



PARENT STUDENT HANDBOOK

OUR VISION

Students will follow Christ confidently, live honorably, think analytically, and demonstrate academic excellence.

OUR MISSION STATEMENT

PCA teaches from a Biblical viewpoint, inspires academic excellence, and fosters a strong school-home partnership, in order to educate, train, and equip its students with the skills to be effective representatives of Jesus Christ.

CORE VALUES

We believe that: The Bible is the revealed, inspired, inerrant Word of God, which is taught as truth.

Our students must learn how to process information in the context of a biblical world view; therefore, the consistent integration of biblical truth and learning is pursued in all disciplines.

High Academic, social, moral, and spiritual standards are maintained and expected from staff and students with opportunities for evaluation, assessment, and continuous improvement.

Strong partnerships between PCA, its parents, the business community, and evangelical churches and schools are vital to the education of our students.

A safe spiritual, emotional, and physical environment is essential for the well-being of the school community.

ACADEMIC PROGRAM

Polaris Christian Academy uses primarily Christian curriculum materials. The guiding principle that God is the source of all knowledge is woven throughout. The curriculum promotes a Christian perspective of life integrating Biblical teachings with academic studies and featuring the study of the Bible as one basic course. The curriculum also encourages internalizing God's Word through Bible memorization and provides a practical guide through real-life situations.

AFFILIATION - ACCREDITATION

Polaris Christian Academy is a member of the Association of Christian Schools International.

Polaris Christian Academy is chartered by the Ohio Board of Education.

SCHOOL GUIDELINES

ATTENDANCE

A.M. ARRIVAL OF STUDENTS

Teachers are ready to receive students at 8:30am. Parents are to drop off children between 8:30am-8:40am. If a family has a need of dropping students off before 8:30am, please contact the school office to make special arrangements.

TARDIES

Parents must call the school when their children are absent. Parents bringing students who arrive after 8:45 must check in at the office and must sign the tardy/absent sheet to explain the reason for the tardiness. *Except in case of an emergency, all tardies will be unexcused.* Since repeated tardiness is disruptive and is often not the fault of the student, we will request a conference with the parents if there is a problem in this area.

Students who arrive after 10:30 am or leave before 2:30 pm will be marked 1/2 day absent.

Excessive tardiness:

When a student is tardy to school, your child's learning environment is disrupted. The accumulation of four (4) unexcused tardies within a semester will result in disciplinary action. Each additional tardy after four (4) in a semester will likewise result in disciplinary action.

ABSENCES

Regular and punctual attendance is essential to successful class work.

Excused absences may be given for the following reasons:

1. Personal illness
2. Family illness
3. Death of a relative
4. Family emergency
5. Absences approved in advance by the administration

We understand that some family situations cannot help but have vacations fall within the school year. It is our concern, though, that students do not fall behind academically. **Parents who wish to request that their child be excused from school for a vacation should submit the request to the office, on a Prearranged Absence form, at least one week prior to the planned vacation.**

It is the parent's responsibility to report absences:

Parents must call the school by 9:00 am on the day of an absence and state the specific reason for the absence. If the parent does not call, the school will call them. When a child returns to school from an absence, *he/she must present a note* from his or her parent explaining the absence.

Extended or excessive absences:

When a student is absent more than 5 days in a semester, the school will contact the parents. Students absent for more than 10 days in a semester or 20 days in a year **will be taken before the administration to determine the next step.** **Steps may include tutoring, retention in current grade, other disciplinary measures, or expulsion.**

EARLY DISMISSAL

A note from the parents requesting early dismissal should be brought to the teacher by the student first thing in the

3. Lunchtime Detention
4. After School Detention
5. In-school Suspension
6. Out of school suspension - two day, five day, ten day
7. Expulsion from School

DETENTIONS

Detentions will be supervised by the student's teacher, on-duty teacher, or the principal. They will take place at lunch time or after school according to the severity of the infraction.

