

# Pineview Christian Academy Handbook 2020-2021



“Feels Like Family”

# PINEVIEW CHRISTIAN ACADEMY

5614 Highway 53  
Harvest, Alabama 35749  
256.852.9571  
[www.pcawarriors.org](http://www.pcawarriors.org)

## **Our Mission:**

The mission at Pineview Christian Academy is to provide a Christ-centered, affordable, quality education that equips students with knowledge and life skills as they develop into Godly young men and women.

## **Statement of Faith:**

We believe:

- The entire Bible is inspired by God, without error and is the authority on which we base our faith, conduct and doctrine.
- In one God who exists in three distinct persons: Father, Son and Holy Spirit. We believe Jesus Christ is the Son of God who came to this earth as the Savior of the world.
- Jesus died on the cross and shed His blood for our sins. We believe that salvation is found by placing our faith in what Jesus did for us on the cross. We believe Jesus rose from the dead and is coming again.
- Water baptism is a symbol of the cleansing power of the blood of Christ and a testimony to our faith in the Lord Jesus Christ.
- Every believer should be in a growing relationship with Jesus by obeying God's Word, yielding to the Holy Spirit and by being conformed to the image of Christ.
- As children of God, we are overcomers, and more than conquerors and God intends for each of us to experience the abundant life He has in store for us.
- We are to evangelize the lost, edify the saved, minister to those in need, and be a conscience in the community.

## **Non-Discriminatory Policy:**

Pineview Christian Academy admits students of any race, color, national and ethnic group to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in its administration of its admission policies, scholarship policies, educational policies, and athletic and other school administered programs.

School Colors  
Blue, White, Black

School Mascot  
Warrior



Warrior Family,

I want to officially welcome you to the 2021-2022 school year. We are so excited that you chose Pineview for your child's education. My goal is for the students at PCA to not only excel academically, but to grow in their relationship with Christ daily. We are excited to have students back in our classrooms and hallways filling them with enthusiasm and energy for learning this year. Here at Pineview, we have great teachers who spend hours planning and creating classroom activities that engage our students in learning. I encourage everyone to participate in activities, events, and programs we have to offer here on campus. Please feel free to contact me at (256) 852-9571 or at [Tiffany@pcawarriors.org](mailto:Tiffany@pcawarriors.org). Here is to a great year!

Sincerely,

Tiffany Doner

Pineview Christian Academy

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity" 1 Timothy 4:12

### Staying Informed

Pineview Christian Academy highly encourages parents to utilize our web page, social media networks and other tools that are available.

- Pineview Christian Academy Website – [www.pcawarriors.org](http://www.pcawarriors.org)
- Gradelink (Web-Based Classroom Information)
  - Parents must obtain password from school to access attendance records, discipline reports, and grades for their student.
- Pineview Facebook Page – Pineview Christian Academy
- PCA School Calendar
- PCA Band App

### Pineview Christian Academy Calendar 2021-2022

#### **First Semester**

AUG	9	First Day of School
SEP	6	Labor Day (No School)
	30	E-Learning Day (Campus Closed)
OCT	1	E-Learning Day (Campus Closed)
	5-9	Fall Break (No School)
NOV	11	Veteran's Day (No School)
	12	Veteran's Day Breakfast
	19	Thanksgiving Luncheon
	22-26	Thanksgiving Break
DEC	21-Jan 5	Christmas Break

#### **Second Semester**

JAN	4	Teacher Workday
	5	School Resumes
	17	Martin Luther King Jr. Day (No School)
FEB	21	President's Day (No School)

MAR 14-18 Spring Break (No School)

APR 15 Good Friday (No School)

18-22 Standardized Testing

MAY 3-7 Teacher Appreciation Week

17 Kindergarten Graduation 6:00 PM

20 High School Graduation 6:00 PM

24 Award's Day 9:00 AM

### **Grading Criteria**

Grading Scale		
Letter Grade	Numerical Grade (100 Point Scale)	GPA (4 Point Scale)
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

### **Report Cards**

Students receive report cards for each nine-week period. The report card indicates the student's academic progress. Parents are encouraged to communicate with teachers and request conferences as needed.

### **Graduation Requirements:**

Credits are issued per semester when a passing grade has been earned. Credits begin in the 9<sup>th</sup> grade.

