

# PIONEER VALLEY CHRISTIAN ACADEMY



MOVING FORWARD



PARENT-STUDENT  
MANUAL

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The Parent-Student Manual is designed to provide students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Pioneer Valley Christian Academy. Although the Manual is not intended to be a comprehensive statement on these subjects, it is written to address questions concerning the policies and procedures.

The policies and procedures are basic guidelines which should be viewed as a way to encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of the Manual is to allow parents, students, and teachers to be “of one mind” in the great privilege of training children to honor God with their whole lives. Commitment to these policies and procedures by students, parents, and staff is essential for the school to be united.

Please be aware that Pioneer Valley Christian Academy reserves the right to change the policies, procedures, rules, regulations, and information in the Manual at any time.

## **SECTION ONE – INTRODUCTION TO THE SCHOOL**

### **MISSION STATEMENT**

The mission of Pioneer Valley Christian Academy is to offer a thorough Christian education (II Corinthians 10:5), based on the inerrant and authoritative Word of God (Psalm 119:89), with the ultimate goal of training students to love the Lord with all their heart, soul, and mind (Matthew 23:37).

The school provides a liberal arts curriculum (John 8:32), incorporating Christian standards of discipline and instruction with a continuous emphasis on Christian morals and ethics (Ephesians 4:1).

The school strives for excellence by teaching a curriculum based on a Christ-centered view of life (Colossians 1:13-20), providing qualified Christian faculty (Luke 6:40), and fostering obedience to God as the Sovereign Creator and Source of all truth and knowledge (I Peter 1:14; Colossians 2:3).

The school desires that students learn the relevance of Christianity to our culture (Matthew 5:13). It aspires to graduate students who are spiritually, academically, physically, and socially mature (Luke 2:52) and prepared to invest their lives impacting society for the glory of God (Ephesians 2:10; Colossians 3:17).

The school, in partnership with its families, serves students in preschool through grade twelve residing predominantly in the Pioneer Valley and northern Connecticut.

### **STATEMENT OF FAITH**

1. We believe the whole Bible to be inspired by God, meaning that holy men of God “were moved by the Holy Spirit” to write the very words of Scripture. The whole Bible in the original manuscripts is without error in all genres of Scripture – historical, poetical, doctrinal, and prophetic; this is the only authoritative Word of God given for our practical instruction for living (Mark 12:26, 36; 13:11; Luke 24:27, 44; Acts 1:16; 26:22-23; 28:23; I Corinthians 2:13; 10:11; II Timothy 3:16; II Peter 1:20-21).
2. We believe in one Triune God, eternally existent in three co-equal persons: Father, Son, and Holy Spirit. These three persons are one God, possessing the same nature, attributes, and perfections, and deserving of the same worship (Matthew 28:18-19; Mark 12:29; John 1:14; Acts 5:3-4; II Corinthians 13:14; Hebrews 1:1-3; I John 5:4-6; Revelation 1:4-6).

3. We believe in the deity of our Lord Jesus Christ, who was born of a virgin, received a human body and a sinless human nature resulting in His sinless human life. As a perfect man, sinless throughout His life, He was absolute deity, fully God and fully man at the same time. He was able to function both in His humanity and deity in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future, personal, and physical return in power and glory (Luke 2:40; 24:51; John 1:29; 3:16; Acts 1:11; I Corinthians 15:3; Philippians 2:5-11; I Peter 2:21-24).
4. We believe that man was created in the image of God, male and female with equal personal dignity, but that through sin, he brought upon himself and posterity not only physical death, but also spiritual death; that all human beings by physical birth possess a sinful nature and are therefore actual sinners in thought, word, and deed; and that man, as such, is condemned to hell and utterly unable to remedy his lost condition by himself or by ecclesiastical rite (Genesis 1:27; Romans 3:9-19; 5:12; 7:5; Galatians 3:22; Ephesians 2:1-10; James 1:15).
5. We believe that God wonderfully and immutably created mankind in His image, each person as male (man) or female (woman), sexually different but equal in personal dignity. These two distinct, complementary genders together reflect the image and nature of God. Consequently, individuals must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their created predominant biological sex – including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. Rejection of one’s biological sex is a rejection of the image of God within that person (Genesis 1:26-28; Psalm 139:13-16; Romans 1:26-32; I Corinthians 6:9-11).
6. We believe that the word “marriage” has only one meaning: the uniting of one man and one woman in a single exclusive, permanent, comprehensive, and conjugal “one flesh” union, as defined in Scripture for the purpose of procreation and the establishment of a biological family and in furtherance of the moral, spiritual, and public good of binding together father, mother, and child. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (Genesis 2:18-25; I Corinthians 6:18; 7:2-5; Hebrews 13:4).
7. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman; therefore, any form of sexual immorality including but not limited to cohabitation, adultery, fornication, incest, zoophilia, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, same-sex sexual acts, sexual harassment, use or viewing of pornographic material or websites, sexual abuse or improprieties toward minors as defined by Scripture and federal or state law, or any other violation of the unique roles of male and female are (is) sinful and offensive to God and must not be practiced (Genesis 2:18-25; Matthew 15:18-20; I Corinthians 6:9-10, 18; 7:2-5; Hebrews 13:4).
8. We believe that the salvation of lost and sinful man is a free gift of God’s grace, apart from works, based solely upon Christ’s substitutionary and atoning death, affected by the regenerating work of the Holy Spirit, and received by each person that confesses and forsakes his sin, seeks His mercy and forgiveness through Jesus Christ, and trusts in Christ’s finished work on the cross (Acts 3:19-21; Romans 3:23; 10:9-10; I Corinthians 6:9-11; II Corinthians 5:21; Galatians 4:4-7; Ephesians 2:8-9; Titus 3:5; I Peter 3:18).
9. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:24, 28, 29).
10. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (John 14:16, 26; 16:8; Galatians 5:22-25).
11. We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:21-23).

12. We believe that in order to preserve the function and integrity of Pioneer Valley Christian Academy as the local Body of Christ and provide a biblical role-model to PVCA members and the community, it is imperative that all persons employed by PVCA in any capacity, or who serve as volunteers, agree to and abide by these statements on gender, marriage, and sexuality (Statements 5, 6, and 7 in this document), (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).
13. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines and beliefs of Pioneer Valley Christian Academy (Mark 12:28-31; Luke 6:31).

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

A Christian philosophy of education comprises a comprehensive world view of God, man, and the universe. God, Who is immutable, has revealed Himself in nature, in the Person of Jesus Christ, and in the Bible which is authoritative in all matters of faith, truth, and practice. Jesus Christ alone provides that "unique point of reference" which gives to education an authoritative voice (II Timothy 3:16-17). Key components of the school's educational philosophy are:

### **KNOWLEDGE OF GOD'S WORD**

The Lordship of Christ and the sovereignty of God are all-inclusive; therefore, all areas of life and learning are regarded as sacred. Thus, knowledge of the Bible and of Jesus Christ, integrated with other subject matters, is essential to the development and growth of the child physically, mentally, socially, and spiritually. Godly behavior is based upon the proper concept and understanding of the origin and purpose of all things: namely, that whatever we do in word or deed should be done to the glory of God. (Colossians 3:17)

### **MAN IS CREATED IN GOD'S IMAGE**

God created man in his own image, thus setting man apart from any so-called evolutionary process. Being made in God's image, man has a sense of purpose, a sense of fulfillment, and a sense of destiny. He is a rational and moral being, capable of understanding and communicating ideas. "God created man in His own image, in the image of God He created him; male and female, He created them." (Genesis 1:27)

### **MAN IS A SINNER SAVED BY GRACE**

The image of God in man is marred by sin; thus, man's understanding is obscured and his morality debased. Though fallen from his original position through Adam's disobedience and his own sin, man may be restored to full relationship with God through his acceptance of the redemptive work of Christ, applied by the Holy Spirit. "For all have sinned and fall short of the glory of God." (Romans 3:23) "Therefore, just as sin entered the world through one man, and death through sin, and in this way death came to all men, because all have sinned." (Romans 5:12) "For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord." (Romans 6:23)

### **TRUE EDUCATION IS TESTED AGAINST GOD'S WORD**

The goal of Christian education is to develop students who will serve God and make an impact on their community and the world by thinking and acting biblically in all areas of life. Christian education begins



with the knowledge of God through Jesus Christ "in Whom are hidden all the treasures of wisdom and knowledge." (Colossians 2:3) No one is truly educated who does not know God. Man is dependent upon God for the ability to learn truth and to interpret information. "But man without the Spirit does not accept the things that come from the Spirit of God, for they are foolishness to him, and he cannot understand them, because they are spiritually discerned". (I Corinthians 2:14) Christian education is the result of all knowledge being tested against and integrated with a biblically based view of God and the world.

## CHRISTIAN EDUCATION

Christian education occurs as the Holy Spirit works effectively in the hearts and minds of the students. Through general revelation (God's creation) students learn of God and His world. Special revelation (the Bible and Jesus Christ) and regeneration, however, are regarded as essential components of Christian education because a personal relationship with Jesus Christ provides students with the ability to view life from a biblical perspective.

## CHRISTIAN EDUCATORS

Christian teachers must be committed to knowing and understanding the basic principles of Christian education and be effective in their ability to communicate those principles. The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition, and personal example, seeking to encourage the spiritual development of the students, as it is the foundation for their academic, social, and personal growth.

## PARTNERSHIP OF SCHOOL, HOME, AND CHURCH

Christian education promotes a biblical relationship within the family, the church, and the Christian school. According to the scriptures, parents are responsible to God for the education of their children. The effort of the church coupled with that of the Christian school is needed to fulfill that responsibility. "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

## OBJECTIVES

### **Moral and Spiritual**

The school will:

1. teach the Bible as God's inspired Word; it is to be respected and loved by believers in Jesus Christ (II Timothy 3:16, 17);
2. teach the basic doctrines of the Bible (Titus 2:1);
3. endeavor to develop a desire in students to know and obey the will of God as revealed in the Bible (Romans 12:1, 2);
4. equip students to carry out the will of God daily;
5. endeavor to teach the students to think Christianly (Philippians 2:5);
6. endeavor to teach self-discipline, responsibility, and submission to God and all other authority (Romans 13:1-7);
7. encourage students to confess Christ as Lord and Savior (Romans 10:9, 10);
8. teach a Christian world view by integrating all studies with the Bible; and
9. give students an understanding of the Christian's place in the church as a witness, and his responsibility in reaching the world for Christ (Matthew 28:19, 20).