CHEWING GUM

Chewing gum is not allowed due to problems with gum in carpet, under chairs and desks, etc. A warning will be given and then the student will be disciplined.

COMPUTER POLICY

Students and parents are to sign and return a copy of PCA's Computer Acceptable Use and Internet Guideline Policy.

DRESS AND APPEARANCE CODE

Students are to arrive at school in uniform and are to remain in uniform until the end of the school day.

General Guidelines for All Students

1. School uniforms must be School Closet or Educational Outfitters apparel.
2. A school uniform shirt is to be worn and tucked in every day, even when wearing a sweater or vest. Long-sleeved shirts may not be worn under short-sleeved shirts. Oxford shirts must be buttoned to at the least the second button from the top.
3. Shirts must be tucked in.
4. Oversized clothing is not permitted.
Only sweatshirts purchased from PCA, School Closet, Educational Outfitters, or Second Glance may be worn to class. All other jackets, coats, sweatshirts (hooded, pullover, or zipped), or shirts worn as jackets and other outer apparel must be prior approved (if to be worn in class).
5. All shoes must have enclosed toe. Middle school students may wear shoes with an open heel and closed toe. Elementary students must have a strap with open heeled shoes. Shoes should coordinate with the uniform. Athletic shoes must be laced and tied. Heels/soles should not exceed two inches in height.
6. Socks, tights, or nylons must be worn with shoes.
7. There are to be no decorations or logos on uniforms other than those adopted by school policy.
8. All school attire must be clean.
9. Shorts may be worn only from the beginning of the school year until Thanksgiving break and again after spring break.
10. Undershirts must coordinate with uniform tops.
11. All pants, shorts, skirts, skorts and jumpers must be hemmed.
12. Hats are not to be worn in the school building at any time.
13. Chains (choker chains, wallet chains, dog chains, etc.) are not permitted.
14. No tattoos or body piercing permitted.
15. Athletic apparel is not to be worn at school except during gym periods.
16. Hair dyeing (unnatural colors), bleaching, or styles that draw undue attention are not permitted. Any hair coloring should only complement your existing color; thus the "natural" color remains consistent throughout the entire school year.

17. Apparel at school-related activities must be modest, appropriate, and God-honoring.
18. No pajama pants may be worn under clothes at anytime.

Boys Dress Guidelines

Pants - Navy or khaki uniform style in twill; must be hemmed.

Walking Shorts - Navy or khaki in uniform style, hemmed. They should come within two inches of the top of the knee or longer.

Oxford Shirts – Long or short-sleeved in white, blue, or yellow. Shirts must be buttoned to at least the second button from the top.

Knit Polo Shirts – Collared, long or short-sleeved in white, navy, yellow, hunter green, and red.

Turtlenecks – White, navy, yellow, hunter green, and red.

Sweaters and Vests – Navy or hunter green; cardigan, v-neck, crew neck, or vest. A turtleneck, oxford, or knit polo shirt must be worn and tucked in under a sweater.

Belts – A belt is required with uniform pants and shorts and should be a coordinating, solid color. *(May be purchased outside of the School Closet or Educational Outfitters.)*

Socks – Solid, matching colors to coordinate with uniform. *(May be purchased outside of the School Closet or Educational Outfitters.)*

Jewelry – No earrings or other pierced jewelry of any kind. All jewelry must be inoffensive to the Christian faith. *(See General Guidelines for All Students).*

Hair – Must be kept clean and well groomed. Hair length must be cut and styled so that the hair does not fall into the eyes. Hair may be no longer than the bottom of the ear on the sides and collar length in the back. No designs should be shaven into the hair. Extreme hairstyles will be addressed individually.

Facial Hair – Boys must be clean-shaven at all times. Facial hair or shadow look is not allowed. Sideburns may not extend below the bottom of the ear.

Boys Chapel Attire

Students must arrive at school in chapel attire on specified chapel day and remain in chapel attire until the end of the school day.

