<b>NO SCHOOL:</b> Spring Break	
April 7-10	<b>NO SCHOOL:</b> Easter Holiday	
May 8-11	Senior Exams (Half-Days for 12G)	7:55 am – TBD
May 9	K5 Graduation at Park Place Baptist Church (PPBC)	6:00 pm
May 12	Senior Awards Day at PPBC (11G-12G attend)	1:00 pm – 3:00 pm
May 18	Elementary Awards Day: 1 <sup>st</sup> - 3 <sup>rd</sup> Grades: 8:30 am	4 <sup>th</sup> - 6 <sup>th</sup> Grades: 10:00 am
May 18	Secondary Awards Night:	7 <sup>th</sup> - 11 <sup>th</sup> Grades: 6:00 pm
May 19	Senior Graduation at Crossgates Baptist Church	7:00 pm
May 22-25	<b>HALF-DAYS/Early Dismissal:</b> Second Semester Exams	7:55 am – early dismissal
May 24	<b>LAST DAY</b> for Elementary Students	7:55 am – early dismissal
May 25	<b>LAST DAY</b> for Secondary Students and Elementary Staff	7:55 am – early dismissal
May 26	<b>LAST DAY</b> for Secondary Teachers (Extra Day, if needed)	TBD

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

<b>Preschool (K3/K4):</b>	<b>11:30 a.m.</b>	<b>11:30 a.m.</b>
<b>Elementary (K5-6<sup>th</sup> Grades):</b>	<b>11:45 a.m.</b>	<b>2:45 p.m.</b>
<b>Secondary (7<sup>th</sup> -12<sup>th</sup> Grades):</b>	<b>12:00 p.m.</b>	<b>3:00 p.m.</b>

**PROGRESS REPORTS:****END of 9 WEEKS:****REPORT CARDS:**

<b>FIRST 9 WEEKS:</b>	September 15	October 14	October 20
<b>SECOND 9 WEEKS:</b>	November 17	January 6	January 12
<b>THIRD 9 WEEKS:</b>	February 10	March 9	March 23
<b>FOURTH 9 WEEKS:</b>	April 27	May 19	May 26

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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**

### TELEPHONE NUMBERS:

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PPCA CRUSADER CARE 601-939-6766

PARK PLACE BAPTIST CHURCH 601-939-6282

### ADMINISTRATION and STAFF DIRECTORY:

NAME	TITLE	SCHOOL PHONE	Email: __@goppca.com
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Clendinning, Lori	Media Relations/Pub. Dir.	601-939-6229, ext. 204	news@
Cochran, Jenny	Athletic Director Secretary	601-939-6229, ext. 212	jcochran@
Cook, Jason	Head of School	601-939-6229, opt. 2	jcook@
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Harbison, Doc	Elementary Principal (K5-6 <sup>th</sup> )	601-939-6229, opt. 1	dharbison@
Hunt, Donna	Director of Dyslexia-Resource	601-939-6229, opt. 1	dhunt@
Jenkins, Michelle	Elem. Sec'y (K5-6 <sup>th</sup> )/SIS Mgr.	601-939-6229, ext. 207	mjenkins@
Jones, Jessica	Crusader Care Director	601-939-6229, ext. 219	jjones@; crusadercare@
Jordan, Jim	Safety and Transportation Dir.	601-939-6229, opt. 2	jjordan@
McCullough, Kristy	PreK/Dyslexia Resource Sec'y.	601-939-6229, opt. 1	kmccullough@
McGehee, Sunny	Preschool Dir./ Admissions Dir.	601-939-6229, ext. 221	smcgehee@
Price, Kim	Assistant Director of Finance	601-939-6229, ext. 220	kprice@
Rushing, Meg	Admin. Support/FT Substitute	601-939-6229, opt. 2	mrushing@
Simpkins, Kelli	School Librarian	601-939-6229, ext. 211	library@; ksimpkins@
Stegall, Ashley	School Nurse	601-939-6229, ext. 210	nurse@
Sykes, Stacey	High School Principal (9 <sup>th</sup> -12 <sup>th</sup> )	601-939-6229, opt. 2	ssykes@
Wise, Susan	Secondary Secretary (7 <sup>th</sup> -12 <sup>th</sup> )	601-939-6229, ext. 207	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. Park Place Christian Academy (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 Adam's fall. (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 such as eternal existence, 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 indwelling 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 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: 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).

## **THE GOSPEL**

1. God is holy. There is none like Him.
2. God is ruler over everything.
3. God is perfect. Everything God does is good and right.
4. God created everything, including us.
5. People are special because we were created in God's image.
6. God gave people the ability to choose between right and wrong.
7. Every person has chosen to do wrong and has fallen short of God's perfect standard. This is called sin.
8. Sin separates us from God, and is punished by death and separation from Him forever.
9. God loves us so much that He sent His Son, Jesus, to rescue us from the punishment of sin.
10. Jesus lived a perfect life, so He had no sin of His own to be punished.
11. Jesus willingly took the punishment for our sins by dying on a cross.
12. Jesus was buried and rose again three days later. Jesus is alive today and forever!
13. Just as our sins were placed upon Jesus, we can receive His righteousness through faith in Him.
14. To receive the gift of salvation, we must turn away from our sin, believe what the Bible says about Jesus, and trust in Him completely for salvation.
15. God sends the Holy Spirit to change the hearts of His followers to live for Him now, and He also promises us a forever home together with Him.

## **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. Chapels meet in the Park Place Baptist Church Sanctuary or in the upstairs Assembly Room in the 201 Building. Break-out sessions may also be held throughout the campus on special occasions.