### **Academic**

The school will:

1. endeavor to help the student realize his full academic and intellectual potential, within his ability,

- as uniquely created in the image of God;
2. promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority;
  3. teach “current affairs” in all fields, integrated with the Bible;
  4. teach biblical standards for evaluation of creative and critical thinking;
  5. teach the fundamental processes used in communicating with others such as reading, writing, speaking, and computing;
  6. teach students to do independent research and to reason logically;
  7. teach students to understand their roles in their environment and their God-given responsibility to use, preserve, and appreciate God’s world;
  8. teach students to appreciate the fine arts by developing personal expression;
  9. encourage students to develop good study habits;
  10. teach students to strive for excellence; and
  11. administer appropriate instruction for the gifted as well as the student with learning differences.

### **Personal and Social**

The school will:

1. endeavor to develop the student’s personality based on the proper understanding and acceptance of himself as a unique individual created in the image of God;
2. promote physical fitness, good health habits, and the care of the body as the temple of God (I Corinthians 6:19, 20);
3. encourage students to develop lasting relationships among fellow students and all members of society;
4. instruct students concerning biblical attitudes towards sex, marriage, and the family; and biblically teach how to establish a God-honoring home (Hebrews 13:4);
5. instruct students regarding their individual responsibility in the use of material things (I John 2:15-17);
6. teach students to treat others with love and respect (Ephesians 4:32); and
7. teach students their responsibility for the effective use of time, which is a God-given commodity (Ephesians 5:16).

### **Cooperation with the Home**

The school will:

1. cooperate with the parents in every phase of the student’s development as it relates to the school program;
2. endeavor to help parents understand the school’s program as well as its purpose;
3. provide general information which will aid families in Christian growth and help them develop Christ-centered homes;
4. endeavor to assist parents in evaluating the changing culture, its effects on the home, and its implications for their children in light of the Bible; and
5. encourage families to be actively involved in a local evangelical church.

### **Matthew 18 Principle**

It is important in a Christian school that we follow the Matthew 18:15-17 principle, which should serve to keep the lines of communication and relationships open. Concerns at any level should be resolved amongst the parties involved. If they cannot, all parties should proceed to the next level. The appropriate chain of command to settle issues is: teacher, Principal, Headmaster, Board of Directors.

## **PARENT COMMITMENT**

I/we acknowledge my/our obligation to cooperate fully with the policies of Pioneer Valley Christian



Academy and to do my/our best to make Christian education effective in the life of each of my/our children.

I/we agree to pray earnestly for Pioneer Valley Christian Academy.

I/we will actively promote Pioneer Valley Christian Academy to other Christian families.

As able, I/we will participate in volunteer activities, fund-raising events, and be directly involved in the life of this school and will attend parent/teacher conferences, and new parent orientation sessions.

If my/our student should become involved in any trouble, or I/we disagree with any policy set by the school, I/we will work with the school according to Matthew 18:15, 16. I/we will not complain to another party but, in the spirit of meekness, will register only necessary complaints with the teacher, administrator, or party involved.

In the event my/our child becomes ill or is injured while under school supervision, I approve the school authorities' taking the following steps:

1. Contact the parent/legal guardian of the student.
2. In the event neither parent/legal guardian can be reached, contact the student's physician.
3. If the student's physician cannot be reached, the school authorities may use their own discretion in taking the student to a hospital emergency room.

## **HISTORY**

The Pioneer Valley Christian Academy, 965 Plumtree Road, in Springfield, was formerly known as the East Longmeadow Christian Day School. The School was conceived in 1970 by a group of concerned parents and leaders at the First Baptist Church, 50 Parker Street, East Longmeadow, Massachusetts, whose convictions led them to desire a Christian alternative to secular education.

The school was organized, chartered, and established in 1972, opening in September of that year in the First Baptist Church with eighteen students in grades 1-4, a headmaster, and one teacher.

In 1975, the First Baptist Church voted to donate the old First Baptist Church building at 93 Meadowbrook Road to the East Longmeadow Christian Day School. The Board of Directors engaged an architect to prepare plans for the complete renovation of the building to be used for high school students. East Longmeadow Christian Day School graduated its first class in the spring of 1980.

The 1983-84 school year posed a challenge with the need for ELCDS to relocate grades K-8. Grades 9-12 would remain at 93 Meadowbrook Road. After exploring various options, the school secured space in the Bethesda Lutheran Church for grades 6-8, and the Church of the Nazarene for grades 1-5. Although the two locations were in Springfield, it was a challenge administratively having the school in three different locations, but the parents remained committed to the school, and enrollment increased.

During the spring of 1984, negotiations were begun for the purchase of the Ursuline Academy, our present-day campus. The school was a modern facility, fully equipped, complete with a home on the 25-acre campus. It appeared that the purchase of the school would be financially impossible; but the parents, believing that nothing is too difficult for God (Jeremiah 32:17), joined together and pledged \$300,000 over three years to permit the administration to step out in faith for the \$900,000 purchase price. With much praise and adoration to the Lord, the school moved into the facility in August of 1985! The first year, enrollment increased from 135 to 225 students. PVCA was able to separate all the elementary grades,

and a preschool program was added. A library, gymnasium, cafeteria and science laboratory contributed much to school life.

During the ensuing three years, enrollment and the total program continued to grow. PVCA joined the New England Christian School Athletic Conference and increased its participation in the Association of Christian Schools International student activities. The school hired a Director of Development, Guidance Director, Administrative Assistant to the Headmaster, Director of Activities, and Principal to help ensure continued improvement in quality of the total school program. The Discovery Center (Educational Therapy), a service to students with learning differences, was established in 1987 and a Resource Room in 1989. In the 1989-90 school year, the administration, faculty, and staff completed the arduous task of self-study in preparation for accreditation. In October of 1990, visiting teams from both the Association of Christian Schools International and the New England Association of Schools and Colleges favorably recommended Pioneer Valley Christian Academy for accreditation. The School received accreditation from both organizations. During the 1991-92 school year, the Discovery Center underwent similar evaluation and was recommended for and received accreditation by the National Institute for Learning Disabilities.

Several months after the school took possession of the new property, a new roof was required to protect the investment. The Board made the decision to secure a second mortgage, to assist in this project and to secure the financial state of the school. In the following year, there was a significant drop in enrollment causing the Board to, once again, wrestle with fiscal responsibilities and the reality of a struggling economy. They promptly took steps to build enrollment and sought assistance with fund-raising. As enrollment stabilized and fund-raising succeeded, the second mortgage was paid and the first mortgage was reduced in large measure through the efforts of a Mortgage Reduction Committee established by the Board.

The school has been blessed with parents who are committed to Christian education. The Ondrick Construction Company cleared many acres of land, enhanced the playground area, created seven acres of athletic fields, including a baseball field and a quarter-mile track surrounding an 8,250-square-yard soccer field, constructed four tennis courts, and resurfaced the front circle and parking lot.

In the summer of 2002, the school expanded our facility with the addition of a new elementary wing, completing Phase I of the Four Phase Strategic Plan. The expansion included six classrooms, two of which have private restrooms, and a new boys' and a new girls' restroom. In August 2009, Phase II, the Center for Science and the Arts, was completed. It is a 17,000 square-foot facility that consists of 12 classrooms and an administrative office area for middle and high school principals, guidance director, and an administrative assistant. The classrooms include a science lecture room, science lab with chemical and equipment storage rooms, instrumental and vocal music classrooms, a computer technology lab, two structured study labs with an administrative office, an art classroom with separate rooms for equipment, supply storage, and a kiln, and four general-purpose classrooms. The new wing also provided lockers for all middle and high school students.

## **ACCREDITATION AND MEMBERSHIP**

Pioneer Valley Christian Academy is an interdenominational ministry, chartered by the Commonwealth of Massachusetts. It is accredited by the New England Association of Schools and Colleges and the Association of Christian Schools International.

The preschool is accredited through the Association of Christian Schools International and the New England Association of Schools and Colleges. It is a part of the Pioneer Valley Christian Academy

educational system and, therefore, is exempt from licensure by the Massachusetts Department of Early Education and Care. However, all preschool staff is expected to be familiar with the state regulations. The elementary principal and preschool staff review the regulations annually and make recommendations, if necessary, to the headmaster.

## **NON-DISCRIMINATORY POLICY**

Pioneer Valley Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate policy, financial aid, athletics, and other school-administered programs.

## **SECTION TWO – HOME AND SCHOOL COMMUNICATION**

### **INCLEMENT WEATHER**

When school is closed for inclement weather, all events for that day, including practices or evening activities, will be canceled unless otherwise notified. Our school typically follows the same guidelines as the Springfield School System for cancellations; however, the closing of school will be confirmed by the Pioneer Valley Christian Academy ONE-CALL NOW system, which is a recorded message that alerts school families by phone, as well as on the following local TV stations and websites:

TV Stations

WSHM – CBS TV Channel 3

[www.cbs3springfield.com](http://www.cbs3springfield.com)

WWLP – NBC TV Channel 22

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

WGGB – ABC & FOX TV Channel 40

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

### **SCHOOL CALENDAR**

An abbreviated school calendar is made available to the parents at the beginning of the each school year. Questions concerning the scheduling of events should be directed to the office.

### **PUBLICATIONS**

Parent Update – Information of important school events is published monthly and is emailed to parents and is available at the front office.

Eagle Express – A school-wide newsletter is published and mailed to parents, alumni, and friends of the school. The publication contains school events, updates, and activities, including a section dedicated to alumni news.

Yearbook (*The Eagle*) – The school yearbook is published annually.

### **TRANSPORTATION**

#### **Car Pooling**

We encourage parents to car pool. Upon request, the school will provide a list of families from a given area.

#### **Bus Transportation**

The city of Springfield provides bus transportation to any student who resides in Springfield. A Bus Request Form must be completed and submitted to the school office, who will then submit it to the bus company. The Springfield School Bus Department assigns a designated bus number, a drop-off, and pick-

up address to the students. A written request from the Principal must accompany any appeal for a bus change. The school has no jurisdiction over the busses or the bus stops; it is simply a liaison between the parents and the bus company.

## **BEFORE AND AFTER SCHOOL PROCEDURES**

### **Before school**

Early arrival supervision starts at 7:20 AM and is available for students whose parents, due to work schedules, must arrive early. Elementary students arriving early are supervised in the cafeteria; middle school and high school students are supervised in the gymnasium.

### **After school**

Bus students and carpool students should proceed directly to their ride after they are dismissed. Unless students are involved in supervised, after-school activities, they must leave campus after dismissal.

### **Extended Care**

Extended Care is provided for students in grades Preschool through grade 5 from 2:35 PM – 5:00 PM, for an additional fee.

## **STUDENT SALES**

Students are permitted, with discretion, to sell on campus when the item is a school-sponsored fundraiser. Sales associated with church projects or community projects are not permitted.