Boys Grades K-5 – Must wear uniform pants and uniform shirt. Shorts may be worn from the beginning of school to Thanksgiving and after spring break.

Boys Grades 6-8 – Must wear uniform pants, oxford shirt, and tie. *(Appropriate tie may be purchased outside of the School Closet or Educational Outfitters.)*

Boys Gym Attire

Boys 4-8—Must wear official gym uniform purchased at Educational Outfitters, School Closet, or Second Glance.

Girls Dress Guidelines

Jumpers – School plaid or navy must come within 2 inches of the knee or longer.

Skirts & Skorts – School plaid, khaki, or navy must come within 2 inches of the knee or longer.

Slacks - Navy or khaki (available in pleated and non-pleated styles) uniform style in twill; must be hemmed.

Walking Shorts - Navy or khaki pleated and non-pleated uniform styles are available, cuffed. They should come within two inches of the top of the knee or longer.

Oxford Shirts – Long or short-sleeved in white, light blue, or yellow. Shirts must be buttoned to at least the second button from the top.

Round Collar Blouses - Light blue, white or yellow.

Knit Polo Shirts – Collared, long or short-sleeved in white, navy, yellow, hunter green, and red.

Turtlenecks – White, navy, yellow, hunter green, and red.

Sweaters and Vests – Navy or hunter green; cardigan, v-neck, crew neck, or vest. A turtleneck, oxford, or knit polo shirt must be worn and tucked in under a sweater.

Belts – A belt is required with uniform pants and shorts and should be a coordinating, solid color. *(May be purchased*

outside of the School Closet or Educational Outfitters.)

Socks – Solid, matching colors to coordinate with uniform. *(May be purchased outside of the Educational Outfitters or School Closet.)*

Tights/Nylons – Solid, matching colors to coordinate with uniform. *(May be purchased outside of the Educational Outfitters or School Closet.)*

Jewelry – Earrings are the only pierced jewelry permitted. Excessive or inappropriate jewelry will be addressed individually. All jewelry must be inoffensive to the Christian faith. *(See General Guidelines for All Students).*

Undergarments – Proper undergarments must be worn at all times. *(See number 11 under General Guidelines for All Students.)*

Hair Accessories – Must coordinate with the uniform.

Sports Practice—Shorts must be finger tip in length or longer. T-shirts should be plain or have Christian or non offensive writing. No writing is permitted on the back of shorts or sweat pants.

Girls Chapel Attire

All Girls – All girls must wear a uniform jumper or a skirt as well as a uniform top. From Thanksgiving to Spring Break, girls are permitted to wear uniform pants.

Girls Gym Attire

Girls 4th—8th—Must wear official gym uniform purchased at Educational Outfitters, School Closet, or Second Glance.

DRUGS / TOBACCO /ALCOHOL

Students enrolled at Polaris Christian Academy are expected to refrain from the use of illegal drugs, tobacco, and alcohol - both on and off school property. PCA will hold to a zero tolerance policy regarding this issue.

FINANCES

Fundraisers are an integral part of school funding; tuition is not geared nor expected to cover the total expenses of the school. Students and parents are expected to participate in these tuition-supplementing activities.

All fees, including June tuition, must be paid in full in order to release a student's grade card at the end of the year.

TUITION

Tuition and book fees will be determined by the school board at the annual budget meeting.

Tuition will be reported to parents in the pre-registration letter and brochures.

Tuition may be paid annually, in equal monthly payments, through FACTS Management System. You may set up your FACTS agreement online at our school's website by clicking on "ecashier".

FIRE DRILLS, TORNADO DRILLS & LOCKDOWN DRILLS

Fire, tornado and lockdown drills will be held at various times throughout the school year as required by state law. When the signal is given students should:

1. Stop talking and stop working.
2. Exit quickly and in an orderly, single file fashion, following the exit procedure outlined in a map displayed on the wall near the door.