Chapels are divided by these age groups:

- Preschool-2<sup>nd</sup> Grades
- 3<sup>rd</sup>-6<sup>th</sup> Grades
- 7<sup>th</sup>-9<sup>th</sup> Grades
- 10<sup>th</sup>-12<sup>th</sup> Grades

During Preschool and Elementary Chapels, 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 Chapels, students are led by classmates, PPCA faculty, ministers, and other spiritual leaders in worship, Bible study, prayer, and devotional messages. Once a year 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 families 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 families in the Biblical mandate giving them ultimate responsibility for the education of their children. Teachers, students, and their families 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 families, 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 families. With that in mind, PPCA believes that families and the 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. An example of such lifestyle conduct 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. To be in line with the ministry and focus of Park Place Baptist Church, PPCA students should seek to glorify God by loving God, loving others, and making disciples.

Expectations for PPCA students:

1. Pursue a relationship with the LORD Jesus Christ.
2. For born-again believers, have daily devotions and a desire to win souls.
3. Be loyal to PPCA administration and the faculty.
4. Treat others with kindness and respect.
5. Attend all classes regularly.
6. Prepare studies to the best of their ability.
7. Support all school activities.
8. Abide by the rules of the school and maintain a testimony away from the school.

# ADMISSIONS

## PROVISIONARY PERIOD

Any student entering Park Place Christian Academy is accepted for a provisional period of observation and measurement. The provisional period is for 60 days and is intended to benefit both the student and the school. PPCA is committed to providing a Christ-centered education in accordance with the policies as established by Park Place Baptist Church and PPCA's School Board.

## 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 IS REQUIRED IF THE ONE ON FILE EXPIRES BEFORE THE NEXT SCHOOL TERM
- Copy of most recent report card
- Standardized Test Scores
- Secondary Transcript (9<sup>th</sup>-12<sup>th</sup>)
- Discipline Report/Behavior Report
- Proof of Withdrawal from previous school

**NOTE:** Students will not be allowed to attend classes until these documents are submitted and received by the Admissions Office.

- 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. All incoming K5 students must provide an up-to-date State of Mississippi **Immunization Form 121** documenting that they have received the age-appropriate vaccinations.
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 vaccinations.

## **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 Financial Contract are due within 48 hours of submitting online re-enrollment.
2. All registration fees, tuition payments, AND Financial Contracts MUST be submitted to the Business Office, 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 Financial Contract 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 to participate in or tryout for 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 non-refundable \$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)
  - Copy of most recent standardized test scores (3<sup>rd</sup>-12<sup>th</sup> grade applicants)
  - Transcript for secondary students (7<sup>th</sup>-12<sup>th</sup> grade applicants)
  - Email address submitted with online application for teacher recommendations (1<sup>st</sup>-12<sup>th</sup> grade applicants)
  - Discipline Report/Behavior 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 to participate in or tryout for 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, 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

Revised 8/29/2022

## REGULAR SCHEDULE (Secondary Bell Schedule)

1 <sup>st</sup> Period	7:55-8:45
2 <sup>nd</sup> Period	8:50-9:45
<b>Break: 15 m</b>	<b>9:45-10:00</b>
3 <sup>rd</sup> Period	10:05-10:55
4 <sup>th</sup> Period	11:00-11:50
<b>1<sup>st</sup> Lunch/5<sup>th</sup> Period</b>	<b>11:50-12:15/12:20-1:10</b>
<b>5<sup>th</sup> Period/2<sup>nd</sup> Lunch</b>	<b>11:55-12:45/12:45-1:10</b>
6 <sup>th</sup> Period	1:15-2:05
7 <sup>th</sup> Period	2:10-3:00



## EARLY DISMISSAL DAY: (Holidays or Weather-Related)

1 <sup>st</sup> Period	7:55-8:25
2 <sup>nd</sup> Period	8:29-9:01
<b>Break: 10 m</b>	<b>9:01-9:11</b>
3 <sup>rd</sup> Period	9:14-9:44
4 <sup>th</sup> Period	9:48-10:18
5 <sup>th</sup> Period	10:22-10:52
<b>(No Lunch)</b>	<b>(No Lunch)</b>
6 <sup>th</sup> Period	10:56-11:26
7 <sup>th</sup> Period	11:30-12:00

## 8 AM ACTIVITY DAY: (Chapel, Pep Rally, Assembly)

1 <sup>st</sup> Period	7:55-8:00
<b>Activity Period: 40 m</b>	<b>8:00-8:40</b>
1 <sup>st</sup> Period	8:45-9:25
<b>Break: 10 m</b>	<b>9:25-9:35</b>
2 <sup>nd</sup> Period	9:40-10:20
3 <sup>rd</sup> Period	10:25-11:05
4 <sup>th</sup> Period	11:10-11:50
<b>1<sup>st</sup> Lunch/5<sup>th</sup> Period</b>	<b>11:50-12:15/12:20-1:10</b>
<b>5<sup>th</sup> Period/2<sup>nd</sup> Lunch</b>	<b>11:55-12:45/12:45-1:10</b>
6 <sup>th</sup> Period	1:15-2:05
7 <sup>th</sup> Period	2:10-3:00

## LATE START DAY: (Weather-Related)

1 <sup>st</sup> Period	10:00-10:35
2 <sup>nd</sup> Period	10:38-11:13
<b>Break: 10 m</b>	<b>11:13-11:23</b>
3 <sup>rd</sup> Period	11:26-12:01
<b>1<sup>st</sup> Lunch/4<sup>th</sup> Period</b>	<b>12:05-12:27/12:31-1:06</b>
<b>4<sup>th</sup> Period/2<sup>nd</sup> Lunch</b>	<b>12:05-12:40/12:44-1:06</b>
5 <sup>th</sup> Period	1:09-1:44
6 <sup>th</sup> Period	1:47-2:22
7 <sup>th</sup> Period	2:25-3:00

