



PRINCE
AVENUE CHRISTIAN SCHOOL

2014-15
Family-School Handbook

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www.princeave.org

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 The arrow points to sections that need to be read and reviewed closely as significant additions and/or changes have been made since the 2013-14 Family-School Handbook was published. Other minor changes/additions have been made throughout the handbook and have been highlighted in yellow.

POLICY INTERPRETATION

All written policies and areas of concern either specifically or not specifically covered in the Family-School Handbook are subject to clarification and/or change by the school leadership. Policies dealing with appropriate behavior will transcend the school boundaries and apply both in and out of school.

MISSION STATEMENT

“Prince Avenue Christian School exists to infuse our school community with a biblical worldview by effectively sharing the gospel and developing fully devoted followers of Jesus Christ through scripturally based discipleship, academics, fine arts, and athletics.”

SCHOOL VERSE

“Being manifested that you are a letter of Christ, cared for by us, written not with ink, but with the Spirit of the living God, not on tablets of stone, but on tablets of human hearts.” II Corinthians 3:2-3 NAS

ENDS STATEMENT

Prince Avenue Christian School students are followers of Jesus Christ who are pursuing their purpose for the glory of God, applying knowledge with Godly wisdom, communicating God’s love to others and sharing their God-given resources in biblical ways.

Followers of Jesus Christ...

P who are pursuing their purpose for the glory of God as they

- embrace a growing relationship with God
- demonstrate knowledge of Scripture and its relevance to daily life
- yield fruit through the power of the Holy Spirit
- develop a deep sense of personal responsibility before God and others
- articulate and defend the tenets of the Christian faith

A who are applying knowledge with Godly wisdom as they

- read proficiently and strategically
- demonstrate proficiency in math, science and technology
- think critically and logically
- effectively evaluate and express truths and ideas orally and in writing
- develop and care for their bodies as the temple of the Holy Spirit
- develop an appreciation for the fine arts

C who are communicating God’s love to others as they

- articulate God’s mission for themselves
- value and act with humility, character, integrity, strength, dignity, and courage
- articulate truth with gentleness and respect
- evangelize and disciple locally and globally

S who are sharing their God-given resources in biblical ways as they

- recognize and develop talents and passions
- demonstrate a servant’s spirit
- manage and give of their time, energies and financial resources
- develop as leaders and as team members
- understand and minister to their community

ACCREDITATION

Prince Avenue Christian School (PACS) is fully accredited by The Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS).

EDUCATIONAL PHILOSOPHY

PACS is an educational ministry of Prince Avenue Baptist Church and is committed to assisting parents with their God-ordained responsibility of training their children for life. To assure that our families are in agreement with the intent of our philosophy, we only accept children whose parents are in agreement with our foundational beliefs. In this education alliance, the parents, the school, and church leadership work together to provide quality Christian education as well as an atmosphere where there is a wholesome spirit of grace and truth, always giving Jesus Christ His place as Lord and Savior.

At Prince Avenue Christian School, we believe:

- That “training a child in the way he should go” includes a balanced and high quality education that is based on a Biblical foundation. We have a college preparatory curriculum that provides Christian families with a Christ-centered, biblically based education.
- That children are a “gift from the Lord.” We endeavor, therefore, to nurture the spiritual life of each student, training and equipping him/her to live for Jesus Christ in every area of life.
- That submission to God is manifested in our obedience to earthly authorities. Obedience, then, is at the heart of our character training. We desire to help our students mature in their faith so that obedience rises from the heart’s desire to honor Jesus Christ in all things.
- That all truth is God’s truth. Whether found in social studies, literature, math, science, or any other academic endeavor, God is the source of all truth. Therefore, true wisdom and understanding must begin with Him. All knowledge is subject to the Lordship of Christ and should be used for His glory. We will strive, then, to incorporate Biblical principles and values into academic lessons.
- That the standards of Prince Avenue Christian School are best maintained through mutual cooperation of the school, parents, and children. It is essential that our students and their parents are in agreement with the policies of the school and will support the implementation of those policies.
- That to provide the best possible academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept students who are not in good standing with the institution of their current/previous enrollment, students who have needs that cannot be met by our school, or families that are not in agreement with our policies.
- That the local church should be faithfully supported according to the command of Scripture in Hebrews 10:23-25.

Academic Discipline

A quality academic program places legitimate demands on students on a regular basis so that, while academic lessons are being learned, the student is also developing character through discipline. This is especially true in the Christian context. We have the opportunity to instill character in our students that will bear the fruit of glorifying God. Our goal is to prepare our students to live as representatives of Christ in any vocational field to which God calls them.