Bible	4
English	4
History	4
Science	4
Math	4
Physical Education	1
Career Preparedness	1
Health	.5
Fine Arts	1
Foreign Language	2
Electives	1

<b>Total</b>	26.5
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### **Admissions Procedures:**

Pineview Christian Academy offers priority enrollment for presently enrolled students, their siblings and Pineview Baptist Church members, during early enrollment period. The parent or guardian of a student enrolling at PCA must complete a registration form that can be acquired from the school's website, [www.pcawarriors.org](http://www.pcawarriors.org) or from the school main office. The administrator will schedule an interview with the parent(s) or guardian and the student. All students who enroll should provide the following:

- 1) Copy of their birth certificate
- 2) Copy of their social security card
- 3) Copy of their health insurance card
- 4) Blue Card (Immunization Records)

### **Reenrolling Students**

Enrollment for returning students is open February 1<sup>st</sup> to all current PCA students, their siblings and to Pineview Baptist Church members. A student is not considered reenrolled until a registration form is complete, and reenrollment is paid. Registration forms may be obtained in the school office or online at [www.pcawarriors.org](http://www.pcawarriors.org).

### **Transfer Students**

Students who transfer to PCA from other schools, must be in good standings with their school. Students will be on a six-week probation period. During this time a student may be asked to leave at any point. After the six-week probation, students can be given permanent status.

### **Tuition**

Monthly tuition of \$330 per month for elementary and \$365 per month for middle and high school is due on the 1<sup>st</sup>. **If tuition is not paid by the 10<sup>th</sup> of the month, a late charge of \$30 will be charged.** Report cards and transcripts will be held if payments are not paid in full. There is no reimbursement due to withdrawing from school, sickness, inclement weather, vacation, or school holidays. Any student transferring to PCA after the school year begins will pay enrollment fees, that month's tuition payment prorated per day, and any other fee as needed according to the Financial Information sheet.

### **Tuition Discounts Available to PCA Families**

Please note, there are no discounts given to registration fees or any other fee, only tuition.

**Pineview Baptist Church Active Members** who regularly attend Pineview Baptist Church will receive the following discount:

- 10% off 1<sup>st</sup> student
- 15% off 2<sup>nd</sup> student

20% off 3<sup>rd</sup> or more students

Families will provide a form for the pastor to sign to verify membership of Pineview Baptist Church. This form must be on roll to receive this discount.

**Active Duty Military and Veterans** families will receive the following discount:

10% off 1<sup>st</sup> student

15% off 2<sup>nd</sup> student

20% off 3<sup>rd</sup> or more students

**Multi-Child Discounts** are offered to our PCA families who have more than one child enrolled at PCA. They will receive the following discount:

1<sup>st</sup> student – regular price

2<sup>nd</sup> student – 10% off

3<sup>rd</sup> or more students – 15% off

**Yearly Payment** If you choose to pay all your tuition by August 10<sup>th</sup>, you will receive 5% off your tuition.

### **Delinquent Tuition**

Tuition is due the 1<sup>st</sup> of each month and is considered late on the 10<sup>th</sup> of each month. If not received by that date a \$30 late fee will be charged. At this time, you will be contacted by our bookkeeper to work out an immediate payment plan. If you become two months past due, your child may not return to school until the past due payments are paid. When your account reaches “past due” status, all transcripts and report cards are held until ALL accounts are in good standings.

### **Attendance, Absences, Tardiness**

In order to gain the most from PCA, it is important that each student attend school regularly. A signed note from a parent to the school must document all absences, early dismissals, or late check-ins. The written excuse should be dated with a reason given for the absence. If the student visits the doctor or dentist, the parent should request an excuse from the doctors/dentist office. A good cause or valid excuse explanation is outlined below:

1– Personal Illness

2 – Doctor, dental, or other medical excuse for the child

3– Death in the immediate family

4 – Other unavoidable emergencies in the student’s family

5 – Prior permission of the administrator upon request of the parent or guardian

### **Unexcused Absence**

Any absence apart from those listed previously under excused absence will be unexcused. A daily grade of a zero will be given for each unexcused absence. Graded work, quizzes, and test



may be made up with the student receiving 70% of the grade earned. It is the student's responsibility to schedule a time to make up any missed quizzes or test.

### **Absences**

The day a student returns following an absence, the students should turn in a note to their homeroom teacher from their parent/doctor during homeroom hours. If the student fails to bring a note within 3 days of the absence, he/she will be given an unexcused absence. Absence notes should include the student's name (first and last name), date of absence, reason for absence, parent name and parent phone number.