## 2 PM ACTIVITY DAY:

1 <sup>st</sup> Period	7:55-8:35
2 <sup>nd</sup> Period	8:39-9:26
3 <sup>rd</sup> Period	9:30-10:10
<b>Break: 10 m</b>	<b>10:14-10:24</b>
4 <sup>th</sup> Period	10:28-11:08
5 <sup>th</sup> Period	11:12-11:52
<b>1<sup>st</sup> Lunch/6<sup>th</sup> Period</b>	<b>11:56-12:20/12:22-1:12</b>
<b>6<sup>th</sup> Period/2<sup>nd</sup> Lunch</b>	<b>11:56-12:46/12:50-1:12</b>
7 <sup>th</sup> Period	1:16-1:56
<b>Activity Period: 60 m</b>	<b>2:00-3:00</b>

## ARRIVAL AND DISMISSAL INFORMATION

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

GRADES	Arrival	Instructional Time	Dismissal	Early Dismissal
Preschool	7:55 a.m.	7:55 a.m.-11:30 a.m.	11:30 a.m.	11:30 a.m.
K-6 <sup>th</sup>	7:55 a.m.	7:55 a.m.-2:45 p.m.	2:45 p.m.	11:45 a.m.
7 <sup>th</sup> – 12 <sup>th</sup>	7:55 a.m.	7:55 a.m.-3:00 p.m.	3:00 p.m.	12:00 p.m.

## CAR RIDER LINE

PPCA does not offer bus service. Families 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 drivers should stay 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. Families should pick up or drop off students in a timely manner 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 any buildings before 7:15 a.m. PPCA is not responsible for children who are dropped off on the school grounds before the designated times.
2. **PRESCHOOL and ELEMENTARY DESIGNATED TIME for ARRIVAL:** K3-6G students may enter their educational buildings after 7:15 a.m. Upon drop-off, K3-K4 and DRC students go to a specific holding room in the Preschool Building. K5-6G students walk directly to their designated classrooms.
3. **SECONDARY DESIGNATED TIME for ARRIVAL:** Secondary students may enter their educational buildings after 7:30 a.m. Upon drop-off, 7G-12G students go to Boatner Hall until released to walk directly to their classrooms. Student drivers should park in their assigned spots, exit their vehicles upon parking, and walk into Boatner Hall until released to walk directly to their classrooms.
4. Any student who arrives earlier than the designated time for tutoring, testing, etc., must arrange to meet that individual teacher at the entrance of the educational building.
5. Carpool numbers for Preschool and Elementary students are issued during Family Orientation prior to the beginning of the school year. Place the designated carpool number on the rearview mirror so that it is visible.

6. If students have items that are too unwieldy for them to carry into the school, drivers 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.
7. Once students arrive on school property, they 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 7:55 a.m.
2. The Preschool carpool line door will stay open to receive Preschool and DRC students until 8 a.m. Students should never be dropped off at any doors after arrival times.
3. After 8 a.m., drivers must come to the Preschool Office to sign in their students.
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.

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

1. Students are expected in their classrooms by 7:55 a.m.
2. Parents with students arriving to school after 7:55 a.m. should report directly to the Elementary School Office to sign in their students and obtain late passes. Students should never be dropped off at any doors after arrival times.
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 7:55 a.m. Upon exiting vehicles, students should not loiter but head to their designated locations.
2. Students who arrive to school after 7:55 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.

## 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 in the Preschool Office, Elementary Office, Secondary School lobby, and Crusader Care lobby.**

## 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 Crusader Care program are provided a hot lunch as part of the ASC tuition. If a child has allergies, a supplement may be sent. Contact Crusader Care 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 and 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. Families whose student accounts dropping below \$10 will receive an alert via email from The Lunch Ticket.

- **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.**

<b>STUDENT NAME</b>	<b>LUNCH I.D. Number</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	

## EARLY CHECKOUT INFORMATION

1. No student will be allowed to checkout early from school within the last twenty-five (25) minutes of the school day.
2. **DESIGNATED EARLY CHECK-OUT TIME ENDS** at 11:05 a.m. for Preschool, 2:00 p.m. for K-6<sup>th</sup> Grade, and 2:40 p.m. for Grades 7-12.
3. Students in grades 7-12 checking out early must provide a signed note from their parents or guardians to the office at the beginning of the day. Exception: sickness verified by parent or guardian.
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 Crusader Care desk until 12:00 p.m. due to the transitioning of students from their morning classes to their Crusader Care classes. This ensures 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. **Family members and visitors 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 3:15 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 3:15 p.m. for Grades K-6<sup>th</sup>) will report to the Crusader Care office.
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. **Family members 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 to prepare all members of the school for these emergencies. Places of shelter from tornadoes have been designated by representatives of the National Weather Service. As soon as Rankin County is placed under a tornado warning, all PPCA students are moved to places of maximum safety. **Families picking up their students during a warning are encouraged to enter PPCA's buildings for their own safety.**

## EMERGENCY SCHOOL CLOSING

Any closing of school due to inclement weather is submitted by a school official for announcement on local television stations, via text messages, social media, and/or on the PPCA website.

## CRUSADER CARE/AFTER SCHOOL CARE

PPCA provides an extended day care program for an additional fee. The hours for Park Place Crusader Care and Secondary 'Saders begin at varying times for ages and end at 6:00 p.m. daily.

Students are **not automatically registered** for Crusader Care when enrolled in PPCA. This is a separate process which requires a **separate annual registration fee** through the Crusader Care office.

- 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 (Secondary 'Saders): 3:00 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 summertime through our Crusader Camp program, available for K3 through completed 6<sup>th</sup> grade students only.