Each academic discipline provides opportunities to learn about God’s nature and prepare students for future spiritual usefulness.

- The Bible curriculum gives students a foundational knowledge of Bible content and a growing desire for spiritual insights into God’s purposes and practical application to their lives.

- The Language Arts curriculum develops skills that students need in order to effectively communicate to others the valuable spiritual truths God has developed in their lives, to understand what the Lord has done in the lives of others, and to understand what He tells them directly from His Word.
- The Math curriculum reflects the orderliness and wisdom of God.
- The Science curriculum establishes God as Creator and Sustainer of the physical world He has provided for us, and in which He illustrates many aspects of His nature.
- The Social Studies curriculum shows how God has been active in every age to accomplish His purposes, thus providing insights and applications for today.
- The Physical Education program is designed to help students understand their physical body and how it fits into God's plan for them as people created in His image.
- The Fine Arts Education program releases the creativity within each student and allows each student to use that creativity to glorify God.

Instructional Discipline

The teachers of Prince Avenue Christian School are committed to doing their best to educate and equip our students to live for Christ. In evaluating our faculty, as well as non-teaching staff, there are three basic areas of consideration. They are:

- ***Spiritual***

Our teachers are to love the Lord first and foremost in their lives. They are to have a clear testimony of salvation by grace through faith in the Lord Jesus Christ and a desire to grow in that relationship. They are to be faithful in their support of a local, Bible believing church. They are to be men and women who are committed to prayer, in general, and for their specific students. They are to have a sense of calling to Christian education.

- ***Educational***

Our teachers are to be competent in the subject/grade level in which they teach. They are to hold at least a Bachelor's degree from an accredited college or university. They are expected to demonstrate adequate academic preparation and classroom management skills which will enable them to be effective in their classrooms. They are to be involved in regular activities that will further improve their abilities to teach effectively.

- ***Relational***

Our teachers are to love the children and young people who are a part of Prince Avenue Christian School. Our teachers understand that love and compassion can produce far more effective results than mere mechanics. Our teachers are to understand the importance of maintaining open communication and trust with their students' families and will work to ensure that those relationships are healthy ones.

Academically, the school endeavors:

- to promote high academic standards within the potential of each individual as a unique creation of God and to help students realize their full academic potential (Colossians 3:23)
- to help students gain a thorough comprehension and command of the fundamental processes of reading, writing, speaking, listening, and mathematics (II Timothy 2:15)
- to teach and encourage the use of effective study habits (II Timothy 2:15)
- to teach students how to perform independent research and to reason logically (Proverbs 2:1-10; I Corinthians 14:40)
- to motivate students to pursue independent study in areas of personal interest (I Corinthians 12:14-21)
- to develop creative and analytical thinking and the proper use of Biblical criteria for evaluating and defending one's beliefs (I Peter 3:15)

- to promote effective citizenship through an understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and respect for authority (I Corinthians 12:28; I Thessalonians 4:1-12)
- to discuss world issues and relate them to God's plan for man (I Corinthians 12:28; Isaiah 9:6-7)
- to promote the development of the student's understanding, appreciation, and personal expressions of the fine arts (Genesis 2:8-9).

For students' spiritual and moral growth, the school seeks:

- to teach the Bible as God's inspired Word and to help students develop attitudes of love and respect toward it (II Timothy 3:16)
- to teach the basic doctrines of the Bible
- to lead students to a decision of confessing Jesus Christ as Lord and Savior (Romans 10:9-11)
- to develop a desire to know and to obey the will of God as revealed in the Scriptures (John 14:23)
- to equip students to carry out the will of God in their daily lives (II Timothy 3:17)
- to impart an understanding of each Christian's place in the church and an understanding of the church's worldwide tasks of witnessing, evangelizing, and discipling, and to stimulate each student's involvement in such tasks (Matthew 28:19-20)
- to develop the mind of Christ toward godliness and sin and to teach students how to overcome sin (II Corinthians 5:17-21)

For students' personal development, the school aims:

- to encourage the development of self-discipline and responsibility in students based upon submission to God and on proper authority in accordance with God's Word (II Timothy 2:15-16)
- to encourage spiritual growth through personal Bible study, prayer, service, and application of Biblical principles to every part of life (Joshua 1:8).
- to help students in developing an understanding as well as an acceptance of themselves as unique individuals created in the image of God and to help them attain their fullest potential (Psalms 139:14-15)
- to teach students to treat all people with love and respect since they too are made in God's image (Ephesians 4:32)
- to assist students in becoming contributing members of society (I Timothy 4:12)
- to promote an understanding of time as a God-given commodity and the responsibility for effective use of it (Ecclesiastes 3:13)
- to teach a Biblical view of life and work and to provide skills for personal relationships and future endeavors (Psalms 90:12, 17)
- to develop positive Biblical attitudes toward marriage and the family and the understanding and skills needed to establish God-honoring homes (Exodus 20:12)
- to promote physical fitness, proper health habits, and wise use of the body as the temple of God (Romans 12:1; Philippians 3:21)
- to impart Biblical attitudes regarding God's ownership as well as our stewardship of all things (Ephesians 4:32; 5:1-2)
- to teach manners and politeness; teaching girls to be ladies and boys to be gentlemen
- to support their local church (Hebrews 10:23-25)
- to discourage dating relationships among those students who are too immature to handle the emotional trauma and temptations sometimes associated with such relationships (II Timothy 2:22; Song of Solomon 2:7).

Instructional Staff

All full-time teachers shall be graduates of a recognized college or university and hold a minimum of a bachelor's degree. All full-time classroom teachers must meet the standards for certification through ACSI.

DOCTRINAL STATEMENT

- We believe that the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writing, and that they are the supreme and final authority in faith and life (II Timothy 3:16-17).
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (Romans 1:7).
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man (Matthew 1:18-20).
- We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also that spiritual death which is separation from God; and that all are born with a sinful nature (Genesis 1:27).
- We believe in the Biblical teachings that man was created by a direct act of God and not from previously existing forms of life and that all men are descended from the historical Adam and Eve, first parents of the entire human race (Genesis 2:7).
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood (Luke 24:46-47).
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate (Luke 24:1-6).
- We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ (Titus 2:11-13).
- We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit, thereby become children of God, and are eternally secure in Him (John 3:5-8).
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost (I Corinthians 15:22-23).

SCHOOL HISTORY

Prince Avenue Christian School was founded in 1978 as an educational ministry of Prince Avenue Baptist Church. Since those days on Prince Avenue in downtown Athens, the school has moved and grown from an enrollment of 50 to a body of approximately 850 students.

Situated on 40 acres in Oconee County, Prince Avenue Christian School is a magnificent example of what love for the Lord, dedication to prayer, and perseverance can create. For thirty six years, Prince Avenue Christian School has been recognized in the Athens area for its academic excellence in Christian education. Prince Avenue Christian School strives to demonstrate the level of excellence we believe the Lord wants us to portray.

The school buildings contain approximately 105,000 square feet of instructional and support space for Pre-K through 12th grade. There are 58 classrooms which include instructional space, computer labs, science labs, art studios, chorus/drama room and band room, as well as library/media center, Educational Support Services Center, cafeteria, a café/concession area, and gymnasium with locker rooms.

Outdoor sports venues include our football stadium, track, practice field, baseball field, softball field and commons area. Two concession buildings, restrooms, a field house with visitors' locker rooms and a band room are also a

part of the sports complex. An addition this year is the newly constructed field house which includes a state-of-the-art weight room, training room, locker room and offices.

These past seven years we have seen major transition, a new location, new facilities, new staff, and new families. Prince Avenue Christian School is a place that has seen the hand of God. Thanks to sacrificial donors and the faithful prayers of many, we occupy a beautiful debt-free facility. To God be the glory.

ADMISSIONS

Admissions Procedures

Prince Avenue Christian School Avenue Christian School (PACS) does not discriminate on the basis of race, color, biological gender, ethnic origin or age in its employment, admissions, rights, privileges, programs, activities or in the administration of any educational or co-curricular activities or policies.

Attendance at PACS is a privilege. The school reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the school.

Prince Avenue Christian School believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled, high school students who do not wish to attend PACS, or any student whose needs cannot be met academically, behaviorally, or spiritually. We believe that the standards of Prince Avenue Christian School are easier to maintain when the students' and parents' attitudes are in agreement with the school's philosophies and policies. This cooperation helps to support the standards here at PACS. Those who are not in agreement with the school's philosophies and policies need not apply/enroll.

As a Christian school, we are committed to serving as a partner with Christian parents to develop "students who are followers of Jesus Christ who are pursuing their purpose for the glory of God, applying knowledge with Godly wisdom, communicating God's love to others and sharing their God-given resources in biblical ways" (Prince Avenue Ends Statement).