## SCHEDULES

### High School

Period 1	8:05 – 8:47
Period 2	8:50 – 9:32
BREAK	9:32 – 9:39
Period 3	9:39 – 10:21
Period 4	10:24 – 11:06
Lunch	11:06 – 11:34
Period 5	11:37 – 12:19
Period 6	12:22 – 1:04
Period 7	1:07 – 1:49
Period 8	1:52 – 2:35

### Middle School

Period 1	8:05 – 8:47
Period 2	8:50 – 9:32
Period 3	9:35 – 10:16
BREAK	10:16 – 10:26
Period 4	10:26 – 11:08
Period 5	11:11 – 11:52
Period 6	11:55 – 12:36
LUNCH	12:36 – 1:04
Period 7	1:07 – 1:49
Period 8	1:52 – 2:35

## CHAPEL DAY SCHEDULE

### High School

Chapel	8:05 – 8:45
Period 1	8:48 – 9:25
Period 2	9:28 – 10:05
Period 3	10:08 – 10:45
Period 4	10:48 – 11:25
Lunch	11:25 – 11:54
Period 5	11:57 – 12:34
Period 6	12:37 – 1:12
Period 7	1:15 – 1:52
Period 8	1:55 – 2:35

### Middle School

Period 1	8:05 – 8:45
Period 2	8:48 – 9:25
Period 3	9:28 – 10:05
Chapel	10:08 – 10:45
Period 4	10:48 – 11:24
Period 5	11:27 – 12:03
Period 6	12:06 – 12:42
LUNCH	12:42 – 1:12
Period 7	1:15 – 1:52
Period 8	1:55 – 2:35

## ELEMENTARY SCHEDULE

### Recess

M, T, Th, F	12:20 – 12:45
W	12:35 – 1:05

### Lunch

M, T, Th, F	11:50 – 12:20
W	12:10 – 12:35

## SECTION THREE – HEALTH

### Health Records

In accordance with Massachusetts State Laws, the following must be on file at the school:

1. an immunization record confirming all required immunizations; and
2. a record of a physical exam, dated within a year of admittance, of preschool, kindergarten, fourth, seventh, and tenth grade students.

Current health insurance card information and the student's medical history must be submitted in the Health section on RenWeb.

To be eligible to participate in a MIAA sport, the student must submit a dated physical examination form stating that the student has clearance to participate in competitive sports. The student is cleared for thirteen months from the written date on the examination form. All students are required to submit a signed Pre-participation Form and a Concussion Form, verifying that the student has read all the information regarding symptoms and signs of a concussion. PVCA will disclose this information to all parties who need it to provide health care to the student, including, but not limited to teachers, staff, coaches, EMT personnel, and attending doctors or nurses.

### Communicable Diseases

All communicable diseases must be reported to the nurse or the front office. Letters may be sent home to the parents of the students that have been exposed. Symptoms of the disease will be explained, as well as a treatment that should be used as a precautionary measure. Names of students will be kept confidential. If the condition warrants the student being absent from school, a physician's note may be required for the student to be permitted to return to the classroom.

### Illness/Injury

If a student becomes ill or sustains an injury at any time of the school day, he must obtain a pass from the teacher and report to the school nurse or front office. Every effort will be made to try and assist the student to feel better and retain the student in school, if at all possible. The nurse or the front office will contact a parent/guardian if the condition requires the student to be dismissed. These conditions include, but are not limited to: fever above 100 F, vomiting, diarrhea, probable communicable disease, or an inability to participate in academic endeavors. The student must follow the procedure for dismissal or disciplinary action could be taken. After collaborating with the parent/guardian and dismissal is agreed upon, arrangements will be made for the student's dismissal; however, no student will be permitted to walk home.

Every attempt will be made to contact the parent/guardian; however, it is the responsibility of the parent/guardian to communicate correct and up-to-date emergency medical information regarding medical conditions, emergency phone numbers, physician contact, etc.

Students must be fever free, without the aid of medication, for 24 hours before returning to school. In the unfortunate event of a serious injury or illness, a student's physician and/or 911 may be called by the school office.

### Medications

Medicines are to be submitted to and administered by the school nurse or the front office. Students are not to have any medications in their possession during school hours. Special permission may be given for Albuteral inhalers or Epi-Pens, with proper authorization. Cough drops or hard candies are not considered medications. With parental permission, medications under a physician's standing order, such as Acetaminophen, Ibuprofen, and Benadryl may be given to a student. All other medications must be submitted to the office with appropriate labeling of the medication: student name, dosage instructions, and prescription or authorization of medication administration.



## SECTION FOUR – FINANCIAL

### FINANCIAL POLICIES

1. A tuition and fees schedule is published annually in the spring for the following school year. The financial contract year (and all budget plans) begin July 1 and end June 30.

There are three basic payment plans available for your convenience:

- a. One annual payment, due July 31
- b. Two semi-annual payments, due July 31 and January 31
- c. An automatic payment plan budgeted over 12 months, beginning July 1 and ending June 30, is facilitated by FACTS Tuition Management, PVCA's online payment plan provider. *Please note: Families enrolling after July 1 must conform to the July 1 – June 30 FACTS payment schedule. Thus, families who enroll late are required to pay the previous month's tuition, beginning with July, before attending the new school year.*

#### RETURNING FAMILIES

For returning families, the prior payment plan will remain in effect unless the Business Office is notified of any desired change.

#### STUDENT ADMITTED AFTER OCTOBER 1

The annual tuition on a student admitted after October 1 will be pro-rated for the remaining school year.

2. When tuition accounts become delinquent (over 30 days past due) and/or the budget plan is not adhered to, PVCA Administration reserves the right to: assess late payment fees, withhold a student from attending class, prohibit the student from taking exams, deny the student from participating in voluntary field trips, and/or withhold transcripts.
3. Seniors may not be permitted to participate in senior graduation exercises or receive a diploma unless the family's tuition account is paid and all payments have cleared the school's account. Continued failure to meet financial obligations in a timely manner will result in administrative action to consider student dismissal and/or refusal of enrollment for subsequent semesters.
4. If tuition or fees are not paid by the end of the contract year, i.e., June 30, the family will be placed on an enrollment waiting list for the upcoming academic year.
5. The school reserves the right to request a credit report on any delinquent account. Accounts that are not current by the end of the contract year will be submitted to a credit agency.
6. A security deposit of 10% of the published tuition rate is required of newly enrolled students, Kindergarten students, and newly contracted Educational Therapy, TEACH, and/or Structured Study students. The security deposit is due upon the signing of the enrollment contract. It will be applied in the final year of attendance to the student's account balance or against the 10% cancellation fee if a signed contract is broken in an ensuing year. If student tuition has been paid in full, the security deposit will be refunded.
7. During the academic school year, a cancellation penalty fee of 10% of the prevailing published tuition rate will be charged for any student who withdraws after an enrollment contract is signed for tuition, Educational Therapy, TEACH, and/or Structured Study. (Please see Withdrawal Policy for more details).

8. If the Enrollment Contract is signed for the upcoming school year and a family decides to not return, written notification must be submitted by April 30 to avoid the cancellation penalty fee as described above.
9. The fee for a returned check or a denied electronic transfer is \$30.
10. There are no refunds on any fees (international or domestic, i.e., student and extended care).
11. Parents of enrolled as well as previously enrolled students are responsible for all tuition monies and fees, current and non-current.

### **WITHDRAWAL POLICY**

If a parent withdraws his/her student(s) during the academic year, the student(s) and parent(s) must meet with appropriate administrators and complete the following criteria before withdrawal is official.

1. Notify the school, in writing, the effective date of withdrawal.
2. Schedule an exit conference with administration.
3. Return all textbooks, library books, athletic uniforms (i.e. all school property). A fee will be assessed for all items not returned.
4. Finalize all account balances, including any fines and/or contract cancellation fees, as everything must be paid in full before transcripts will be released.
5. Request, in writing, an official transcript to be sent to the student's new school.

A cancellation fee (10% of the prevailing published tuition rate) will be charged to the account. Please note that tuition for the school year will be pro-rated and there are no refunds on previously paid fees.

All currently enrolled students will be considered enrolled for the upcoming and following academic years unless a written statement of withdrawal is submitted to the business office by April 30. Failure to inform PVCA by April 30 that the student is not returning will be considered a breach of commitment, incurring a cancellation fee consisting of 10% of the prevailing published tuition rate.

The security deposit, paid at the time of enrollment, will be applied to any account balance remaining at the time of withdrawal. When a student withdraws, the business office will prorate the tuition, calculate all outstanding incidental fees, add the cancellation fee, subtract all payments made on the account, and apply the security deposit against the remaining balance.

### **TUITION ASSISTANCE**

Please note that all tuition assistance (financial aid, TRIP, referral discount, alumni discount) must be procured and applied to the current school year tuition.

### **FINANCIAL AID**

PVCA utilizes FACTS Grant and Aid Assessment to evaluate whether a family qualifies (preschool students are not eligible) for financial aid. Applicants can apply by going to our school website and completing an application. FACTS requires a \$30 non-refundable application fee. PVCA will issue a \$30 refund when the enrolled family payment plan is finalized. The assessment from FACTS is submitted to PVCA, and our Financial Aid Committee evaluates the assessment on an individual basis and determines the final award. Applicants should expect to be notified within 2-4 weeks. A Financial Aid Application is required every year. Early submission is recommended due to the limited availability of aid.

A family becomes ineligible to maintain and/or receive financial aid if tuition is not paid in a timely manner, in accordance with the budget plan, or when an unpaid tuition account balance remains at the end of a school year.

### **TRIP – TUITION REDUCTION INCENTIVE PROGRAM**

TRIP (Tuition Reduction Incentive Program) is voluntary. Our school has partnered with Great Lakes Scrip Center which offers a wide selection of gift cards, from hundreds of retailers, that when purchased provide varying cash back percentages (depending on the retailer) applied directly to your tuition account. For additional information, please refer to the policies and procedures of the TRIP program located at the front office or on our website.

### **REFERRAL DISCOUNT**

Families of students who have enrolled and attended PVCA through June of the previous school year are eligible to receive a \$600 credit incentive as a direct result of their marketing efforts in enrolling a new student(s). The credit is applied in the second half of the school year, *i.e.* January. If a student enrolls after October 1, or withdraws during the school year, the referral credit will be prorated.

ALL the following terms and conditions apply for eligibility:

- ✓ the referring family must submit the required verification form, available at the business office;
- ✓ the newly recruited family must identify the family that referred them (only one referring family name can be identified) on their family application;
- ✓ no referral credit can be gifted or divided with another family;
- ✓ no referral credit is available for the enrollment of families that were previously enrolled at PVCA;

### **ALUMNI DISCOUNT**

Alumni Discount – A \$750 discount is available to graduates of PVCA, one per family, applied to the oldest enrolled student.