### **Tardiness to School**

Promptness is an important aspect of character, being late to class is disruptive and this practice should be avoided. Students that arrive after 8:00 will be counted as tardy. Students that are tardy should always have a note/letter. When arriving to school, the student should check in at the attendance office to get a tardy pass. The tardy pass will be coded Excused or Unexcused. Students will have 3 days to turn in a note for a tardy or absence. All unexcused tardies will result in a grade of zero for all missed work until the tardy is excused.

### **Tardiness to Class**

Students are expected to be in class on time. After the tardy bell, students will need to get a tardy slip from the administrator. After being tardy three (3) times, he/she will be assigned detention. Work missed for an unexcused tardy will result in a zero on that assignment. This includes assignments collected, quizzes, or timed tests if a student is not in class when the assignment is given/collected because of an unexcused tardy.

### **Check-Ins/Outs**

Only the parents and contacts listed for pickup are allowed to check a student out of school. Photo identification will be required. For students who drive, the parents should provide a check out note to the student to be dropped off with the administrator that morning. Checkout notes must have the parent contact number on them. Student drivers should sign the check-out book at the front office prior to leaving campus. A student who becomes ill and needs to checkout must have report to the administrator and once we have made parental contact, they may leave.

Students who leave campus without following proper checkout procedures, are considered to be skipping and will be disciplined. In order to allow an orderly dismissal, we ask that you do not check out your student after 2:45 except for emergencies and/or for professional appointments.

### **Makeup Work**

All classwork will be posted in Google Classroom each week and can be obtained when the child is absent. It is the responsibility of the student to make arrangements to make up work, tests and other assignments, activities, etc. when absent for excused/unexcused reasons. Make up tests will be held before or after school or at the discretion of the teacher. It is the student's/parent's responsibility to ensure a student makes up work when absent. It is the responsibility to provide opportunities for the student to make up the work. Teachers have the right to alter assignments, tests, work, activities, etc., as he/she considers necessary to ensure an accurate evaluation of the student's performance after an absence.

### **Health Policies**

In the event that a child becomes ill or injured at school, the parent will be contacted immediately. If the office is unable to reach the parent or guardian, emergency contacts will be called. If the situation is an emergency, your child will receive the fastest and best medical attention available while every effort is made to contact the parents. Students must be fever free (less than 99.9) for 48 hours, without the aid of medicine, before returning to school following illness.

### **Covid-19 Policies**

The safety of our school and students starts at home. Before coming to school please follow the latest CDC guidelines for screening. If you answer yes to any of the screening questions, please do not send your child to school and please keep them home for 48 hours or until they are symptom free.

- Cough
- Fever of 100 degrees or more
- Shortness of breath
- Congestions/Runny nose
- Loss of smell or taste
- Sore throat
- Muscle aches
- Headache
- Nausea, vomiting or diarrhea

If exposed to COVID-19, please do not return to school for 14 days or if you have a negative COVID-19 test.

### **Lice**

In accordance with Alabama Department of Health regulations, no student will be admitted to class if there is the presence (or appearance) of head lice or nits in his/her hair. Students will not be allowed to return until there is no presence of lice or nits.

### **Medication Policy**

Students are not to have prescription or over-the-counter medications in their possessions during the school day or during school sponsored events. Students must take medication only in the presence of the Administrator, Secretary, or parent. All medications can be administered only if a properly completed Medicine Authorization Form is thoroughly completed and signed by the parent.

### **Blood Borne Pathogens Training**

Our staff members receive annual blood borne pathogen training for proper care of bleeding situations.

## **Patriotism**

Students are required to recite the Pledge of Allegiance to the United States flag and are continually taught to love their country, their leaders, and the military. Students are not allowed to sit or kneel during the Pledge of Allegiance or during the National Anthem.

## **Lunch**

### **OUTSIDE FOOD POLICY IN SCHOOL**

Our goal at Pineview Christian Academy is to provide the safest environment for all of our students. Many of our students have medical conditions that involve food allergies, intolerances, diabetes, sensitivities, etc. We realize that the care and management of such allergies and reactions are based on their developmental level and our policies reflect that.