We consider it essential that our students and families believe The Word of God is the final authority on all matters of faith and conduct. Therefore items expressly forbidden in the Scripture are never acceptable. Included among these are such as, but not limited to drunkenness, stealing, lying, the use of slanderous or profane language, pornography, addictive behaviors of any kind, extramarital sex, and homosexual behavior.

Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based on race, sex and socioeconomic status. Therefore, Prince Avenue Christian School strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christ-like attitudes appropriate for maturing Christians.

We also believe that our parents and students should be involved in a local community of believers in order to best develop a strong relationship with God, and to learn to minister to one another as Christ commands. Regular attendance infers normal involvement in the community of believers, and may include attendance at worship services, Sunday school or community or youth/children's groups.

Applicants may be asked to accompany their parents for the interview. A prospective student is encouraged to visit the school for at least half of a school day to evaluate whether or not PACS is the academic institution for them. In some cases this may be a requirement initiated by the school.

For students entering 6th-12th grades, spiritual disposition and development is considered, as well as academic, behavioral, and social needs.

Students who are admitted to PACS as a transfer or first-time student will be received into the appropriate grade level on the following terms:

Pre-K

Students in four year old Pre-Kindergarten (Pre-K) must be four (4) years old on or before September 1. Pre-K students must demonstrate age appropriate behavior (e.g., must be potty trained).

Kindergarten through 12th grade

During the first grading period of each year, grade level placement will be considered probationary. Within that time, all factors will be reviewed in order to place the child in the appropriate grade. All students must demonstrate age appropriate behavior.

- Kindergarten students must be five (5) years old on or before September 1.
- First grade students must be six (6) years old on or before September 1.
- Records from previous schools must be received.
- All new Kindergarten through 12th grade students must successfully complete and meet required guidelines through the PACS admission testing and evaluation procedure.
- Students are required to successfully complete the previous grade level. (Recommendations from previous school educators as well as standardized test scores will be considered.)
- Students who have been expelled or are not in good standing from a previous school may not be eligible for enrollment to PACS.

Enrollment Procedures

Online applications are available on our website (www.princeave.org). Registration is not finalized until the following items have been completed and/or received.

- Application process completed online and application fee paid
- Copy of student's Birth Certificate and Certificate of Immunization
- Preschool/Elementary Teacher; Principal/Guidance Counselor/Preschool Director; Church recommendation forms
- Academic and Health Records from previous schools which includes: last year's and the most current report card, last two standardized testing results (if applicable), psychological, medical or IEP testing information (if applicable), high school transcript (if applying for 10th-12th grades), immunization records
- Successful completion of previous grade level
- Evidence of positive behavior, attitude, socialization, academics
- Parent(s)/Guardian(s) interview (6th-12th grade students are required to attend)
- Enrolled and having chosen a payment plan through FACTS Tuition Management (online)
- All students who desire to attend PACS on an I-20 will have an additional application fee for international Visa processing (see International Fees under Financial information).

Parents of all students are responsible for supplying the needed information to Prince Avenue Christian School and for ensuring that their child's records remain up-to-date by notifying the school as significant changes occur (i.e., phone numbers, work locations, emergency contacts, family physician, etc.).

Re-enrollment Procedures

Re-enrolling students must be in compliance with all requirements for enrollment. Attendance at PACS is a privilege. The school reserves the right to refuse re-enrollment or re-admission to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. In addition, no family may be re-enrolled or re-admitted unless all financial obligations have been met from the previous school year and the student has positive behavior and has made academic progress.

By February of each year parents will be provided with re-enrollment instructions to re-enroll for the following year. There will be a two-week period during which all returning families may re-enroll and secure their child's place for the upcoming school year. After the two week re-enrollment period has expired, the child is not guaranteed a space in his or her class. **The re-enrollment fee is \$200 per family and is applied to June's tuition.**

Withdrawals and Dismissals

When accepted as a student of Prince Avenue Christian School, the agreement that is entered into between the school and the student and his/her family is expected to be a yearly commitment. However, if parents wish to withdraw their child, they should formally do so through the Registrar's office. This request must start with the Student Withdrawal Form (available on our website) completed and submitted to the Registrar explaining the reasons why a withdrawal is requested, along with the date of withdrawal. This will provide an official day of withdrawal so that the remainder of tuition owed can be determined. If a student attends any school days during a particular month, full tuition during that month is due. There will also be a \$300 Withdrawal Fee charged to any student's account for early withdrawal. All fees, including Registration Fees, are non-refundable.