## **ADDITIONAL FEES**

### **J-TERM**

J-Term is a one-week class, during January, offering several options as well as travel opportunities for students, grades 9-12, which may require fees for materials and/or travel expenses.

### **LATE OR MAKE- UP EXAMINATIONS**

Late or make-up mid-term or final examinations are administered at the convenience of the school or teacher and may require a fee.

### **SATURDAY WORK DETENTION**

Accruing three detentions in a nine week grading period results in a Saturday work detention, from 8:00 AM to 12 Noon, which carries a fee of \$40. A Saturday work detention may also be implemented for misbehavior.

### **ACADEMIC SUPPORT SERVICES**

- **SEARCH & TEACH** is available for preschoolers (age 5 and up), kindergarteners, and lower elementary. This is an intensive program offering individualized instruction to build those neuropsychological skills necessary for progress in reading, writing, and spelling. There is no additional fee for the SEARCH assessment, mandatory to a student enrolling in the program. However, there is an additional fee for the TEACH services.

- **EDUCATIONAL THERAPY** is a one-on-one, therapy session designed to stimulate students' deficit areas in perception and cognition. A full battery of testing is required prior to enrollment. There is an additional fee for this service.
- **STRUCTURED STUDY** is individually tailored for the academic needs of students in a small group setting. There is an additional fee for this service.

### **AFTER-SCHOOL EXTENDED CARE – THE EAGLES' NEST**

Extended care is available for Preschool students through grade 5, for an additional hourly fee of \$5.00 per student, beginning at 2:35 PM and ending at 5:00 PM. We understand that there may be an occasional extenuating circumstance making it impossible to pick-up by 5:00 PM; therefore, there is a grace period extended until 5:30 PM. However, there will be a late pick-up fee of \$15.00 incurred, in addition to the hourly rate, after 5:30 PM.

## **SECTION FIVE – DISCIPLINE**

### **DISCIPLINE POLICY AND PROCEDURES**

#### **Purpose of the Discipline Policy**

1. to seek establishment of biblical principles in the philosophy of discipline;
2. to establish common understanding and accountability of acceptable behavior;
3. to provide communication among parents, students, and teachers;
4. to encourage students to take responsibility for their behavior; and
5. to institute procedures to be taken against unacceptable behavior.

#### **Philosophy of Christian Discipline**

It is vital that a Christian school have a coherent, comprehensive statement of philosophy, policy, and procedures for Christian discipline, based upon the principles and standards of the Bible we recognize as the Word of God, our only authority for faith and practice.

The primary objective for a statement on the philosophy, policy, and procedures for Christian discipline is the correct and proper development of Christian character and discipleship in the lives of students entrusted to the Christian school. The secondary objective is the establishment and maintenance of a consensus of understanding and agreement among students, parents, faculty, staff, and administration for a faithful, consistent discipline in every aspect in which the Christian functions. Among the purposes of Christian discipline are the following major objectives for our students:

1. to learn how to love in a world of selfishness;
2. to develop spiritual sensitivity in a society of cruelty;
3. to develop faithfulness in a society of irresponsibility;
4. to develop obedience to God in a society of rebellion; and
5. to develop holiness in a society of sin.

Discipline is both conceptual and behavioral. The Christian concept of discipline is that Christian behavior is what the word means Christ-like. Thus, the conceptual rationale for Christian discipline is obtained and derived from the teachings of Jesus and the Bible, specifically the commandments of God.

The behavioral dimension in the meaning of discipline is the recognition of the stages of growth and development in children and young people and their individual characteristics, differences, and needs.

This dimension of discipline includes Abraham Maslow's "hierarchy of needs" with appropriate correlations to Scripture: (1) physical needs, (2) security, (3) love, (4) self-esteem, and (5) self-actualization (achieving God's will and potential).

This rationale also includes the necessity for an understanding of Christian discipline for faculty and administration; that is, Christian adults who are charged with the responsibility to discipline students must be disciplined themselves to maintain Christ-like self-control, professional objectivity, and justice. This means that Christian adults are accountable to God for administering discipline for correction, not revenge; in love, not for personal reasons; consistently and impartially; in compassion and forgiveness; with understanding, care, and prayer for the spiritual, emotional, moral, and physical welfare of the student. All students are to respect the reasons, explanations, and expectations for any disciplinary policy, rule, or action as students are taught to respect God and authority.

Christian self-discipline is the "law of liberty." Authority is authoritative, not authoritarian, and its purpose is to reveal God. Therefore, when discipline is administered, it should be in accord with God's will and His nature.

There is a difference between the meanings of discipline and punishment. Discipline is based upon God's standards and expectations, and punishment is the judicious means for achieving the ends of Christian self-discipline.

Discipline, penalties, sanctions, and punishment are essential for civil order, and for individual and public safety. Therefore, rules and regulations are required to provide guidelines for those who wish to do right. Enforcement is required for those who do not know or care to do what is right.

### **Biblical Principles**

1. Discipline is God's requirement. Discipline is training (Proverbs 22:6). Discipline is necessary for learning (Proverbs 1:7).
2. Discipline is accepting God's commandments and doing them (II Timothy 2:2, 15; John 15:14; James 1:22).
3. Discipline is essential to society.
  - a. The powers, or authority, are ordained of God (Romans 13:1-4; Matthew 22:21).
  - b. The "Great Commission" (Matthew 28:18-20).
4. Discipline is in the best interests of the individual.
  - a. Be sure your sin will find you out (Numbers 32:23).
  - b. The wages of sin is death... (Romans 6:23).
  - c. They watch for your souls...(Hebrews 13:17).
  - d. Whoso loveth instruction, loveth knowledge; but he that hateth reproof is brutish (Proverbs 12:1; Proverbs 13:18, 24; Proverbs 15:10; Proverbs 23:13, 14; Job 5:17, 18; II Timothy 3:16, 17).
  - e. Discipline is for correction and not vindictive. It should be consistent, compassionate, and forgiving.
5. Discipline is required of Christians.
  - a. If any man will come after me, let him deny himself and take up his cross daily, and follow me (Luke 9:23).
  - b. Whosoever will save his life shall lose it; and whosoever will lose his life for my sake shall find it (Matthew 16:25).
6. Discipline is the law of love.
  - a. The first and second commandment (Matthew 22:36-40).
  - b. The Golden Rule (Matthew 7:12).

- c. The Lord disciplines those He loves (Hebrews 12:6-8; Revelation 3:19).
- 7. Discipline is required of parents and children.
  - a. Honor thy father and thy mother (Exodus 20:12).
  - b. Children, obey your parents (Ephesians 6:1-4).
  - c. Submitting yourselves one to another in the fear of God (Ephesians 5:21).
- 8. Discipline is required of servants and masters.
  - a. Servants, obey in all things (Colossians 3:22).
  - b. Masters, give unto your servants that which is just and equal (Colossians 4:1).

### **Objectives of the Discipline Policy**

- 1. to inspire and promote submission to authority as is right in God's sight;
- 2. to inspire and promote respect for all people as God's image bearers and to practice courtesy in everyday activities;
- 3. to provide experiences which promote or enhance a student's self-esteem;
- 4. to establish and maintain the necessary order for an optimum environment for learning;
- 5. to correct behavior which is disruptive or destructive to the learning environment;
- 6. to instruct by the appropriate use of positive and aversive reinforcement to assist students to learn accountability and the discipline of consequences.

### **Administrative Procedure**

- 1. At the beginning of each year, the Discipline Policy will be reviewed with students, teachers, and administrators.
- 2. Disciplinary action depends upon the seriousness of the offense and the student's previous discipline record.
- 3. Records will be kept in the office and will include the following: name and grade of the student, the date, a description of the offense, the disciplinary action that was taken, the name of the person administering the discipline, and verification that the parents have been notified.
- 4. The discipline given and the reason for it will be discussed with the student. The student will be encouraged to repent and seek forgiveness if others are involved.
- 5. Probation for behavioral or academic deficiencies may be given to provide a student with an opportunity to resolve the problem. Probation will be administered within the framework of the Probation Policy.
- 6. The length of suspensions shall be at the discretion of the Administration. Suspensions may be either in school or out of school.
- 7. Expulsion is by action of the Administration. This will be done only after careful examination of the offense and consultation with the parents, teachers, and the student.
- 8. If re-admission of the student is requested by the parents, it must be requested in writing to the Administration. A student will not be considered for re-admission until at least one full semester has elapsed after expulsion, and then only if there is real evidence of a changed attitude over a period of time.
- 9. Parents will be informed in serious instances of misconduct, which include social, academic, moral or cumulative offenses.

### **Specific Rules of Conduct**

Pioneer Valley Christian Academy reserves the right to suspend or expel a student for misconduct on or off the school campus. While the School has no control over student activity by students off campus, which is not School sponsored or supervised, misconduct may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

*School property, and the property of others, shall be protected.* Defacing or damaging School property, or the property of others, which is malicious or careless in nature, and which results in destruction or



damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian.

*Conduct and attitude shall be respectful.* Disruptions in class, unruly behavior, or repeated violations of prescribed School policy will not be permitted.

*Respect for authority* is expected of each student to any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.

Pioneer Valley Christian Academy reserves the right to conduct searches of any property, including automobiles on the school premises, by the Staff and Administration or the Springfield Police. Searches may include the use of law enforcement officers and canines specially trained in the detection of narcotics and/or firearms and explosives. If, during a search of the School and/or the School premises, any controlled drugs are discovered, an arrest may be made pursuant to the laws of the State.

### **Social Conduct**

In the relationship between young men and young women, care must be exercised to avoid actions that either cause temptation or give offence to others. Excessive attention to one person during school hours is not permitted. Wholesome relationships, however, are encouraged. Students should refrain from bodily contact that is inappropriate. The school reserves the right to discipline students with regard to any relationship which violates the school policies, is not conducive to Godly conduct, or is affecting the academic performance of the student.

### **Restricted Areas**

Students are not permitted to:

1. walk on adjoining properties without permission;
2. enter the school offices, faculty rooms, closets, the kitchen, and the basement; or
3. be in the locker rooms or the gymnasium unless they are in physical education classes, extra-curricular activities, or before and after school for the specific use of lockers.

### **Violation of Rules**

Any violation of school rules will subject the student to one or more of the following disciplinary actions.

### **Detentions**

Detentions, used only for grades 6-12, may be issued by the individual teacher or the appropriate Principal. Detentions could be administered for being late to class, failure to return signed test papers, or various other infractions.