#### **K – 5th Grade:**

At this age, students are still learning personal space, knowing how to determine if foods are safe for them to eat, etc. Only food that is safe for ALL students will be allowed in the classrooms. Parents are required to let teachers know 48 hours in advance via email if there will be food in the classroom for teaching purposes/rewards, class parties, celebrations, etc. All food must be pre-packaged and have proper labeling and not contain any allergic contents. No home baked goods will be allowed. All food must be first turned into the front office; do not take food directly to the classroom. Students are not to share or trade foods or drinks with each other during lunch or snack time. Each child is to provide their own daily snack and drink in the morning. Water is the only drink allowed in the classrooms. Snacks should be something good for your child and something they will enjoy. Afternoon snacks and a drink for after school care children will be provided by the school.

These policies:

- Limit potential dangers of exposure to life threatening food allergies for students and staff.
- Limit exposure to students of restricted foods which parents do not want their children eating (i.e. sugar restrictions, gluten free).
- Reduce the problems of sharing food with only ‘certain’ students and not others.

#### **6th-12th Grade:**

By now, students are at a point in their developmental level where they can make safer choices pertaining to their allergies. Parents are required to let teachers know 48 hours in advance via

email if there will be food in the classroom for teaching purposes/rewards, class parties, celebrations, etc. All food must be pre-packaged and have proper labeling and not contain any allergic contents. No home baked goods will be allowed. All food must be first turned into the front office; do not take food directly to the classroom.

### **Lunch Policy**

PCA is not equipped with food preparation facilities, **therefore each child will need to bring a lunch from home.** Students will not be permitted to use refrigerators, please pack your child's lunch and snack accordingly. Please make sure that you send utensils, napkins, bowls, etc. that they may need at lunchtime. We do not provide these items on a daily basis. Microwaves are available for students, but microwave use is limited to one to two minutes per student. On Fridays we have an optional catered lunch brought in from local restaurants. An order form is sent out at the beginning of each month. All orders and payments must be submitted by Wednesday of each week.

### **Field Trips**

Field trips provide students with a hands-on learning approach. Field trips will be scheduled throughout the year for each grade. A permission slip is required for each student signed by parents to attend.

### **Classroom Procedures**

1. Students should be in their desk, seated quietly waiting on instructions when the bell rings.
2. Students must keep their hands, feet, and objects to themselves.
3. Students are to be in class at all times unless ill or excused by the teacher.
4. Students should not be disruptive in class.

### **Boy/Girl Relationships**

Students are to refrain from public display of affection (PDA) at all times when on school campus. This includes extra-curricular activities, ball games, field trips, etc. Holding hands, hugging, kissing, etc. are in violation of the school policy and students will be dealt with appropriately.

### **Use of Textbooks**

1. All textbooks issued are the property of PCA and shall be retained for normal use only during the period students are engaged during study for which the textbooks are selected.

2. Textbooks issued to students may be used in the same manner and to the same extent as though such books were owned by the student, except that students must recognize their responsibility for the proper care of books checked out to them by observing the following practices:
  - a. Keeping the book clean inside and outside
  - b. Refraining from marking the book with pens, pencils and highlighters
  - c. Keeping the pages free from fingerprints
  - d. Avoid turning down, tearing, or otherwise damaging pages.
  - e. Refraining from placing the book where it may become soiled or damaged by the weather.
3. Parents and students must accept liability for any loss, abuse, or damage in excess of that which would result from normal use.
  - a. For such loss or damage, the student will be assessed a variable of:
    - i. Full Price if new when issued
    - ii. All other books will have a replacement fee of \$50
  - b. No textbook will be issued to any student until all charges for lost or damaged textbook have been paid.
4. All textbooks must be returned to the issuing school by the students when he/she promoted or transferred or when he/she is terminates attendance for any reason.

### **Lockers**

Lockers are property of PCA and under the control of the school. The student assumes full responsibility for the contents of the locker. The Administrator have the right and responsibility to inspect student lockers when reasonable suspicion exists that a locker contains material illegal to the school under the following guidelines:

- a. When possible, lockers should be opened in the presence of the student.
- b. A member of the school faculty should be present as a witness with the Administrator.
- c. If the student is not present, he/she shall be informed of the search within a reasonable time thereafter and informed of any contents taken from the locker.