School records (i.e. Report cards, transcripts) will only be released if the student's account is current. Official records will only be released to another school.

FINANCIAL INFORMATION

(Please read carefully as some fees have changed.)

Tuition Fee Schedule

Please see the current Tuition Schedule located at www.princeave.org or call the school office for information regarding current tuition.

Discount Rates

PreK

There are no discounts offered for Pre-K students.

Annual Payment

A discount of 4% will be given after all discounts are applied, if tuition is paid in full by June 1st or 15th or upon acceptance.

Prince Avenue Baptist Church and Ministerial Rate

A discount of 10% will be given to active members of PABC or to full-time ministers. Ministers should provide a letter from their church verifying full-time employment.

Church member tuition rates are for those parents and guardians who are active members of Prince Avenue Baptist Church (active means regular church attendance and regular in giving through the stewardship program of the church). In the spirit of honesty and integrity, we expect those receiving a PABC member discount to inform the Financial Office if their church membership and/or level of participating with PABC changes.

Multi-child Rate

\$150 discount will be given for each additional child/year (Kindergarten-12th).

Tuition Payment Options

PACS offers several options to pay tuition through FACTS Tuition Management Company which includes the following.

1. ***Annual Payment:*** Pay tuition (Kindergarten-12th grade) in full by June 1st or June 15th, or upon acceptance, and receive a 4% discount on tuition only.
2. ***Monthly (12 months):*** Monthly payments are due by the 1st or 15th of each month. FACTS offers both automatic withdrawal and credit card (2.75% convenience charge is added) options to secure these payments. A \$43 annual (per family) management fee is charged upon enrolling in FACTS. The first payment for new students is due upon acceptance.

Please contact the Business Office for any additional information you need on these payment options.

Incidental/Non-tuition Payment Options

The tuition payment options above do not cover day-to-day school expenses such as lunch accounts, sports fees, aftercare, transportation and other miscellaneous expenses incurred during the school year. FACTS will maintain non-tuition accounts for each student. Charges will usually be posted to the family/student FACTS account twice a month and are generally due net 30 days, however, in August and May the time to pay may be shorter. Incidentals will be due on the 10th and 25th of each month or on the first business day following these due dates if the due date is on a weekend or holiday.

1. ***Automatic Payment:*** Incidental payments may be paid through automatic draft through checking or savings account or credit card (2.75% convenience charge is added).
2. ***Invoice Payment:*** Incidental payments may be made to FACTS online or by check. To speak to a FACTS Customer Care Representative, call 1-866-441-4637. Checks are to be mailed to:
FACTS
PO Box 82527
Lincoln NE 68501-2527

Financial Aid

Prince Avenue Christian School is committed to providing educational opportunities to deserving students. PACS offers a limited amount of financial assistance based on a family's financial need. Financial Aid is only awarded to families who have completed the application process and have been accepted to Prince Avenue Christian School.

How to Apply

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Prince Avenue Christian School for the upcoming school year. Families applying for financial aid will need to complete an online application (\$30 fee required) and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by May 1. Applicants can apply online at www.factstuitionaid.com. Financial aid grants are awarded only on a one year basis. The application process with FACTS must be repeated each year of a student's enrollment at PACS. All information regarding financial aid is held in the strictest confidence by the Financial Aid Committee.

Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2013 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be faxed to 1-866-315-9264 or mailed to the address below:

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262.

How Financial Aid is Determined

While deciding who receives financial aid is a difficult task, certain guidelines have been established to give order to this process. The following groups represent the order in which financial assistance will be considered:

- Returning students already receiving financial aid
- Returning students not previously receiving financial aid
- Newly accepted students who qualify for financial aid

The Financial Aid Committee also considers the student's overall academic, social, and disciplinary record at the school in making decisions about financial aid for returning students.

Students applying for admission to PACS do so with the understanding that admission decisions are based on a student's abilities and the potential for contribution to the life of our school. The ability to pay tuition does not play a part in the Admissions Committee's decision to offer or deny admission to any applicant. Families must understand, however, that because of our limited financial resources, need cannot be met in all cases.

All recipients of financial aid are expected to remain in good academic standing, exhibit exemplary behavior and remain current in their financial obligations to the school. Failure to comply with any of these expectations may result in the termination of the financial aid award.