**NOTE: While in Crusader Care, students are required to follow PPCA's Student Handbook policies** including the rules for modesty and the NO Electronics rule, including but not limited to Smart Phones, Smart Watches, tablets, and cell phones. Laptops are available in limited supply for researching and doing homework while at Crusader Care.

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 the FACTS/Family Portal website (formerly RenWeb) for any assignments for that day. If no assignments are posted, then parents may email the students' teachers to request the assignments. Families should contact the building secretary to determine the best time to pick up any books, materials, assignments, etc.
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. Medical appointments should be scheduled **after** school hours when possible. If a student misses any classes for a medical appointment, a signed and dated physician'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. 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.
10. Dual Enrollment/Dual Credit Students/AP Students are subject to the same policies and guidelines as college students. This means things like attendance policy, grading scale, etc.

Hinds Community College states “A hybrid course is one that meets a minimum of 50% of the contact hours face-to-face and completes the other portion online, using the college’s learning management system as the primary instructional tool, though other resources may also be included. There will be a minimum of two attendance dates each week – one (or more) for the face-to-face portion and one (or more) for the online portion. Students are expected to complete all online assignments for the week in order to be counted present for that part of the weekly attendance.”

## **EXCUSED and UNEXCUSED ABSENCES: KINDERGARTEN-12<sup>th</sup> GRADES**

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 schoolwork 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<sup>th</sup> GRADES**

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<sup>th</sup> GRADES**

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	Gonorrhea	MRSA	Staph
ARC	Granuloma Inuin	Mumps	Streptococcus (Strep)
Amebiasis	Hantavirus	Paralytic Shellfish	Syphilis
Anthrax	Hemorrhagic Fever	Pertussis (Whooping Cough)	Tetanus
Botulism	Hepatitis	Plague	Toxoplasmosis
Brucellosis	Histoplasmosis	Poliomyelitis	Trichinosis
Campylobacteriosis	HIV	Psittacosis	Tuberculosis (TB)
Chanroids	Influenza (Flu)	Rabies/Possible rabid bite	Tularemia
Conjunctivitis (Pink Eye)	Legionnaire’s Disease	Relapsing Fever	Typhus
Coronavirus/COVID	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	

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 shall be temporarily excluded from school while ill and during recognized periods of communicability.

**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. "Over the counter" medications must be in the manufacturer's package and should be accompanied by a Medication Consent form.
9. A measuring spoon must accompany any liquids sent to the school so the exact dosage can be measured.
10. Elementary students' inhalers will be kept by teachers.
11. Students in grades 7-12 may keep inhalers with them but the medication consent forms must be completed and on file in the office.
12. At the end of the school year, all medications will be available in the school office for parents or legal guardians to pick up. No medications will be given to students to take home.

## 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
  - Conjunctivitis (pink eye)
  - Diarrhea
  - Earache
  - Fever
  - Headache
  - Nausea
  - Persistent cough
  - Severe runny nose
  - Skin rash and/or skin lesions
  - Sore throat
  - Vomiting

NOTE: Families may 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, families will be notified immediately, and emergency aid will be called if needed.

# 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.

Dennis Uniforms 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 Dennis 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 worn 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 four 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 four 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, 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 black, brown, gray, navy, or white, 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. Dennis Uniforms, Partners, Boosters, Athletic Teams, etc.)
- 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.

**VIOLATIONS of UNIFORM POLICY will result in disciplinary measures:**

**First offense:** School officials will issue a verbal warning to the student in the school office.

**Second offense:** Parents/guardians will be contacted to bring change of clothing to the school.

**Third offense:** Discipline may include any or all of these: Detention, one-day school suspension, and/or loss of privilege of wearing specific items for a 12-week period of school days.

If a child is out of uniform and a parent/guardian is called to bring different clothing, then he or she must make every effort to do so promptly. The student is responsible for missed classwork.

**On any non-uniform/spirit days, students must adhere to modesty requirements in PPCA's uniform policy.**

# **THE DYSPLEXIA and 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 three-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 first two years of the program, they will transition into the regular classroom setting while receiving reading instruction from a resource teacher.

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 that have successfully completed the 2-year dyslexia program. 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 FACTS Family Portal (formerly RenWeb) 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:
  - 2 for 1<sup>st</sup>-3<sup>rd</sup> grades
  - 3 for 4<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-5<sup>th</sup> Grades:** No nine-week or semester exams are administered.
- **6<sup>th</sup> Grades:** As determined by Administration and communicated to families.
- **7<sup>th</sup>-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 for the year.
- 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 Family Portal.

## 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 e-mailed to all students who are cleared of any owed fees or fines.

## 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/or AP classes.

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.

# ADVANCED PLACEMENT/HONORS COURSES

Every effort is made to accommodate family requests for Advanced Placement and Honors Courses. Placement in these classes is at the discretion of the PPCA Administration.

## Requirements for Advanced Placement (AP) and Honors Courses:

**Advanced Algebra I:** 88 or above in Pre-Algebra, teacher recommendation, standardized test scores, and completion of Summer Math Enrichment Workbook.

**AP Calculus:** An ACT score of 22 or above in Math, completion of Honors Pre-Calculus with an 88 or above, teacher recommendation, and completion of Chapter 1 homework over the summer.

**AP Computer Science:** Computer I and Computer II.

## Dual Credit College Algebra/Statistics –or–

### Dual Credit College Algebra/Dual Enrollment Online class:

This is a full-year PPCA course. An ACT score of 19 in Math is required. Must complete both semesters to receive one PPCA credit for graduation requirements. Six college hours are earned.

**Honors Algebra II:** 88 or above in Honors Geometry, teacher recommendation, and completion of the Summer Math Enrichment Workbook.

**Honors Algebra III:** 88 or above in Honors Geometry, teacher recommendation, and completion of the Summer Math Enrichment Workbook.