### **School Computer/Electronics Policy**

Students are responsible for appropriate behavior while using the computer and the Internet. Additionally, students are responsible for their actions while using the equipment and resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in appropriate action being taken. The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and principal. Use of the Internet must be in support of this, consistent with the educational objectives of the school and in accordance with our school mission statement.

### **Computer/Electronics Use Guidelines**

- Be prepared to be held accountable for your actions.
- Internet access requires the direct supervision of a faculty or staff member at all times.
- Notify an adult immediately if you encounter materials that violate the school code of conduct or are of questionable content.
- Use of the computer or Internet to harass, attack, hurt, or harm other people or their work will not be tolerated.
- Ask prior to installing software, downloading files, games, programs, or other electronic media. Please remember that opening an attachment from e-mail is considered downloading a file - ask first.
- Observe all copyright laws.
- Refrain from viewing, sending, or displaying obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures
- Protect your personal information and that of others while using the Internet. The computers are for research and educational use only. Games, social networking (Facebook, Twitter, etc.) and emailing, should not be accessed from a school computer.
- Refrain from eating or drinking near a computer.
- Refrain from instant messaging, chatting, or social networking.

### **Telephones**

The telephones in the office are for school related business only. Students will not be permitted to use these phones except in case of emergency. Students will not be called out of class to answer telephone calls. Please handle all communications prior to the school day. Messages of an emergency nature from parents will be communicated to the student.

### **Cell Phones and Electronic Devices**

Pineview Christian Academy prohibit the use of cell phones/electronic devices between the hours of 7:30 AM -3:30 PM. All cellphones must be placed in the administrator's office in a silent or off position. Students may pick up their phones/electronic devices at the end of the day.

Cell phones/electronic devices will be allowed to be used in the classroom at the teacher's discretion for instruction. Hand-held games are not allowed to be used during instructional time. If a cell phone/electronic device is used without the permission of the teacher, or is used for any other reason than instruction, the cell phone/electronic device may be collected and given to administration. The cell phone/electronic device will be returned only to the parent the next school day from 8:00-3:00. Parent must have photo ID and sign for the item. Pineview Christian Academy assumes no responsibility for theft, loss, or damage to any electronic or personal/wireless communication device.

### **Dress Code**

The purpose of a dress code is to create a proper school environment that emphasizes a Christ like attitude and to be more like God, even in how we dress daily. Students are expected to dress modestly and in an appropriate manner.

- Students must be neatly dressed, clean, and well groomed.
- Administrators have the authority to use discretionary judgement to prohibit such dress based on past or current circumstances. The dress code applies at any school -sponsored activities at any hour or location in which students are direct participants, representing the school, and/or recipients of recognition.

### **Pants/Skirts/Shorts/Dresses**

- Holes, tears, rips or frays will not be allowed in bottom wear.
- Pants are not to be excessively baggy, sagging, distracting or tight.
- Shorts, dresses and skirts must fall below the tips of student's fingers when arms are fully extended to the side; however, due to the physical differences in some students, this guide may mean some items are still too short. The Administrator has the authority to make the final decision regarding the appropriateness of the garment length.
- Leggings, jeggings, and yoga pants may be worn as long as the top is 6" from the top of the knee and determined by the Administrator.
- Sleepwear is not acceptable unless it is included in a planned activity.
- Clothing should not have holes above the knee or other exposure.
- Students in 6<sup>th</sup> – 12<sup>th</sup> grade are not allowed to wear athletic shorts or pants to school unless they are for a special school function or allowed by an athletic coach.

### **Shirts, Blouses, and Tops**

- Clothing must be worn in a way that does not reveal the body in an inappropriate manner. It must not be too tight, too short, or bare at the midriff or sides. No off the shoulder tops, spaghetti straps, sheer or see-through clothing will be allowed.
- Clothing must not include pictures, writings, symbols, etc. Promoting acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities, demonic graphics and gangs.

### **Head Coverings and Sunglasses**

- No hats, caps, bandanas or sunglasses during school hours unless it is included in a planned activity.
- Exceptions may be made in medical situations.
- During inclement weather head coverings may be worn to protect against such weather but are not to be worn inside.

### **Jewelry, Body Piercing, Marking and Hair**

- Normal piercing of the ears (for females) is allowed if it does not distract or draw unnecessary attention. Wearing of other body piercing items is not allowed. Males are not allowed to wear earrings.
- Wallet chains and/or oversized chains are not allowed at school.
- Hair must be worn in a way that it does not impair vision, distract students and is not considered unsafe or hazardous. Students are not allowed to wear colored hair spray or have their whole head dyed in unnatural colors (pink, blue, green, etc.) they can have the tips colored.
- Tattoos must be covered at all times when at school or at a school function.