Non-Sufficient Funds (NSF)

- For any NSF transactions returned to PACS, a fee of \$25.00 will be assessed to your account.
- For any NSF transactions returned to FACTS, the appropriate FACTS fee will be assessed to your account.

Delinquent Tuition Accounts

If at any time you are unable to meet your financial obligations please contact the business office to see if a plan can be arranged that will enable your student to continue at PACS.

Any family agreeing to an annual payment who fails to make payment in a timely fashion will not be eligible for the appropriate discount and will be required to set up a monthly FACTS tuition agreement.

Any family agreeing to a monthly plan under the auspices of FACTS Management who fails to maintain sufficient funds will after the third attempt for collection by FACTS (approximately a 30-day time period), be required to make financial arrangements with the Business Office. Failure to do so in a timely fashion will jeopardize the continued enrollment of your student(s).

- No student will be allowed to return to classes after Christmas Break if the account is not current.
- No senior will be allowed to participate in the graduation ceremony unless the account is paid in full.
- No student may begin the school year unless tuition payment plans are in place, and any outstanding balances from the past school year have been paid.

Late Fees

- Past due tuition charges are assessed a \$25 late fee.
- Past due incidentals/non-tuition charges are assessed a 2% late fee.

Financial Policies

- In order to stop or make a change on a FACTS tuition or incidental payment, please contact the Business Office **three (3) business days prior**.
- Request for refunds are subject to administrative approval.
- Past due accounts are in jeopardy of being sent to collections after the 90 day deadline.
- Tuition will not be refunded in the event of a child's absence from school for illness, appointments, vacations, etc. or refunded when school is closed for holidays, extended breaks, inclement weather, etc.

Miscellaneous Fees

New Student Fees

- New Student non-refundable Application Fee: \$245
- New Student's Acceptance Fee is equivalent to one month's tuition. This fee will be credited to June but in the case of admissions after June 15, the payment will be spread equally over all of the payments.

International Fees

All fees listed below are in addition to regular tuition and fees, and these fees are mandatory for acceptance and attendance at Prince Avenue Christian School.

Church discount applies only if the international student is a member and active attender of Prince Avenue Baptist Church.

\$225	I-20 Fee (New enrollee's only - for international VISA processing) \$250 (effective September 1, 2014)
\$245	Initial Application Fee (New enrollee's only)
\$300	iPad Fee for High School international students only (Due annually)

\$1,500 International Fee which includes English Enrichment Course* (Due annually);
\$1750 (effective September 1, 2014)

*The purpose of this course is to assist international students with improving their performance and participation in other curricular classes at Prince Avenue Christian School in preparation for college. Instruction will integrate assignments given in students' core content classes, especially English and history, and focus on their development of critical reading and writing concepts and skills. Through teacher-led coordinated instruction, students will receive supplemental instruction on writing processes, both factual and creative, which are required for success in language arts based subjects. Students will also improve their proficiency and confidence with the English written and spoken language by critically analyzing and discussing academic texts and reading essay assignments and other select works aloud.

Supply Fees – Pre-K – 5th grade students

The supply fee of \$40 per student covers supplies such as notebooks, pencils, crayons, and markers and also covers the end-of-the-year Memory Books for Pre-K and Kindergarten. This fee will be charged to the student's account in August.

Technology Fees – 9th – 12th grade students

Use of the iPad is an integral part of each student's academic instruction, and reenrolling and new students are required to lease their iPad from the school (\$288 annually) to ensure device configuration management and network security integrity. The lease agreement contains insurance against theft, and damage; deductible and coverage specifications are contained in the appendix of the Family-School Handbook. Student reenrollment/enrollment signifies parental consent to use the "Green List," a tailored inventory of educational applications approved by the school. Students who own their iPads and are already a part of the school mobile device management as of January 1, 2013, may continue to use them until graduation or such a time when technology infrastructure upgrades preclude its continued use, whichever occurs first. The \$288 fee can be paid one-time in August or at the rate of \$28.80 per month from August 2014 – May 2015.

The lease program technology fee includes:

- Lease of an iPad
- Mobile Device Management
- Insurance and Warranty (a \$65 deductible applies for each claim)
- Apps needed for classes
- Case

Advanced Placement Testing Fees

A fee of approximately \$89 will be charged for each Advanced Placement test taken and will be charged to the student's account in May.

Class Trips

Senior Mission Trip: \$1800-\$2100
Eighth grade trip to Washington DC: \$800 - \$900
Seventh grade "Activities Week": \$75-\$100
Sixth grade trip to Savannah/Tybee Island: \$350-\$400
Fine Arts Trip: \$500-\$1500 (Amount varies based on location.)