**Honors English I:** 95 or above in English 8, teacher recommendation, and standardized test scores.

**Honors English II:** 90 or above in Honors English I, and teacher recommendation.

**Honors English III:** 90 or above in Honors English II, and teacher recommendation.

**Honors English IV:** 90 or above in Honors English III, and teacher recommendation.

**Honors Geometry:** 88 or above in Advanced Algebra I, teacher recommendation, and completion of the Summer Math Enrichment Workbook.

**Spanish I in 8<sup>th</sup> grade:** A full-year course for 8<sup>th</sup> grade students that counts as a high school graduation credit. Requires a 90 or above in English 7, teacher recommendation, and standardized test scores.

# 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 a 90 or higher in every class during the previous year among other considerations.

Transfer students who were members of another NHS chapter are automatically recognized as members of PPCA’s chapter upon receipt of letters from their previous NHS sponsors stating they were members in good standing at the time of withdrawal from their previous schools.

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 have the honor of wearing a special cord and/or pin 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. 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 are recognized during Awards Day and seniors have the honor of wearing special BETA Club cords and/or pins during their Graduation ceremony.



## 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 approved organization are limited to those offered at PPCA or approved in writing by the administration prior to graduation. Items are approved for: A.C.T.S., BETA, Highest Honors, Honors, National Honor Society, Salutatorian, and Valedictorian.

## 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.

**NOTE: Any 7<sup>th</sup>-12<sup>th</sup> grade student who fails to take and/or pass a Summer School/Credit Rescue course in any core subject will be retained. 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 courses will NOT be awarded Carnegie unit credit from 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 (or 1 Unit plus 1 Unit of an Advanced Elective)

2. Complete a **minimum of 70 A.C.T.S. 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, and Human Anatomy & Physiology or Physics. A prerequisite of Trigonometry/Pre-Calculus is preferred for Physics.
<b>Social Sciences:</b>	Mississippi Studies, World Geography, World History, American History, US Government, and Economics

<b>Bible:</b>	Two units of Bible courses
<b>Computer Science:</b>	Computer I and Computer II. Graphic Design may be taken as an advanced computer science.
<b>Fine Arts:</b>	Survey of Fine Arts, Music, or Drama I & II
<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.

Students who fail to complete graduation requirements will not be permitted to participate in the graduation ceremony. Graduating seniors who owe school fees or fines 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 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 | <u>25 hours*</u>                         |
| • TOTAL A.C.T.S. hours   | <b>70 hours*</b> (or pro-rated per year) |

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

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

Underclassmen who have not met the A.C.T.S. requirement by the school deadline (the last day of school in **APRIL**) will not receive their end of year report cards until they have earned the remaining hours in service on campus during a probationary period in **MAY and JUNE** under the supervision of PPCA Administrators.

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 by the A.C.T.S. deadline which is the last day of school in **APRIL**. Students may earn A.C.T.S. hours for the next school year beginning May 1<sup>st</sup>, through the summer, and until the end of April.

Students are responsible for obtaining the A.C.T.S. form from PPCA's Secondary Office. It is the student's responsibility to turn in the completed A.C.T.S. hours form.

NOTE: Due to the pandemic, the PPCA Administration is aware of the limitations that faced students during the 2020-2021 school year and will adjust the graduation requirements for students who were enrolled at PPCA in 9<sup>th</sup>-11<sup>th</sup> grades that year.

## **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 3:10-4:10 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 an online 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.

**NOTE: Any student caught cheating will automatically receive a zero (0) for that quiz/test AND will face additional disciplinary actions.**

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.
8. 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.

## 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 sample of urine and/or hair.
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, Propoxyphene, and any other drugs determined by the drug testing facilitator.

## **CONSEQUENCES OF POSITIVE TEST RESULTS: First and Final Incident**

### **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 a minimum of 2 days and/or up to permanent expulsion.
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.

#### **FINAL INCIDENT:**

1. The student and the parent(s)/guardian(s) will be contacted in a confidential manner.
2. Upon the second violation during a student's tenure at PPCA, the student will be permanently expelled from school.

## **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:

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, unnecessary, and/or not conducive to PPCA's conservative, Biblical worldview.

## **CELL PHONE POLICY**

1. Cell phones must be **out of sight and completely turned off** from 7:55 a.m. to 3:00 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. **Student cell phones are not to be used during student hours.**
2. Any privately-owned computer, I-pad, tablet, I-pod, or any other electronic device allowed at school must be registered and approved with the PPCA elementary or secondary office prior to their use at school.
3. 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 any outside sales via students selling items of any type to or by students. Examples of outside sales: “World’s Finest Chocolate” bars, Girl Scout cookies, Boy Scout popcorn, church raffle items, etc.
2. 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 the exact purpose of the check.
3. 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.
4. 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 will 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 it by meeting and maintaining the requirements of eligibility.

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 Midsouth 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.

Violations of parent behavior may result with MAIS placing the school on probation with severe consequences that may include not being able to play in playoffs and/or the dissolution of an individual sport or complete athletic program.

## **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 families to help solve problems at school as needed.

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

PPCA asks parents and guardians to:

1. Pray for wisdom in rearing and training children.
2. Pray for the staff, teachers, coaches, sponsors, and administration of PPCA.
3. Have a spirit of cooperation and understanding.
4. Encourage students to do their best, but not to 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, coaches, sponsors, administrators, 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 families, students, and staff. The Parent Alert system is part of PPCA's FACTS/Family Portal (formerly 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 FACTS/Family Portal and updated whenever changes occur.

## COMMUNICATION GUIDELINES

PPCA Faculty and Staff welcome constructive communication from families at any time. A Biblical model is given by the LORD Jesus Christ in Matthew 18:15-17 to offer resolution:

*<sup>15</sup> “If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother. <sup>16</sup> But if he won’t listen, take one or two more with you, so that by the testimony of two or three witnesses every fact may be established. <sup>17</sup> If he pays no attention to them, tell the church.” (Holman Christian Standard Bible)*

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 FACTS/Family Portal.