### **Additional**

- The Principal may allow exceptions in dress for a specific activity, athletic events, drama productions. but such exceptions are only for those activities.
- The Principal may allow exceptions in dress for specific activities and events. Exceptions that compromise the Dress Codes intent to ensure the safety of students and employees are not permitted.

### **Student Drivers**

Pineview Christian Academy is not responsible for loss, damage, or theft of student vehicles, during the school day or extra-curricular activities. Courtesy and good judgment is expected of all students driving or parking on school grounds. Abuse of this may cause a student to lose driving privileges on campus.

1. The campus speed limit is 5 miles per hour. Speeding will result in the loss of driving privileges.
2. After cars have been parked, students are allowed to remain in their vehicles until 7:45 AM. No one will be allowed to stand/gather in the parking lot. Students are not to go to the parking lot during school hours without authorization through the school office.
3. Vehicles decorated, displaying, or affixed with anything deemed offensive or inappropriate parked on campus will result in loss of driving privileges and/or disciplinary action.
4. Remember driving on campus is a privilege and can be revoked at any time for driving issues, discipline and /or attendance

### **Drop Off and Pickup Procedures**

#### **Elementary School**

All elementary car riders should be dropped-off at the North end of the building. Students may not be dropped off until 7:40 AM each morning. Any student needing admittance before 7:40 AM, will need to be dropped off at the North side of the building for before school care (daily rate of \$3) and will need to be signed in. Parents are not allowed to enter the building to sign students in. Parents will need to ring the doorbell and a staff member will come to assist with sign in procedures.

All car riders should be picked-up at the North end of the building. If a student has a sibling that is in middle and high school, they will need to be picked-up at the South end of the building. PCA ends its day at 3:00 PM. We ask that all students be off campus by 3:30 p.m. Students who are not involved in after-school related activities will be put in after school care. (Daily rate of \$6 will apply)

#### **Middle and High School**

All middle and high school car riders should be dropped-off at the South end of the building. Students may not be dropped off until 7:30 AM each morning. If a student has a sibling that is in Elementary, they may be dropped-off at the North end of the building and may walk down. Any student needing admittance before 7:30 AM, will need to be dropped off at the North side of



the building and will need to be signed in for before school care (daily rate of \$3 will apply). Parents are not allowed to enter the building to sign students in. Parents will need to ring the doorbell and a staff member will come to assist with sign in procedures.

All car riders should be picked-up at the South end of the building (Middle & High School side). Parents may pick up through car rider line or may park in the parking lot. If a student has a sibling that is in Elementary, they may be picked-up at the North end of the building. PCA ends its day at 3:00 p.m. We ask that all students be off campus by 3:30 p.m. Students who are not involved in after-school related activities will be put in after school care (\$6 daily rate will be charged)

### **Inclement Weather, School Closing, Early Dismissal**

The threat of inclement weather may result in early school closings. Parents will be notified through email and social media sources. Parent or authorized personnel should sign out the child when they leave the premises. We do have certified tornado shelters for our students and faculty if needed. Emergency procedures are posted in each classroom.

### **Fire Alarms**

Students are led out of the building following evacuation plans that are posted in each classroom. Students and teachers are allowed to re-enter the building after a signal from the Principal has been given.

### **Tornado Alarms**

Students are led to the designated tornado shelter as posted in each classroom. It is our policy not to release any students to the parents while the sirens are going off for a tornado warning. This is to ensure the safety of you and your children.

### **Buildings, Grounds, and Security**

In order to properly ensure the safety of our students and faculty all doors will be locked at 8:00 am and will remain locked until 3:00 pm. Any child, who arrives at school after 8:00 am, must be signed in at the main office. All visitors must sign in at the main office. Students must remain on campus unless checked out.

### **Visitors**

If you need to meet with a staff member or teacher, an appointment is required. At that time the below policy will be applied.

A visitor is anyone who is not presently a student or employee at Pineview Christian Academy. All visitors are to report to the front office/reception area immediately upon arrival on campus. A visitor's pass will be issued only by the office.