1. The student is responsible to notify the parent of the detention prior to the date in which it would be served.
2. Parents or guardians who request that a student be allowed to postpone a detention, due to a prior commitment, must notify the school by noon on the day the detention is to be served. Administration reserves the right to honor or deny the request.
3. Detentions will be served on a designated day for a period of forty-five minutes.
4. Transportation must be arranged for the student serving detention.
5. Four detentions within a four week period will most likely result in a Saturday work detention, which requires a fee. A Saturday work detention will be implemented from 8:00 AM to 12:00 PM. Parents will be duly warned in writing when such action will be taken.

### **Means of Discipline**

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

*Mild* – generally administered by the teacher  
*Moderate* – administered by the teacher and/or Principal  
*Serious* – administered by the Principal and/or the Headmaster

### **Mild Disciplinary Action**

Individual teachers will employ their own methods in administering discipline in mild disciplinary cases. All methods will be consistent with school policies and may include missing recess, time out, cleaning a room, or writing an essay.

### **Moderate Disciplinary Action**

Moderate discipline is usually administered after the teacher has exhausted other methods of discipline. The teacher and principal will determine the discipline that would be appropriate to the infraction.

### **Serious Disciplinary Action**

Serious discipline is administered by the Principal or the Headmaster for a serious infraction of school policies resulting in suspension or expulsion.

### **Suspension**

Non-in house suspensions will generally take place the day after notification to the student and parents.

Suspensions may be given for a period of up to five days. A suspension is an unexcused absence from school. For every day of suspension, the student may earn a zero in each course.

Examples for which suspensions may be given are:

1. assaulting another individual while on school property, aboard buses, and at school functions;
2. using flagrantly abusive language, bullying, racial disrespect, and/or disrespectful conduct;
3. lying;
4. having any guns, firearms, knives of any type or size, or weapons on campus or in automobiles;
5. cheating on any test or assignment; in addition to suspension, the student will receive a zero on the test or assignment. Note: Plagiarism falls under the definition of cheating;
6. unauthorized use or entry of computer files is strictly prohibited;
7. skipping class or leaving the school without permission;
8. supplying, selling, or possession of any abusive substance; and
9. possession of pornography or computer/internet use of pornography.

### **Expulsion**

Expulsion, which is permanent dismissal from school, will be administered by the Principal and the Headmaster.

Expulsion may occur when any one of the following takes place:

1. possession or use of non-prescribed drugs of any kind or the misuse of any prescribed drugs of any kind, on or off school property. Any student suspended for drugs, rather than expelled, and is permitted to return to school will be required to enroll in a drug counseling and/or drug rehabilitation program. Regular reports will be required from the program counselor or director to the Principal or Headmaster;
2. selling or supplying prescribed or illegal drugs;
3. possession, consumption, supplying or selling of alcohol on school property or at school-sponsored events;
4. repeated violations of discipline that have resulted in suspension;

5. harassment, threats related to the school environment and/or to people, assault or battery of a teacher;
6. sexual misconduct which may include: physical conduct and/or contact of a sexual nature; pregnancy or the causing of pregnancy; homosexual behavior; verbal abuse of a sexual nature; sexual innuendoes and gestures;
7. computer, internet, cell phone, or electronic device use, including but not limited to, online journals such as Facebook, MySpace, Live Journal diaries, blogs, email, web pages, pictures, chat, texting, Twitter etc., that is deemed by the school administration to be immoral, harmful, threatening, demeaning, derogatory, defaming of the reputation and character of others, or other conduct and/or content that is inconsistent with school policies, biblical teaching and standards, or is in violation of local, state, or Federal law;
8. stealing;
9. possession or use of a knife or other weapon;
10. possession, transfer, sale, or discharge of any gun (including a starter gun, paint gun, air soft gun, BB gun, or pellet gun), firearms, or any other explosive device, of any type, whether loaded or unloaded, on school property or at any school-related activity;
11. other moral misconduct inconsistent with biblical teaching and the standards and policies of Pioneer Valley Christian Academy.

The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the state of Massachusetts) to the proper authorities and to press charges against the student if the situation should so warrant.

### **Re-admission or Continued Enrollment**

Any student expelled from school, will not be allowed to apply for re-admission for at least one calendar year. Re-enrollment would not be available until the Fall following the one calendar year out of school. The school reserves the right to deny re-admission to any student whose actions demonstrate that it is not in the school's best interest to allow the student to return.

## **BULLYING**

The school's objective is to create an atmosphere where all people will feel safe and loved, as Christ commanded (Mark 12:29-31).

Bullying shall be defined as the repeated use by one or more students of a written, verbal or electronic expression (cyber-bullying), physical act or gesture, or any combination thereof, directed at a victim that:

1. causes physical or emotional harm to the victim or damage to the victim's property;
2. places the victim in reasonable fear of harm to himself or of damage to his property;
3. creates a hostile environment at school for the victim;
4. infringes on the rights of the victim at school; and
5. substantially disrupts the educational process and the orderly operation of a school.

### **Reporting Bullying or Retaliation**

1. Reports of bullying or retaliation may be made anonymously, provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
2. Reports can be made in writing, by phone, or in person to a staff member or principal.
3. Any staff member receiving a report of, or witnessing bullying or retaliation, shall immediately inform one of the principals. The principal will then promptly investigate the incident(s) and:

- a. talk with those involved;
  - b. inform the parents of the victim(s) and the perpetrator(s) the incident and the actions that will be taken;
  - c. pray with those involved, seeking God’s intervention, guidance, and instruction;
  - d. develop a plan of restoration for both victim and perpetrator;
  - e. determine appropriate disciplinary actions in consultation with the Headmaster; and
  - f. notify the local law enforcement agency if the incident requires criminal charges to be filed.
4. The principal may not disclose to a parent any student record information regarding an alleged victim or perpetrator if the student is not the parent’s child.
  5. The principal may disclose a report of bullying or retaliation to a local agency without the consent of a student or his/her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of victims, student witnesses, and perpetrators to the extent practicable under the circumstances.
  6. The principal may disclose student record information about a victim or perpetrator to appropriate parties as well as law enforcement in connection with a health or safety emergency, or if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This provision is limited to instances in which the principal has determined there is an immediate and significant threat to the health and safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.
  7. A student or a parent may request a meeting with a principal about a bullying incident.
  8. Retaliation against a person who reports bullying is prohibited.
  9. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.
  10. Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment, or teasing because of the child’s disability, the IEP program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Scriptural instruction in assemblies and/or chapels shall be given to all students, based on the following passages, but not limited to: Colossians 3:12-17, Ephesians 4:31-32, Ephesians 5:1-2.

## **HAZING**

The following are the *Massachusetts General Laws* regarding “hazing” and are in keeping with the biblical principle of “loving your neighbor as yourself” (Matthew 19:19; 22:39; Galatians 5:14).

**CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY** Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress,

including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c665.

#### CH.269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c536; amended by St. 1987, c.665.

### **SECTION SIX - DRESS CODE**

#### **Philosophy of Christian Dress**

Christians should do everything in such a way as to bring glory to God. *Whatever you do, do it all for the glory of God. Do not cause anyone to stumble* (I Corinthians 10:31, 32).

#### **Purpose of Dress Code**

- To establish a policy of modest dress according to scriptural guidelines (I Timothy 2:9);
- To help students understand what it means to dress in a manner that is **neat**, orderly, and not offensive; **modest**, not drawing attention to one's body; and **appropriate** or suitable for a particular purpose, person, or occasion;
- To encourage a dignity appropriate for the school setting and appearance that is consistent with the school's mission and values. (I Peter 3:3, 4).

#### **General Guidelines**

Students should come to school dressed neat, modest, and appropriate, according to the Dress Code, and remain in dress code until departure. If a change of clothing is needed for work or an activity that follows school hours (sports, extra-curricular activities), the student must not change until immediately before departure.

The faculty and staff will hold students accountable to the principles of the Dress Code. When a student is observed by a teacher or the Principal to be in violation of the dress code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations.

#### **Student Activities (after-school or evening events)**

Students attending a school event must abide by the neat, modest, and appropriate dress code or wear school uniforms.

#### **Field Trips and Special Events**

Field trips and special events require regular uniform attire unless specified otherwise

#### **Violation Procedure**

When a student violates the dress code, the teacher will send a Dress Code Violation Slip home with the student, and contact the parent/guardian when appropriate. If the violation is severe (immodest or inappropriate), the student may be removed from the class and the parent/guardian will be contacted with a request for a change of clothing.

## **Guidelines for Preschool students:**

- Children must wear clothing that they can manage without assistance
- Shorts underneath skirts are recommended as children frequently sit on the floor for activities
- No sandals that slide off easily or flip flops – sneakers are best

## **Guidelines for Kindergarten – Grade 5**

### **SHIRTS**

Short or long-sleeved, solid-colored polo shirts (no logo larger than a quarter)  
Solid-colored, long-sleeved t-shirts or turtlenecks may be worn underneath a short-sleeved polo.  
For cooler weather, students may wear solid-colored cardigan or pullover sweaters over a polo shirt.

### **PANTS**

Modest-fitting, solid-colored (no athletic wear)  
Modest-fitting, plain, not ripped or faded denim jeans  
Modest-fitting, knee-length, shorts or cropped pants (no athletic wear)  
*Jeggings, leggings, skinny pants, pajamas pants, and yoga pants, are not part of elementary dress code*

### **SKIRTS**

Knee-length or longer, non-denim, non-form fitting  
Skirts must be worn with solid colored polo shirt

### **HAIR**

Clean, neatly styled/maintained hair, eyes must be visible  
No unnatural hair color

### **MISCELLANEOUS**

No outdoor jackets during school hours  
No visible tattoos  
No visible body-piercings or facial piercings, with the exception of pierced ears for female students  
No band-aids or clear plugs covering visible piercings  
No hats or head coverings  
Male students must wear neck chains inside clothing

If there are questions concerning dress code, the student must see their teacher. The Administration reserves the right to make a final determination regarding any and all dress code compliance.

## **Middle and High School Dress Code**

**SHIRTS** – all polo shirts, sweaters, and fleeces **MUST** be purchased through the designated supplier of uniforms

Students may choose from the following:



- Short or long-sleeved uniform polo shirts (a solid-colored, long-sleeved t-shirt or turtleneck may be worn underneath a standardized, uniform-issued short-sleeved polo).
- Uniform sweaters (a solid-colored uniform shirt must be worn underneath the cardigan sweater – tank tops and camisoles are not acceptable).
- V-neck, uniform sweaters may be worn with a solid-colored, crewneck t-shirt, solid-colored turtleneck, or uniform polo underneath.
- Uniform fleece jackets may be worn over a uniform shirt or sweater.