Graduation Fees

The following fees will be charged in January.

Kindergarten: \$55

Grade 12: \$150

Lunch Fees

Pre-K - Grade 4: \$4.60

Grades 5-12: \$5.10

Individual selections will be available at varied prices.

Bus Service Pricing

Morning OR Afternoon Route only (per month)

1st child \$75

2nd child \$55

3rd, 4th, & 5th child \$35 each

Daily rate \$10 per child

Morning AND Afternoon Round Trip Rates (per month)

1st child \$121

2nd child \$100

3rd, 4th, & 5th child \$ 45 each

Daily rate \$20 round trip per child

Childcare Program Fees

(All students must be at least five years old to attend the programs listed below.)

Before-School Care:

7:00 a.m. – 7:45 a.m. or any portion thereof: \$6/day

7:00 a.m. – 7:45 a.m. or any portion thereof: \$70/month

Extended-Day Program :

12:00 - 3:10: \$18/day or \$284/month

After-School Care:

3:10 p.m.-4:30 p.m.: \$10/day

3:10 p.m.-6:00 p.m.: \$20/day

3:10 p.m.-4:30 p.m.: \$160/month

3:10 p.m.-6:00 p.m.: \$295/month

Half-day/Early dismissal day rates TBA

Late pick up charge from After-School Care is \$10 per quarter hour.

Academic Competition Fees

Academic Team (In addition to fees, students will need to pay for meals/lodging):

Elementary: \$10/year

Middle: \$50/year

Junior Varsity: \$50/year

Varsity: \$75/year

ACSI Local Competitions: \$6 plus cost of meals

ACSI Regional and National Competitions: The school will cover registration fees. All other expenses will be the responsibility of the participant's family.

Other State and Regional Competitions: The school will generally cover registration fees. All other expenses will be the responsibility of the participant's family.

Athletic Fees (per participant)

- Elementary Non-competitive Teams
 - Football: \$75
 - Basketball: \$75
 - Cheerleading: \$75
- Middle School Competitive Teams
 - 1st and 2nd sport (Grades 6-8): \$145 each sport
 - 3rd sport (Grades 6-8): Free
- High School Competitive Teams
 - 1st and 2nd sport (Grades 9-12): \$175 each sport
 - 3rd sport (Grades 9-12): Free
- Additional fees required for some sports
 - Football uniform fee: \$75
 - Cheerleader uniform rental: \$75
 - Swimming: \$75

Educational Support Services Fees

A \$80 registration/case management fee is charged annually (in the month of March) for each child who has a current psycho-educational evaluation on file with the school, and receives any accommodations, classes, tutoring, or support services of any kind, whether within or outside of the classroom.

Service	Grade	Amount	Description
Individual Class Middle School High School 4 Days per week	6-12	\$3640	Class where curriculum is based on an individual student's needs
Individual Class Elementary\ 5 Days per week	K-5	\$4550	Class where curriculum is based on an individual student's needs.
Learning Center for Testing	6-12	\$576	Quiet, distraction free environment for testing, as well as test read aloud, extra time, etc.

*The costs of the above listed programs are prorated, charged in addition to annual tuition, and are billed monthly.

Tutorial Services

Education		30 minutes	45-60 minutes
Specialist	Highly Specialized Degree (Ed. D, PH. D, MAED Degree)	\$43	\$51
Teacher	BSED Degree, Four Year Degree	\$39	\$45

Other Fees

- Early withdrawal fee: \$300 per student
- There may be additional charges for supplemental reading materials during the school year and summer; for testing, field trips, banquets, etc.
- There may be additional fees throughout the school year for field trips and/or special activities.

Georgia Special Needs Scholarship Program

The Georgia Special Needs Scholarship (GSNS) Program is a school choice program available for special needs students attending Georgia public schools who are served under an Individualized Education Plan (IEP). For information, please visit GSNS Webpage- <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx> .

A parent/guardian is required to provide Prince Avenue Christian School with a copy of the new school year scholarship award sheet for the student. This notifies Prince Avenue Christian School that a student is still eligible for the GSNS Program and what his/her award amount will be for the new school year. The award sheet is the only document needed by a parent/guardian for proof of a student's continued eligibility for the GSNS Program. The calculator with new award amounts for each school year will be available in May. A parent/guardian will need to enter the last public school a student attended, not the private school the student attends to have the calculator work correctly.