### **Discipline**

We expect mature behavior to be exhibited by all students at school and at school related functions. When students do not meet these expectations, they are subject to disciplinary actions as listed in this handbook. Parents will be notified by a discipline referral will be sent home with the students. Discipline may also be viewed in the parent portal of Gradelink.

Detention, reports, campus cleanup, suspension, expulsion and ISS are all acceptable forms of discipline. All violations are at the discretion of the administration team up to expulsion.

### **Student Conduct**

1. Fighting by students is disruptive and will not be tolerated. Students involved in a fight should expect to be suspended. Students involved in creating a disturbance, which might lead to students fighting, should also expect to be suspended from school.
2. Refusal to follow a reasonable directive of a teacher, or Administrator, or staff member is insubordination; this will result in disciplinary action. The directives of a teacher, or an administrator, or a staff member are presumed to be reasonable, and the burden of proving the directive unreasonable will be that of the students.
3. Vandalism (destruction or defacement) of school property is prohibited. Any student breaking this rule will be disciplined, required to make restitution, and prosecuted, if necessary.
4. Students are not allowed to remain in cars or in the parking lot during school hours. Students are allowed to remain in their vehicles until 7:45 a.m. No one will be allowed to stand/gather in the parking lot.
5. Students are not allowed to re-enter the parking lot during school hours without authorization through Administration/Attendance Office. Students, who leave campus without authorization, will be disciplined and are subject to having driving privileges suspended or revoked.
6. Students are to conduct themselves in a respectful manner at all times.
7. Inappropriate physical contact of another person is considered inappropriate behavior on campus or at school sponsored activities.
8. Students are not to miss/skip classes. Missing/skipping is defined as not being in a scheduled class or place during the school day without written/approved, authorization from the teacher to whom the student is assigned.
9. The gym is under the supervision of physical education teachers and is to be used for classes. Students must be in their assigned area during P.E. classes. Students other than those assigned to the gym for class are not to be in the gym.
10. Threatening, intimidating or causing bodily harm to any school employee or other student is a disciplinary offense, and can result in expulsion from school.
11. Any object, which is or could be considered a weapon, will be taken from students. Further disciplinary measures, including contacting the Madison County Sheriff's Department, will be executed, if necessary.
12. Use of profane and/or obscene language or gestures and the direction of such language or gestures toward another student or employee of the school is not tolerated.

12. Glass bottle drinks are prohibited.

Pineview Christian Academy is committed to providing all of our students with a safe and supportive learning environment. PCA students are expected to treat each other with respect. Teachers and other employees are expected to teach and demonstrate by example.

### **Prohibited Substances and Devices**

- **Drugs-** Students should not possess or be under the influence of illegal drugs. This applies to possession in personal items (i.e. bags, cars, etc.) Students in violation of this will be punished under the discretion of the administration team up to expulsion.
- **Tobacco-** Students shall not possess, use or sell tobacco in any form in school buildings, on school grounds, on school buses, or at any school-sponsored function. Students in violation of this will be punished under the discretion of the administration team up to expulsion.
- **Alcohol-** Students shall not use, have in possession, have consumed, nor sale, purchase, furnish, or be given any alcoholic beverage while he/she is on the school premises, under the jurisdiction of school functions or on the way to or from school activities. Students in violation of this will be punished under the discretion of the administration team up to expulsion.

### **Sexual Harassment Policy**

It is the policy of Pineview Christian Academy to maintain an environment that is free of sexual harassment. Students who feel that they have been subjected to or are a witness of sexual harassment should promptly report the matter to the principal. Any form of sexual harassment is prohibited and will not be tolerated. This includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and/or other verbal or physical conduct of a sexual nature. Any student whose conduct toward or communication with another individual at PCA that is of a sexual nature and deemed harassment is in violation of school policy; therefore, that student is subject to suspension or termination depending on the severity of the case and the number of transgressions. All complaints will be promptly investigated.

### **Bullying Policy**

Pineview Christian Academy does not condone or allow bullying or harassment of others whether by employees, supervisors, students or others who may be in our facilities. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct towards another person. This includes (but is not limited to)

harassment based on race, national origin, marital status, sex, disability, physical attributes or family status. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

#### Parent/Student Handbook Agreement

I, \_\_\_\_\_, as the parent or guardian for  
\_\_\_\_\_, acknowledge that I have fully read, understand,  
and agree to abide by the guidelines expressed in this parent/student handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date