PANTS – Purchased through your choice of store or through the designated supplier of uniforms

- Modest-fitting, solid-colored pants (no denim or athletic wear)
- Modest-fitting, solid-colored, knee-length shorts or cropped pants (no denim or athletic wear)  
*Jeggings, leggings, skinny pants, pajamas pants, and yoga pants are not permitted*

#### SKIRTS

- Knee-length or longer, non-denim, non-form fitting skirts

#### HAIR

- Clean, neatly styled/maintained hair, eyes must be visible
- Facial hair must be neatly trimmed
- No unnatural hair color

#### MISCELLANEOUS

- No outdoor jackets during school hours
- No visible tattoos
- No visible body-piercings or facial piercings, with the exception of pierced ears for female students
- No band-aids or clear plugs covering visible piercings
- No hats or head coverings
- PVCA athletic wear (hooded sweatshirts, uniforms, warm-ups) are not acceptable
- Male students must wear neck chains inside clothing

DRESS DOWN DAYS – The following is permitted, under the guidelines of neat, modest, and appropriate:

- Hats
- T-shirts, sweaters, and sweatshirts
- Jeans that are not ripped in any way

If there are questions concerning dress code, the student must see the homeroom teacher. The Administration reserves the right to make a final determination regarding any and all dress code compliance.

#### **Violation Procedure**

Dress code violations will receive a written discipline slip, and the discipline notice will be carried by the student for the day so as to avoid repeated disciplinary action. However, offenses that have been corrected and repeated later in the day will be written up as often as the offense occurs in the day. If the violation is severe (immodest or inappropriate), a call will be made to the parents informing them of the violation and

the student may be removed from class. The student will remain out of class until the parents bring the proper attire to school. Students inappropriately dressed will be held responsible for all work missed while out of class. Repeat offenses or non-compliance will require more serious action. The first dress code violation will result in a dress code detention. Subsequent violations may result in a Saturday detention, probation, or suspension at the discretion of the principal.

## **SECTION SEVEN - ACADEMICS**

### **CURRICULUM**

#### **Preschool**

Activities in the preschool program foster a young child's growth in the areas of social, emotional, academic, and large and small motor development. All this is within the framework of a Christian environment, which promotes and strengthens each child's God-given abilities. The curriculum includes learning centers focusing on introduction to Bible themes, language arts activities, fine and gross motor activities, art, dramatic play, sensory play, and investigative science. The program is based on weekly and monthly themes.

#### **Kindergarten**

A developmental philosophy focuses on each child's preparation for success during the elementary school years. The program includes Bible, language, math, reading readiness, phonics, music, art, and physical education. Children must be five years of age by September 1, to be enrolled in kindergarten.

#### **Elementary (grades 1-5)**

The courses offered in grades 1-5 are Bible, language arts, spelling, mathematics, science, social studies, handwriting, and the Foundations and Frameworks reading program. The students participate in music, art, physical education, technology, and library at specified times outside the regular classroom.

#### **Middle School (grades 6-8)**

The courses offered in grades 6-8 are Bible, reading, language arts, mathematics, science, social studies, and spelling. The students participate in music, art, physical education, technology, and/or library at specified times outside the regular classroom.

#### **High School (grades 9-12)**

The courses offered in grades 9-12 are Bible, English, social studies, science, math, and foreign language. Music, art, and yearbook are offered in grades 9-12. Advanced placement courses in English and math are available. Mid-term and final exams are administered in most courses.

### **SUMMER READING**

The purpose of the summer reading program is to maintain the child's reading level, speed, and proficiency in word recognition and comprehension skills. Elementary students must submit a record of the books read to the classroom teacher on the first day of school. Middle and High School students receive a list of assigned reading selections, to be completed upon returning to school.

## GRADING

### Early Childhood Reports

Parents receive an annual report for preschool students outlining characteristic behaviors relating to the child's development and readiness in the learning process.

### Middle and High School Progress Reports

Middle and High School teachers complete progress reports for their students mid-way through each quarter; reports are available on the Parent Portal of RenWeb, our Student Management Software.

### Report Cards

Report cards are issued four times a year in kindergarten through grade twelve. Grade 1-12 report cards are available on the Parent Portal of RenWeb, our Student Management Software.

### Incompletes

If an *incomplete* is reported in a course, the work must be made up no later than two weeks after the term, otherwise the student will receive an "F". The principal reserves the right to grant an extension of time due to extenuating circumstances.

## GRADING SYSTEM

Letter Grade	Number Range	Standard	Honors	AP
A+	98-100	4.33	4.83	5.33
A	93-97	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D	65-69	1.00	1.50	2.00
F	Below 65	0.00	0.00	0.00

### Exams

1. Two mid-term and two final exams are given to the eighth grade students.
2. A mid-term and final examination will be given in the high school for most courses.
3. Seniors will be exempt from second semester finals if they have maintained an A- or above in each quarter for the entire year.
4. High school students need to be present only during exam periods. Students may leave the premises during unassigned exam blocks.
5. The length of the examination period is ninety minutes.
6. Parents and students are encouraged not to schedule appointments during semester exams.
7. A fee may be charged for missed exams due to unexcused absence.

### Honor Roll

1. The academic honor roll is published after each quarter.
2. The following categories will be recognized:
  - A's – high honors
  - A's and B's – honors

## **Academic Ranking of Students**

A student's honor and rank in the class will be determined by multiplying the assigned weight of the course by the numerical grade equivalent to determine the number of quality points to be assigned to his present grade.

## **Permanent Records**

1. Permanent records for students are kept in the office and include scores from standardized tests, grades, special achievements, teacher evaluations, and other pertinent information.
2. Information from the permanent records is not released outside the school without parental permission.

## **Promotion and Retention**

At the end of each year, each student will be placed in one of three categories:

1. Promoted – Students who have successfully completed the academic material for the year will be promoted to the next grade.
2. Retained – Students unsatisfactorily completing the academic material for the year and needing to go through the material again for mastery will be retained.
3. Probationary Promotion – Students who have not totally completed the material for the year, and for whom retention would not be in their best interests, will be placed on probationary promotion. Students will be given one quarter to prove that they can accomplish the work that is required to be promoted to the next grade level.

## **Promotion Policy**

### Grades K-3

At these levels, promotion depends, to a considerable extent, on the teacher's observation and assessment of the child's total development as well as the acquisition of basic skills. Final decisions regarding retention will be determined by conferences among teachers, parents, and administrators.

### Grades 4-12

1. A letter grade is given.
2. A student in the elementary and middle school level receiving two final grades below 65 may result in the student being retained.
3. Summer tutoring or course work, approved by the administration, with evidence that the student has acquired necessary skills and/or a passing grade, may allow promotion.
4. High school students, who have failed a course, are required to retake the course the following year, or in summer school, with the approval of the Administration.

## **DROP/ADD**

High School students may drop a course by completing a drop/add form within two weeks of the beginning of the semester without penalty. If a course is dropped within the first nine weeks of the semester, the grade will be recorded as "withdrawn." A course dropped after nine weeks, will be recorded as "withdrawn/failing" or "withdrawn/passing." No credit is given to a course from which a student is withdrawn.

Withdrawal from a class or addition of a class beyond the two week drop/add period requires the following procedure:

1. discussion with parents and teachers;
2. consult the Guidance Counselor and the Principal;
3. obtain teacher's permission to enroll in new course, if applicable;
4. request a Drop/Add Form from the school office, complete the student section, obtain all required signatures, in order, and return all classroom books to the teacher of the withdrawn class.

## **STANDARDIZED TESTING**

The Terra Nova Test is administered in the spring to grades 2-11.

## **SECTION EIGHT – ATTENDANCE**

### **Attendance and Punctuality**

1. Attendance is required in all classes and study halls to which students are assigned. Absence from more than ten class periods per semester per course in the middle and high school may result in loss of credit for that course unless the Principal or Headmaster acts in extenuating circumstances. In order for students to retain credit for the class, a project is assigned by the teacher which is commensurate to the amount and quality of the work that was missed.
2. The school reserves the right to hold absence and tardiness unexcused except in case of illness, death in the family, unforeseen emergency, medical appointment, or prior arrangement with the Principal or Headmaster.
3. If students miss more than half a class period, they will be counted absent, whether tardy or dismissed early.
4. Students arriving after 11:00 AM or dismissed before 11:00 AM will be considered absent for that day.
5. Unexcused absence may result in detention, or suspension, if so determined by the Principal or Headmaster.
6. Students in grades 6-12, with three unexcused tardies, within a quarter, will be required to serve a detention.
7. Pre-arranged absence does not necessarily imply approval of the reason(s) for absence.
8. In order for students to participate in afternoon or evening activities, students must arrive no later than 11:00 AM, unless the late arrival was prearranged with the office.
9. Prearranged approval must be obtained from the appropriate principal if a student who is planning on participating in afternoon or evening activities is absent.

### **Tardy and Early Dismissal Procedure**

1. All students who arrive after school begins must sign in at the office and receive a tardy pass. Whenever students are absent or tardy, the parent must call the school office or write a request to excuse the student, stating the specific reason for the absence or tardiness.
2. Early dismissal students must submit the request to the office, in writing, before school, so that they may receive an early dismissal pass. Students who do not have written consent to leave may have a parent/guardian call the office so that the school may issue a dismissal pass. At the time of departure, the student should present the pass to the classroom teacher and sign out at the office.

### **Vacation Absence Procedure**

1. While school is in session, the school discourages students from taking extra days off.
2. If absences are necessary, the student must procure an absence form from the office and complete it before the time of absenteeism.
3. Work must be made up at the initiative of the student after returning unless previously arranged with the teacher. However, the teacher is not responsible for getting the work together for the student before the vacation.
4. The student is responsible to complete the work within a specified time after the trip, or receive a failing grade on all work missed.

### **Truancy/Suspension**

Deliberate absence without parent's knowledge and permission will result in a grade of "F" in each class missed with no make-up of work, and the student will be dealt with by the Principal. The teacher may require the student to make up the work without credit.

### **Make-up Work for Involuntary Absences**

1. Students, who are absent due to illness or an unforeseen emergency, will be required to work with the teachers to make up the missed work.
2. The student will be given twice the amount of time which they missed to make up the work (e.g., if absent two days, student has four days for make-up).
3. If a student misses only the day a test is given or an assignment is due, he is responsible to make up the work the first day he returns. An exception to this would be if the parent wrote a note stating that the student was unable to study during the illness; the test could be delayed one day at the discretion of the teacher.
4. The student shall receive full credit for make-up work, unless it is turned in past the deadline stated above. Work not turned in on time will be reasonable cause for detention. This applies for both regular homework and make-up work. Students can expect grades to be lowered on unexcused late work.