1. **Students and parents should work first with teachers, coaches, and sponsors to solve any problem or misunderstanding.**
2. Following an initial contact and attempt to resolve the issue with the teacher, coach, or sponsor, families and students may go to the PPCA building administrator or Athletic Director for further mediation.
3. For a question about schoolwork or class procedures, it is recommended that parents write a note or email the student’s teacher who will respond with a note, phone call, or email, usually within 48 hours.
4. 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.
5. In-person 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.
6. Do not contact PPCA personnel at home or after hours except in a genuine emergency.
7. Do not initiate or continue a conversation via social media regarding PPCA personnel and/or matters pertaining to the school.

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 families cannot support the school, they should withdraw their students.**

## FLOW CHART for FACULTY-STAFF Communication:

To express concern or seek resolution with a specific teacher, coach, sponsor, or administrator, begin with step #1. If necessary, follow with steps #2 and #3.

STEP	Teacher	Coach	Sponsor	Administrator
<b>1</b>	<p><b>PRESCHOOL, ELEMENTARY, and SECONDARY:</b></p> <p>Contact the teacher via email identifying yourself, relationship to the student, and the issue.</p>	<p><b>PRESCHOOL, ELEMENTARY, and SECONDARY:</b></p> <p>Contact the coach via email (or text if number was shared) identifying yourself, relationship to the student, and the issue.</p>	<p><b>ELEMENTARY and SECONDARY:</b></p> <p>Contact the club or organization sponsor via email identifying yourself, relationship to the student, and the issue.</p>	<p><b>PRESCHOOL, ELEMENTARY, SECONDARY, and CRUSADER CARE:</b></p> <p>Contact the administrator via email identifying yourself, relationship to the student, and the issue.</p>
<b>2</b>	<p><b>PRESCHOOL, ELEMENTARY, and SECONDARY:</b></p> <p>Contact the teacher via email and copy the building administrator and/or school counselor.</p>	<p><b>PRESCHOOL, ELEMENTARY, and SECONDARY</b></p> <p>Contact the coach via email and copy the Athletic Director.</p>	<p><b>ELEMENTARY and SECONDARY:</b></p> <p>Contact the sponsor via email and copy the building administrator and/or school counselor.</p>	<p><b>PRESCHOOL, ELEMENTARY, SECONDARY, and CRUSADER CARE:</b></p> <p>Contact the administrator's office to set up an in-person conference with the administrator.</p>
<b>3</b>	<p><b>PRESCHOOL and ELEMENTARY:</b></p> <p>Contact the building secretary to set up an in-person conference with the teacher and/or administrator.</p> <p><b>SECONDARY:</b></p> <p>Contact the school counselor to set up an in-person conference with one or more teachers.</p>	<p><b>PRESCHOOL, ELEMENTARY, and SECONDARY:</b></p> <p>Contact the Athletic Department secretary to set up an in-personal conference with the coach and/or Athletic Director.</p>	<p><b>ELEMENTARY and SECONDARY:</b></p> <p>Contact the school counselor to set up an in-person conference with the counselor and sponsor.</p>	<p><b>PRESCHOOL, ELEMENTARY, SECONDARY, and CRUSADER CARE:</b></p> <p>Contact the Head of School via email.</p> <p>If further mediation is required, contact the PPCA school office to be placed on the school board's agenda during its monthly meeting.</p>

# FAMILY INVOLVEMENT

Family involvement at PPCA is encouraged and expected. Parents and guardians 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 and guardians 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 or guardian's signature. Adults 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' and GUARDIANS' ATTIRE**

Parents/guardians 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 families 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. Families 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. Families 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 and guardians 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. Adults 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

Financial information regarding tuition rates, fees, etc., is available in the Admissions Office. Parents and guardians 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.

**NOTE: Although Park Place Christian Academy 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.**

## 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 or guardians 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 or guardians 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.
4. If there are outstanding fees (classroom, athletics, etc.) they must be **paid in full** and will be drafted from the account before the first day of any extracurricular activity.

## 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 Senior or Kindergarten student will be permitted to participate in the graduation program if his/her account has not been **paid in full**.

## **FAMILY FEE**

A one-time, non-refundable Family Fee of \$600 is due upon registration for all new families enrolling K5-12G students in Park Place Christian Academy. Families may opt to pay the \$600 fee via 12 monthly draft payments of \$50 – or two semester payments of \$300 each – due June 15, 2022, and Dec. 15, 2022.

## **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.

**NOTE: Registration AND Re-Enrollment is NOT completed until Registration Fee is paid.**

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**

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

1. **ANNUAL:** Full tuition is due June 15, 2022, to receive the 4% discount off the annual tuition rate.
2. **SEMESTER:** The first semester of tuition is due June 15, 2022. The second semester tuition payment is due December 15, 2022.
3. **MONTHLY:** Tuition may be paid in 12-month equal installments starting on June 5<sup>th</sup> 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).

**NOTE:** If PPCA must suspend on-campus learning (in the event of a major crisis such as a pandemic, natural disaster, etc.) full tuition payments will still be collected as long as an academic service is being provided by the school.

## **ONE FULL ANNUAL PAYMENT**

### **DEADLINE: June 15, 2022**

1. The full tuition payment is to be paid on or before June 15<sup>th</sup>.
2. A four percent discount will be given if the full annual payment is paid on or by June 15<sup>th</sup>.
3. After June 30<sup>th</sup>, a \$30 late fee will be assessed, and parents/guardians 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 or guardian will have to make payments by **monthly draft** for the remainder of the school year. Before switching to monthly draft payments, all past payments must be **paid in full**.