GRADES

GRADE CARDS

The purpose of our reporting system is to give parents and students an indication of the progress being made. Grade cards will be issued every nine weeks. Mid-term reports will also be completed for each child at the half-way point of the grading period. *All fees, including June tuition, must be paid in full in order to release a student's grade card at the end of the year.*

Grade card markings are explained on the cards. Students should be encouraged to work for achievement, not for grades. Please do not compare your child's grades with others. Each student should be encouraged to "Do all things as unto the Lord". Parents are encouraged to ask for a conference any time they think it is necessary. Please schedule these in advance.

GRADE SCALE

A+	100%	B+	89-92%	C+	80-83%	D+	73-75%
A	96-99%	B	86-88%	C	78-79%	D	70-72%
A-	93-95%	B-	84-85%	C-	76-77%	D-	67-69%
			F	66% or below			

In Middle School, students are awarded the Honor Roll for getting all A's and B's within a nine weeks.

Any middle school student with a C- or lower grade on their midterm report will receive a weekly follow-up grade report, which requires a parent signature, until the grade is brought up or the end of the nine weeks grading period occurs. Failure to return the follow-up report with a parent signature will result in a discipline write-up on the clipboard.

ATHLETIC ELIGIBILITY

In order for a student to be eligible to play sports, he/she must have a C or higher in all core subjects. Please refer also to our Athletic Handbook section.

RETENTION

KINDERGARTEN and 1st grade is the recommendation of the teacher

2nd, 3rd, 4th and 5th F in language arts or math - retained and required summer school
D in language arts or math- require summer school to move to the next grade.

6th, 7th and 8th Any 2 F's in core subjects - retain (no summer school)
1 F in a core subject - require summer school
1 D in a core subject - recommend summer school

Core subjects are : ***Bible, Math, English, Science, and History***

The summer school requirement may be met by satisfactory completion of a PCA approved tutoring program if PCA does not offer a summer school program.

HEALTH RECORDS

All students **must** have a health record on file in the cumulative records at the school office. All immunizations and records of communicable diseases should be reported to the school office. State immunization requirement must be met. If they are not, the student will be excluded from school until they are complete.

LIBRARY

Polaris Christian Academy's library is equipped with a growing selection of fiction, non-fiction, easy-reading, and reference volumes. Donations of appropriate books in good condition are accepted.

LOCKERS

Each middle school student is assigned a locker for his/her books and coat. Lockers should be kept clean and in order by all students. Students are also given a lock, and the combination should not be shared by classmates.

MEDICATION

In accordance with guidelines established by the State of Ohio, all prescription medication brought to school must be in its original prescription container, accompanied by a prescription permission note, which has been signed by the parent or guardian and a physician. The note should include how much medicine the child should have and the time(s) it should be given. **All medications will be kept in and dispensed through the school office. No student is to have prescription or non-prescription medication with them or in their locker!**

Over the counter medication brought to school by a student must be accompanied by a permission note signed by a parent. The note should include how much medicine the child should have and the time(s) it should be given.

MUSIC PROGRAMS

Music Programs will be presented twice each school year. Students are ***required*** to perform in the programs. A percentage of their Music grades are based on attendance at Music Programs. A pre-arranged absence request must be turned in to the Principal ***one month*** in advance of the program. Absences other than a Principal approved Pre-Arranged Absence, student illness, or death/illness in the family, will be considered unexcused and graded as such. Any absence will require a note from a parent or guardian explaining the absence when the student returns to school.

PARENT FELLOWSHIP ORGANIZATION

PCA endorses the establishment of the Parent Fellowship Organization (PFO). This service organization has as its goals to be a help to the administration, to encourage and assist the faculty and staff, and to encourage fellowship and socialization among PCA parents and staff. All Polaris Christian Academy parents are automatically members of the PFO. We encourage you to get involved as much as possible.

PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences will be held twice each school year. Conference dates are printed on the school calendar. **All parents are encouraged to meet their children's teachers at these times**, as per previously arranged appointments.

PERSONAL PROPERTY OF STUDENTS

ELECTRONIC DEVICES

All electronic games such as DS systems, Game Boy systems, etc. should not be brought to school. Students may have cell phones for after school use but the phones must be kept turned off and in their lockers or book bags until the end of the school day.

STUDENT LIABILITY

Polaris Christian Academy is not responsible for personal property which may be lost or stolen. All items should be labeled with the student's name. All lost items will be placed in the lost and found. Any student who loses books or equipment will be required to replace them. Students are liable for willful destruction of property. A lost and found box will be maintained. All articles should be channeled through the office. The school assumes no responsibility for lost items. **Please make sure all personal items are properly labeled.**

SCHOOL VISITORS

Any person other than students, staff, faculty, and administration is considered a visitor. Each visitor must report to the office for clearance before going anywhere in the school.

SICKNESS / INJURIES

When a student becomes injured or ill at school, he will be sent to the office. If the situation cannot be adequately treated, the parent or guardian will be notified. The student will not be sent to a doctor or hospital without the parent's authorization except in an emergency.

Please do not send your child to school if he / she has a temperature or is complaining of feeling ill or if they have had a fever or vomited within the last 24 hours.

A note from the parent describing why the child was not in school will need to be sent in on the student's return to school.

TELEPHONE MESSAGES AND USAGE

Students should not make a habit of using the telephone in the school office for placing calls or receiving them. Please endeavor to make all arrangements with your child before the school day begins. The students may not be released from their classroom to take messages on the phone. Students' cell phones are to be turned off and kept in lockers or bookbags during the school day.

TESTING

Standardized achievement tests will be given during the spring semester. Dates will be in the school calendar and put in the newsletter. Requests for vacations are strongly discouraged during testing week.

TEXTBOOKS

Many of the textbooks we use at PCA are consumable (the student takes the book home at the end of the year). But, there are some books that we use year after year. These textbooks are the responsibility of the student during the school year, and are expected to be returned in good condition.

WITHDRAWALS

Withdrawals from school must be done through the school office. Parents must fill out a withdrawal form and all tuition balances must be paid in full in order for PCA to release student records to another school. Tuition adjustment arrangements will be made when the student's family withdraws.

CODE OF CONDUCT

Polaris Christian Academy (PCA) was founded to assist parents in fulfilling their God-given responsibility to "train up a child in the way he should go", Proverbs 22:6 It is our desire to provide every student with a learning environment that will bring them into the fullness of their calling in the Lord. How a student conducts himself will have an effect on his own future and the ability of others to meet their potential.

A positive learning environment is one where each student is allowed to receive instruction that he can understand in a manner which takes into account his learning styles without interruption or interference from other students.

Behavior which disrupts this learning environment will not be allowed at PCA. Examples of undesired behavior are as follows: repeated tardiness or absences, repeated disruptions in class, participation in vandalism or acts of violence towards staff or students either on or off campus, disregard for or refusal to submit to the established dress code for PCA.

PCA students are expected to:

- ◆ Respect those in authority over them by responding to directions and commands quickly and appropriately and by using appropriate titles for adults such as Mr. or Mrs. when communicating with them.
- ◆ Respect fellow classmates by not stealing or damaging their property, assignments, books or goods of others.
- ◆ Respect the facilities used by the school by not defacing or damaging those facilities.
- ◆ Be responsible for the care of books, equipment, and facilities which they are allowed to use.
- ◆ Refrain from fighting, horseplay, or activities which endangers the physical well being of students.
- ◆ Maintain a consistent Christian testimony in their actions and interactions with school policies and regulations.

PLEDGES

Pledge To The Bible

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

Pledge To The Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior crucified, risen and coming again with life and liberty for all who believe.

Pledge To The American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.