### **Make-up Work for Voluntary Absences**

1. When a student is absent, it is the responsibility of that student to make up missed work.
2. If a project is due on the date of an absence, unless it is submitted prior to the absence, teachers reserve the right to mark the project late and, thus, lower the grade.
3. Make-up work can be done after school, at home, or during study halls. All make-up work must be completed within a specified amount of time, determined by the teachers and or principals, or a failing grade will be given.
4. If school absence is approved in advance by administration, the teachers may give assignments to the student prior to his leaving. Teachers are not required to give any oral work that was missed but may give written work and tests for make-up work.

## **SECTION NINE – CO-CURRICULAR**

### **Eligibility**

1. Students must secure, during the last marking period preceding the activity, a passing grade in all courses to participate in any co-curricular activity.
2. To be eligible for the fall marking period, students are required to have passed each course in the previous academic year.
3. During the season of the activity, the director of the specific activity reviews the progress reports that are sent home by the school. Students who are deficient on the school progress reports will



receive weekly feedback regarding their progress. After the first week, if grades do not improve, the students are allowed to practice but not to participate in games.

4. Students who are ineligible for two consecutive weeks, may not attend any practices for one week, and must regain eligibility by the next Friday's eligibility check. If they are not eligible on the third check, they are removed from the team or activity.
5. If students lapse into ineligibility a second time in the course of a particular sport or activity, removal from the team or group will result immediately.

### **Ineligibility for Class Office**

In order to hold a position as a class officer, the student must have a minimum average of "C" in all subjects. Students' grades that fall below a "C" average would become ineligible, and a new election for that position would be necessary. A student on probation is ineligible for any office for the remainder of the year.

### **Field Trips**

1. Attendance is required for all field trips assigned by the teacher.
2. A permission form, explaining the objectives of the trip, must be signed and returned to the appropriate teacher in order for a student to participate in the field trip.
3. Students are required to dress according to the dress code policy.
4. The family tuition account must be current to participate in non-required field trips.

### **Class Meetings**

Class meetings are held as needed to conduct class business. Student officers are in charge of the meetings; however, the class advisor must be present for all meetings. The class advisor serves as the liaison between the class officers and the administration.

### **Student Government**

**Class Officers** - officers from each class are elected in the spring for the succeeding year: president, vice-president, secretary, treasurer, and Christian Life Director. Guidelines for officers are available through the High School Principal.

### **Student Council**

The Student Council is composed of high school class presidents, a Christian Life Director, one from each class, and one or two class representatives. The election of Student Council officers takes place at the beginning of each year; it includes the election of a president, vice-president, secretary, and a Christian Life Director. The Student Council convenes once a month for meetings to discuss various school related issues.

## **SECTION TEN – COLLEGE PLANNING**

### **Guidance**

The Director of Guidance is available to assist all students and their parents in areas of personal concern. The Director works with juniors, seniors, and their families in preparing students for their future. Seniors are encouraged to make application to the college of their choice early in their senior year.

### **College Planning**

1. Seniors meet with the Director of Guidance to review post-high school plans.
2. An annual meeting is held, for interested parents, to discuss college entrance and financial aid.
3. Juniors and seniors are encouraged to visit colleges; however, notification should be made with the principal in advance.

4. Several college representatives visit the school throughout the year. Juniors and seniors are encouraged to confer with them during their lunch period.
5. The school provides juniors and seniors with the opportunity to attend a Christian College Fair each fall.

**College Transcripts** – Written requests for transcripts should be submitted to the school office two weeks in advance of the date needed.

**College Board Examinations** – The SAT and ACT are administered at designated times during the year at several locations in the area. Juniors are encouraged to take the tests in the spring. Students enrolled in advanced placement courses are required to take the respective AP tests. Information is disseminated through the Guidance Office.

### **Standardized Tests**

1. The PSAT is administered to sophomores and juniors in the fall.
2. The Armed Services Vocational Aptitude Battery test (ASVAB) is administered in the spring to juniors to assist them in vocational aptitude and career choices.
3. When appropriate, vocational testing is administered through the Guidance Office.

## **SECTION ELEVEN – ACADEMIC SUPPORT SERVICES**

When a child struggles with attaining success in the classroom, Pioneer Valley Christian Academy offers three programs to assist the student: Educational therapy, SEARCH & TEACH, and Structured Study. These programs are designed primarily for students with average to above average intelligence who are diagnosed with a learning difference, or evidence learning inefficiencies in the classroom. Classroom accommodations may be made when requisite testing deems it necessary for success in the classroom. Additional tuition is required for each of these services.

### **Educational Therapy – Grades 2-12**

Educational Therapy was developed by the National Institute for Learning Development (NILD) in Norfolk, Virginia for students with learning differences. Our educational therapists are trained in the techniques specific to this program. Educational Therapy is a one-on-one, intervention program designed to stimulate a student's deficit areas in perception and cognition. The goals of the program are to enable the student's achievement to be commensurate with his potential, as well as enable the student to become independent and successful in the regular classroom.

Prior to enrollment, educational and psychological (*WISC-IV*) testing must be completed to document the existence of learning inefficiencies. Based on that information, an individualized educational therapy program will be implemented.

Students receive homework requiring parental involvement. Therapy sessions occur twice weekly for eighty minutes each session. Students are excused from their regularly scheduled classes. Re-testing occurs annually and the *WISC-IV* is re-administered every three years.

### **SEARCH & TEACH - Ages 5-6**

SEARCH & TEACH is a program developed by NILD, to locate young children vulnerable to learning failure and to offer educational intervention before failure has occurred. The program is a prescriptive

approach designed to prevent problems by building those neuropsychological skills necessary for progress in reading, writing, and spelling.

SEARCH, the first part of the program, enables the trained teacher to identify children who are at risk for learning problems and to assess strengths and weaknesses in those skills basic to school learning. TEACH provides a range of learning activities from which the trained teacher can select those appropriate to the individual profile of assets and deficits which the scanning by SEARCH has revealed.

### **Structured Study – Grades 6-12**

The goal of Structured Study is to provide academic support specific to the classroom via a small group setting. The Structured Study program focuses on reviewing classroom concepts, teaching study habits and test-taking skills, and developing responsibility in the timely completion of assignments. The program provides opportunity for students to learn accountability and self-advocacy. Middle school students may be removed from study halls or a course for this program, whereas high school students are scheduled during study halls.

## **SECTION TWELVE – HIGH SCHOOL GRADUATION REQUIREMENTS**

To fulfill the graduation requirements for Pioneer Valley Christian Academy, each student must complete a minimum of twenty-two credits, plus J-term courses, when offered. Please note that many colleges have their own specific requirements. Students are responsible for knowing the requirements of any colleges to which they may be applying.

Any student receiving a B- or above is required to proceed to the next level course, schedule permitting. There may be extenuating circumstances that the administration reserves the right to excuse a student from advancing to the next level, such as other required courses or a scheduling conflict. It is also listed under #2 under course prerequisites.

All students in a high school college preparatory track, beginning in the fall of 2016, will be required by four-year Massachusetts state colleges to complete 4 credits in mathematics. Required courses are Algebra I, Algebra II, Geometry or Trigonometry, or comparable coursework. All seniors will be required to take a mathematics course. Algebra I-A and Algebra I-B are equivalent to a one-year course.

The class of 2018 will be required to take 4 credits of Social Studies.

<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
Bible	4.00	Science	3.00
English	4.00	Physical Science	1.00
Social Studies	4.00	Biology	1.00
Government	.50	Science Elective	1.00
Economics	.50	Physical Education	1.00
U.S. History	1.00	Fine Arts	1.50
World History	1.00	Service Hours	.00
Sociology	1.00	J-Term (if offered)	.25
Mathematics	3.00		
Foreign Language	2.00		

Programs of transfer students are individually evaluated.

**Course Prerequisites grades 6-12**

1. All students must pass the required prerequisite courses in order to advance to the next level.
2. A student receiving a B- or above is required to advance to the next level. An exception is made when a student is taking additional courses, (permission of administration is required) or there is a scheduling conflict.
3. A student taking College Prep Chemistry must have passed or be currently enrolled in Algebra II. Physics students must have passed Advanced Math.
4. Students are offered the opportunity to take Honors and AP Courses based on their grades, standardized test results, writing samples, and teacher recommendation.

**Credits**

1. All high school students are required to take a minimum of five academic courses each semester. Enrolling in art, or choir as a fifth major course must have the approval of the principal.
2. A student may not have more than ten study halls a week.
3. The course load and schedule of each student must meet the approval of the Administration.
4. Students enrolled in the Discovery Center will be given a full course credit for the year.
5. Students who fail a required academic course are required to make-up the course work and receive a passing grade in order to receive credit.

## COURSE REQUIREMENTS

### **Freshman**

Bible  
 English  
 English 9 or  
 Math  
 Algebra I-A  
 Algebra I  
 Geometry  
 Foreign Language  
 Spanish I  
 Physical Science  
 World History  
 Physical Education

### **Sophomore**

Bible  
 English  
 English 10  
 Math  
 Algebra I-B  
 Algebra II  
 Geometry  
 Foreign Language  
 Spanish II  
 Biology  
 Government (.5)  
 Economics (.5)  
 Physical Education

### **Junior**

Bible  
 American Literature  
 U.S. History  
 Physical Education

### **Senior**

Bible  
 British Literature  
 Sociology  
 Physical Education

### ***Electives***

Art  
 Choir  
 Yearbook

### ***Electives***

World History  
 Art  
 Choir  
 Yearbook

### ***Electives***

Honors American Lit  
 Algebra II  
 Geometry  
 Advanced Math  
 Chemistry  
 Spanish I or III  
 Art  
 Choir  
 Yearbook

### ***Electives***

AP English  
 AP Calculus  
 Advanced Math  
 Algebra II  
 Geometry  
 Statistics  
 Anatomy  
 Physics  
 Chemistry  
 Spanish II or IV  
 Geography  
 Art  
 Choir  
 Yearbook

### **Co-curricular Opportunities**

Drama Productions  
 Sports  
 Book Club

National Honor Society  
 Peer Groups  
 Worship Team

Student Officers

## SECTION THIRTEEN – AWARDS

### Senior Awards and Scholarships

#### Valedictory Award

The student with the highest academic standing, and a minimum GPA of 3.33, in the senior class will be designated as the class valedictorian. Academic rank will be based on the completion of 15 marking periods, beginning with the freshman year. A transfer student must attend PVCA at least 7 quarters in order to qualify for the valedictorian position.

#### Salutatory Award

The student with the second highest academic standing, and a minimum GPA of 3.0, in the senior class will be designated as the class salutatorian. Academic rank will be based on the completion of 15 marking periods, beginning with the freshman year. A transfer student must attend PVCA at least 7 quarters in order to qualify for the salutatorian position.