## **TWO SEMESTER PAYMENTS**

### **DEADLINES: June 15, 2022, and December 15, 2022**

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 December 15<sup>th</sup>.
2. After June 15<sup>th</sup>, a \$30 late fee will be assessed, and parents/guardians 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/guardians will have to make payments by **monthly draft** for the remainder of the school year. Before switching to monthly draft, all past payments must be **paid in full**.
5. If the second semester payment is not paid by February 1<sup>st</sup>, then parents/guardians will have to make payments by **monthly draft** for the remainder of the school year. Before switching to monthly draft, all past payments must be **paid in full**.

## **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 and guardians will be notified through the mail, email, or phone. 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, families 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 and guardians 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.

Our signature signifies that we have read and agree to the policies set forth in the PPCA Student Handbook **and the Return to School Plan which follows this page.**

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

**PARENT SIGNATURE:**

\_\_\_\_\_

**STUDENT SIGNATURE:**

\_\_\_\_\_

**Please print, complete, sign, and return this form (page 73 only) to the student's First Period Teacher.**





**PARK PLACE  
CHRISTIAN ACADEMY**

# **RETURN TO SCHOOL PLAN 2022-2023**

**Park Place Christian Academy**

**201 Park Place Dr.**

**Pearl, MS 39208**

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

**601-939-6229**

## Park Place Christian Academy

### Return to School Plan for 2022-2023

The leadership of Park Place Christian Academy (PPCA) believes the most beneficial plan for students' emotional, intellectual, physical, and spiritual well-being is to have them on campus receiving the instruction, structure, support, and love that the teachers and staff provide.

PPCA understands and sympathizes with families making decisions about the benefits of face-to-face instruction, distance-learning, and hybrid education which blends on-campus and off-campus instruction.

#### **Four Plans:**

This chart offers an overview of the four plans offering different Modes of Learning and their Locations. They are differentiated by the colors of Green, Silver, Black, and White:

COLOR	GREEN	SILVER	BLACK	WHITE
MODE of LEARNING	In Person Learning with No Modifications	In Person Learning with Limited Modifications	In Person and Distance Learning via Hybrid Schedule	Distance Learning
LOCATION	On Campus Instruction	On Campus Instruction	On and Off Campus Instruction	Off Campus Instruction

NOTE: This Return to School document primarily focuses on the details of the Silver and Black Plans regarding on-campus protocol as deemed necessary for the official school start. **PPCA will begin the 2022-2023 school year utilizing the GREEN Plan.**

If PPCA's leadership determines that the Black (Hybrid Learning) Plan or the White (Distance Learning) Plan must go into effect, more information will be forthcoming and communicated to PPCA families and staff regarding those details.

## **ARRIVAL: Silver and Black Plans**

- PPCA will resume school for K3-12<sup>th</sup> grades on **Monday, August 15, 2022**, with classes beginning at 7:55 a.m.
- Doors will open at 7:15 a.m. for elementary students to report to their classrooms and secondary students to report to the cafeteria, aka Boatner Hall.
- Tardiness is reported beginning at 7:55 a.m.

## **DISMISSAL: Silver and Black Plans**

PPCA will dismiss at staggered times on regular days:

- K3-K4: 11:30 a.m.
- K5-6G: 2:45 p.m.
- 7G-12G: 3:00 p.m.

## **DAILY HEALTH AND SAFETY PROCEDURES: Silver and Black Plans**

Parents and guardians are responsible for screening each student's health on a daily basis before bringing them to school.

### **SCREENING:**

Prior to entering the building, families must screen their children each school day by asking the following three questions of each PPCA student in their families:

1. Has the student recently been in close personal contact with a confirmed or suspected case of COVID-19?
2. Has the student had a fever (100.4 or higher), a new or worsening cough, and/or shortness of breath, in the past 24 hours?
3. Has the student had a sudden loss of taste or smell in the past 24 hours?

### **"YES" ANSWER to DAILY SCREENING:**

If the answer is "YES" to ANY of the above questions OR if a student's temperature is above normal, the student may not enter the PPCA building until he or she:

1. Receives a physician's approval to return to school (as explained below), or
2. Completes the required period of quarantine AND is without fever for at least 72 hours

NOTE: Depending on local guidelines, availability of tests, and participation of the school, a student who has been exposed to COVID and remains asymptomatic may remain at school under a serial screening program without the need to quarantine. More information will be provided to families if the school is able to participate in such a screening program.

Upon a positive COVID-19 test result, families are required to contact the school office immediately.

- If students or school personnel are exposed to someone with COVID-19 the school must be informed and updated. Families should update the school if symptoms worsen.

If a student or staff member becomes ill or shows any symptoms while at PPCA, the following applies:

- PPCA student or staff members will be sent home immediately. Families will be contacted immediately to pick up ill students.
- A “sick room” is designated to separate ill students until authorized adults arrive to take them off-campus.
- If one family member of a student or staff tests positive for COVID-19, ALL household members enrolled in PPCA must quarantine apart from the infected person.
- Any student or staff sent home for COVID-19 must remain at home until cleared for return to school by a physician or has completed the required quarantine.

**“NO” ANSWER to DAILY SCREENING:**

If the answer to ALL of the above questions is “NO” and a student’s temperature is considered to be normal, the student may enter the PPCA building to report directly to his or her homeroom or first period class.

Tardy students must report to respective offices.

## **ENDING QUARANTINE AND RETURNING TO SCHOOL:**

According to current guidance, students may return to school under one of the following conditions.