#### Daniel Award

This award is given to a senior who can be counted on to do the right thing regardless of the circumstances. The student exhibits a high degree of integrity, responsibility, reliability, generosity, helpfulness, discretion, discernment, purity, commitment to God, and spiritual sensitivity.

#### Eagle Award

This award is given to a senior athlete (one male and one female) for their athletic ability, inspirational leadership, and Godly conduct in competition.

#### Fine Arts Award

This award is given to a senior who exhibits outstanding ability and leadership, in art, drama, or music.

#### Timothy Award

This award is given to a senior who, in the opinion of his classmates, best exemplifies the qualities of I Timothy 4:12: “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.”

#### Aaron Award

This award is given to a senior who exhibits a servant’s heart and ministry to classmates, staff, and faculty.

#### John Mark Award

This award is given to a senior who displays significant spiritual and personal growth throughout the year.

### Middle and High School Awards

#### Academic Excellence Award

This award is given to a student who maintains an A average three out of the four quarters in a specific class, or maintains an A average for a half-year course.

#### Overall Academic Award

This award is given to a student who has maintained an A average in three or more major subject areas for three out of the four quarters of the year.

#### Overall Academic Excellence

This award is given to a student who has maintained an A average in every subject area for three out of the four quarters.



## **NATIONAL HIGH SCHOOL HONOR SOCIETY – WILLIAM J. BRYCE CHAPTER**

Students must be academically eligible in order to apply for National Honor Society (NHS) membership. Application includes information pertaining to specific criteria, provided by the applicants, which is then reviewed by the faculty and the NHS selection committee in order to determine eligibility for membership.

### **Process**

1. Students and their parents are notified by mail regarding eligibility for NHS, which is based on grade point average and period of enrollment. Transfer students must have completed a minimum of six quarters at PVCA to be eligible. Independent study programs are not included in establishing honors.
2. Students who wish to pursue nomination must complete and submit the Student Activity and Criteria Forms.
3. Faculty members submit a review of the student using the Criteria Form.
4. The forms from students and faculty are collated and submitted to the NHS selection committee for review.
5. The NHS selection committee considers all relevant information and then votes as to whether or not to grant candidacy.
6. Students and parents are notified of the results in writing.
7. If a student or parent is dissatisfied with the results, an appeal can be made to the high school principal.

### **Criteria**

Scholarship – Juniors and Seniors with an overall grade point average of 3.00 or higher are eligible to apply for the National Honor Society.

Leadership – Leadership roles in both the school and community are considered, when verification is provided.

The student who exhibits leadership:

1. is resourceful in proposing new problems, applying principles, and making suggestions;
2. demonstrates initiative in promoting school activities;
3. exercises positive influence on peers in upholding school ideals;
4. contributes ideas that improve the civic life of the school;
5. is able to delegate responsibilities;
6. inspires positive behavior in others;
7. demonstrates academic initiative;
8. successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability;
9. is a leader in the classroom, at work, and in other school or community activities;
10. is thoroughly dependable in any responsibility accepted; and
11. is willing to uphold scholarship and maintain a loyal school attitude.

Service – Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. The student's attitude toward service may be considered for review.

The student who serves:

1. volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice in order to offer assistance;
2. works well with others and is willing to take on difficult or inconspicuous responsibilities;
3. cheerfully and enthusiastically renders any requested service to the school;
4. is willing to represent the class or school in inter-class and inter-scholastic competition;
5. does committee and staff work without complaint;
6. participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, and volunteer services for the elderly, poor, or disadvantaged;
7. mentors persons in the community or students; and
8. shows courtesy by assisting visitors, teachers, and students.

Character – A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Positive and negative aspects of character may be considered for review, as well as a student’s disciplinary records.

The student who exhibits good character:

1. takes criticism willingly and accepts recommendations graciously;
2. consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability);
3. upholds principles of morality and ethics;
4. cooperates by complying with school regulations concerning property, programs, office, halls, etc.;
5. demonstrates the highest standards of honesty and reliability;
6. observes instructions and rules, is punctual, and faithful, both inside and outside the classroom;
7. has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies;
8. manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others; and
9. actively helps rid the school of bad influences or environment.

**NHS Members:** All NHS members are to maintain the standards by which they were selected, attend any meetings of the NHS chapter throughout the year, and perform both individual and chapter service projects throughout the year. The NHS selection committee may revoke this honor from students who fail to maintain the standards by which they were initially selected.

### **NATIONAL JUNIOR HONOR SOCIETY – HAROLD C. DUFF CHAPTER**

1. Students in grades seven and eight with an overall grade point average 3.00 or higher are eligible to apply for the National Junior Honor Society.
2. Transfer students must have completed a minimum of six quarters at PVCA to be eligible.
3. Five categories will be considered: Character, Service, Leadership, Scholarship, and Citizenship.
4. Candidates are chosen based on the criteria set forth by the National Honor Society standards.
5. The final selection of candidates for the National Junior Honor Society will be made by the Middle School Faculty.

Please refer to the above criteria for High School.

## SECTION FOURTEEN – SERVICE PROGRAM

### **Extra Mile Ministries Service Program - Matthew 5:41**

Service is an important part of a comprehensive Christian education. Scripture tells us that we should serve one another in love (Galatians 5:13) and bring glory to the Father. Scripture also teaches us to “Let your light shine before men that they may see your good deeds and praise your Father in Heaven” Matthew 5:16. As followers of Jesus Christ, we should always strive to serve others.

### **Guidelines**

Seventy-two service hours are a requirement for graduation. Examples of service opportunities are listed in the four categories below: church, missions, school, and community.

Annual service hour requirements:

Grades 9-10 8 hours per semester (16 per year)

Grades 11-12 10 hours per semester (20 per year)

Students may begin working on fall service hours during the summer, and spring service hours beginning in January. Service hours, beyond the required amount, may not be carried over from the first semester to the second semester. Documentation for completed service hours must be submitted in January and May to the high school office.

### **Categories for Christian Service**

**Church** – opportunities could include, but are not limited to: voluntary commitments such as Sunday school teacher, choir, nursery worker, youth group planning committee, and participation in work days.

**Missions** – opportunities could include, but are not limited to: vacation Bible school, summer work camps, and mission trips. This category can also be used for community service, but may not exceed the amount of service required in one semester. For example: a summer mission trip of 35 hours or more will fulfill the required fall service hours.

**School** – opportunities could include, but are not limited to: voluntary work as a classroom or office assistant for the school or participation in school-sponsored workdays or events (maximum of 4 hours permitted for workdays).

**Community** – opportunities could include, but are not limited to: service to community organizations, school-organized service projects, or neighbors in the form of yard work, assistance with moving, or babysitting without pay (service to relatives does not qualify for this program).

## SECTION FIFTEEN – GENERAL INFORMATION

### **CHAPEL**

The three divisions of the academy, elementary, middle, and high school, meet weekly for chapel. The designated time is set apart for worship, singing, praying, and speaking of God’s faithfulness and expectations. Chapel sessions include guest speakers, student leadership, and special presentations. Students assist in planning and conducting various chapel services throughout the year. We encourage parents to attend weekly and special chapel services.

## **SENIOR BANQUET**

The junior class is responsible for planning the Senior Banquet to honor the seniors. It is held in the late spring for students in grades 9-12. All graduating seniors are required to attend. Senior parents/guardians and immediate family members are strongly encouraged to attend.

## **SENIOR PRIVILEGES**

Students without senior privileges are not permitted to leave the school campus prior to dismissal without parental permission.

### **Senior privileges**

1. Any senior who makes honor roll in the previous grading period will not be required to attend study halls. Students will lose this privilege if they receive an academic deficiency at the time of the progress report. Additionally, students with outstanding detentions (not served within one week) will lose lunch privileges until the detention(s) are served.
2. Eligible seniors are permitted to leave campus during the study hall immediately before lunch and during any of the study halls after lunch.
3. Eligible seniors, who have a study hall last period may leave during that period and are not required to return for dismissal.
4. Seniors are required to submit a signed parental permission slip stating that they are permitted to go off campus for lunch. Students must sign out and sign in at the office. Administration reserves the right to rescind senior lunch privileges from any student who: refuses to sign in and out of the building; repeatedly is late for the class after lunch; or has not served detentions.
5. All seniors are permitted to eat their lunch outside, weather permitting.
6. All seniors are required to attend chapel.

## **MEDIA/MUSIC**

All music played or sung at any school venue must be authorized by the Administration or Music Department.

## **STUDENT AUTOMOBILES**

The following regulations must be adhered to by all student drivers:

1. all cars must be locked;
2. no students are permitted in or on cars during school hours without permission from the office;
3. students may not sit in cars during free time;
4. students will forfeit the privilege of driving to school for careless or reckless driving on or around school property; and
5. students are not permitted to ride in other students' cars for school functions.

## **STUDENT LOCKERS**

1. Lockers are to be kept clean and free of stickers and writing, both inside and out.
2. Students may post appropriate pictures or notes inside their lockers with removable magnets.
3. Food should not be stored in lockers.
4. Students are to use the locker assigned to them as recorded by the homeroom teacher. A change of locker must be approved and recorded by the homeroom teacher.
5. Students are required to use the school's combination locks on all lockers. Any outside locks are not permitted and will be removed by a school official.
6. The school retains the right to examine the students' lockers at any time, without notification.

## **CELL PHONE POLICY**

1. All elementary students must have cell phones turned off during school hours.
2. Cell Phones may be carried by students but must remain off during class. No video or audio recording is permitted, especially without the consent of the subjects. If this policy is violated the phone will be confiscated until a parent conference with the principal is held and further discipline determined.
3. The misuse of cell phones, cheating with, or any illegal activities by a student with his or her phone will result in appropriate disciplines according to the nature of the offense. These may include but are not limited to: confiscation, grade penalty, suspension, and/or police notification.
4. The administration recommends that students keep their cell phones in their secured lockers and not in unattended bags or purses since the school will not be held responsible for missing or stolen cell phones.

## **STUDENT LED PEER GROUPS**

Student led peer groups are based upon Ecclesiastes 4:7-12, which reads in part: “And if one can overpower him who is alone, two can resist him. A cord of three strands is not quickly torn apart.” These small groups provide all high school students with opportunities to meet at least once a month to pray, read the Bible, and examine biblical life principles, share encouragement, and hold each other accountable. Student leaders meet every other Friday for discipleship and leadership training.

## **PHOTOGRAPHY/VIDEO STATEMENT**

Photos and/or videos (promotional videos, literature/brochures, Facebook postings, etc.) taken during the school year may be used for advertising and/or marketing purposes. If you have any questions, please call the school office.