1. If a student tests positive for COVID-19, he or she may return to school after completing a 5-day quarantine, if symptoms are improving, and if there has been no fever for at least three days prior to return to school.
  - a. Upon return, a post-quarantine student must wear a mask for 5 days while attending school and school functions.
  - b. If a student is unable to wear a mask for 5 days while at school and school functions (ex. a preschool student), then he or she should continue at-home quarantine for 5 more days, for a total of 10 days of quarantine.
2. If a student has been quarantined because of a significant exposure to COVID-19 and remains asymptomatic, he or she may undergo serial screening by school personnel if such a program is available; otherwise, he or she may return to school:
  - a. After completion of 5 days of quarantine from the last exposure without any testing, OR
  - b. After receiving a negative COVID test after at least five days from the last exposure.

**NOTE: If a student is fully vaccinated against COVID or tests positive for COVID within the previous three months, he or she will not be required to quarantine following an exposure as long as the student remains asymptomatic.**

## **MASKS:**

**Currently, the wearing of masks on campus by students and staff is optional.** It is the aim of the PPCA administration and the school board to give families the freedom to choose the best option for their children as the school year begins.

Students and families are asked to exercise caution continuously in order to stay well and prevent the spread of COVID. Students and faculty who wish to do so are welcome to wear masks as school resumes in-person learning.

- Student masks should be plain with no print or words on it, except for monograms of student initials and/or school-approved designs.

- At this time the 'Sader Shack is the only source for providing school-approved designer masks for students. No other vendor has permission to use the PPCA logo or identification for masks.
- Masks must cover the nose and mouth.
- Families are responsible for daily cleaning of their students' masks.
- Students' names should be written on their masks for identification in the event of masks becoming separated from the students.
- Students should not touch another student's mask, nor should "swapping" of masks take place.

#### **ALL STUDENTS:**

- Sanitizing foam receptacles will be placed outside each classroom as well as throughout the PPCA campus.
- Staff and students will adhere to strict hand sanitizing protocol when entering each classroom.
- As space allows, classrooms will be arranged to maximize social distancing.
- PPCA buildings will be routinely cleaned and sanitized by PPCA employees during the day and nightly by an outside janitorial company.
- Students are required to provide their own water containers.
- Any student's word or actions of threat or disregard for another's health and safety will be considered intolerable and will be treated as a serious disciplinary offense. An example of this is touching another person's mask.

#### **COMMUNICATION: Green, Silver, Black, and White Plans**

- All news and information will be sent to families via Family Portal/email.
- Mass communication will be sent out via PPCA's texting service.
- Families are reminded that, per the PPCA Student Handbook Social Media Policy, 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. Discussion of anyone's health and/or quarantining falls under this category.

#### **CHAPEL AND CLUBS: Silver and Black Plans**

Club members will be allowed to meet in person when social distancing is possible. When social distancing is not possible, clubs will be allowed to meet virtually.



## **SCHOOL SNACK AND LUNCH: Silver and Black Plans**

- Snacks and lunches may be purchased daily via The Lunch Ticket.
- Lunch will be eaten in the cafeteria using staggered lunch times and following social distancing protocol.
- Students wearing masks into the cafeteria will be allowed to remove their masks upon being seated to eat.
- Disposable utensils, plates, bowls, and cups must be used for all lunches.
- Lunches may be brought from home.
  
- Until further notice, guests are not allowed in the cafeteria/Boatner Hall.
- At this time, no outside food is allowed on campus, including meals brought in from restaurants for lunch, birthday cakes, and other treats.

## **VISITORS: Silver and Black Plans**

- Visitors are asked to observe the “one-in/one-out” restrictions of our school offices. Only one guest may be allowed by each building’s secretaries and others in the offices for conducting school business such as check-outs, drop-offs, etc., and social distancing rules apply.
- Visitors must wear masks before being allowed to enter PPCA buildings.
- While on campus, visitors are asked to follow all posted and verbal instructions.
- Anyone on campus is subject to having their temperature taken by any PPCA employee.

## **DISCLAIMER:**

The PPCA School Board and Administration are aware that the guidelines for dealing with COVID-19 are subject to daily changes. Decisions made by authorities are done so in order to protect the health and safety of PPCA’s students, staff, and their families.

Park Place Christian Academy will always take appropriate steps and maintain communication with students’ families and staff regarding the protocols and policies put in place as the medical and scientific communities make discoveries and advances in the battle against COVID-19.

God allows trials to increase the faith of His people. By coming together as a prayerful community, believers can help provide encouragement and be a witness to others. PPCA Crusaders can help be the difference in this suffering world by seeking ways to be more like Jesus.

## **NOTICE OF RISK: Silver and Black Plans**

Park Place Christian Academy has increased health and safety measures for those who step on campus as students, employees, and visitors. While at PPCA, all posted and verbal instructions must be followed.

An inherent risk of exposure to the contagious disease known as COVID-19 exists in any public space where people are present. If infected, someone may exhibit no symptoms, mild symptoms, or become severely ill to the point of death.

According to the Center of Disease Control and Prevention, people with underlying health conditions and senior citizens are especially vulnerable.

By stepping onto the PPCA campus, a person voluntarily assumes all risks related to the possible exposure to COVID-19.

A student's attendance at PPCA demonstrates agreement to these terms and conditions.

## **A FINAL NOTE**

All decisions regarding COVID policy are subject to change as information becomes available and is analyzed by school administration and the school board.

As PPCA's families make efforts to stay well and prevent the spread of COVID, the opportunities for in-person learning and extra-curricular activities, including sports, are maximized to continue on a regular schedule.

Our prayer is that the PPCA leadership will continue to make reasonable, responsible, and Spirit-led decisions as we prepare for a safe and prosperous school year.

Soli Deo Gloria!

Jason Cook, PPCA Head of School

Darren Scoggin, M.D., PPCA School Board Chairperson, 2020-2022

Renee Holm, PPCA School Board Chairperson, 2022-2023