Once the GSNS award is deducted from the tuition amount, Prince Avenue Christian School will notify the parent/guardian via email and/or phone call of any remaining balance for tuition and fees. Under the GSNS Program, if tuition and fees charged by a private school are higher than the scholarship award, a parent/guardian is responsible for paying the additional tuition.

GSNS funds cannot be used to pay for the following: transportation, before or after school care, meals, tutoring, field trip fees, athletic fees, school supplies, summer school/camp programs, other fees as determined by the Georgia Department of Education.

Scholarship Opportunities

Prince Avenue Christian School is pleased to announce that, through the faithful generosity of friends and alumni, the following scholarships are available for the 2014 – 2015 school year. If you are interested in applying for these scholarships, download the attached applications, visit our website, or come by the reception area in the school office for an application. **ALL** applications must be returned to the school office **no later than July 31, 2014**. (The deadline is July 31 for the upcoming academic year.)

1. William H. Ricketts Scholarship

- Established by PACS to honor Rev. Bill Ricketts, pastor of Prince Avenue Baptist Church
- Awarded to two 11th or 12th grade students in good standing
- \$1,500 awarded annually
- Based on the student's commitment to the Lord, commitment to his or her church's ministry, and desire to serve Christ in his or her daily life
- Application required

2. Jon Desso Scholarship

- Established in memory of Jon Desso, PACS alumnus
 - Awarded to one male and one female 9th through 12th grade student in good standing
 - Approximate Half Tuition for the 2014-2015 school year
 - Based on financial need, scholastic achievement (min. 2.5 GPA), discipleship, committed personal relationship with Christ and loyalty to friends
 - Application, financial information and grade report required
- 3. The Shoff Foundation Scholarship**
- Established by Richard Mason and family in loving memory of Shelton T. Shoff
 - Awarded to one or more Kindergarten through 12th grade students in good standing
 - Full tuition for 2014-2015 school year
 - Based on financial need
 - Application and financial information required
- 4. Ruby Evelyn Brown Memorial Scholarship**
- Established by the Brown Family in memory of Ruby Evelyn Brown
 - Awarded to one 1st through 12th grade student in good standing
 - \$1,000 awarded annually
 - Based on financial need
 - Application and financial information required
- 5. Kathy Stamatinos Geyer Memorial Scholarship**
- Established in memory of Kathy Stamatinos Geyer, former teacher & parent of PACS
 - Awarded to one or more 1st through 12th grade student with at least 3.5 GPA in good standing
 - \$1,000 awarded annually
 - Based on scholastic achievement and financial need
 - Application and financial information required
- 6. Chick-fil-A Christian Service Scholarship**
- Established by Shane and Carri Leigh Todd and family
 - Awarded to one 1st through 12th grade student in good standing
 - \$1,500 awarded annually
 - Based on extraordinary Christian service in the community and financial need
 - Application and financial information required
- 7. Christopher Lee Newcomer Memorial Scholarship**
- Established by an anonymous donor in memory of Christopher Lee Newcomer, former PACS student
 - Awarded to one Pre-K through 5th grade student in good standing
 - \$1,000 awarded annually
 - Based on Christ-like characteristics and a passion for learning
 - Recipient will be nominated by the faculty and selected by the scholarship committee
 - No application required
- 8. Reg Gattie Memorial Scholarship**
- Established in memory of Reginald Gattie, music minister at PABC
 - Awarded to 9th through 12th grade student in good standing
 - \$1,000 awarded annually
 - Based on students desire to use their God given musical talent to glorify the Lord Jesus Christ in an extraordinary way through their leadership and Christian character; this student should plan to major or minor in music
 - Application required

9. The Asher Foundation Scholarship

- Established by the family of Ward Asher Elrod, who was born with hydrocephalus;
- a condition in which the spinal fluid in the brain will not drain properly
- Awarded to 1st through 12th grade student in good standing
- \$2,000 awarded annually
- Based on financial need
- Application and financial information required

10. PACS Wolverine Pride Scholarship

- Established by TSD Capital Group
- Awarded to one PACS family in good standing
- \$1,000 awarded annually
- Based on family involvement in every aspect of the school and showing full Wolverine support
- No application required

11. N.C. & Lorene Hatcher Memorial Scholarship

- Established by Richard and Carol Hatcher
- Awarded to Pre-K through 12th grade student in good standing
- \$1,000 awarded annually to six students
- Based on financial need
- Application and financial information required

12. Missionary Emergency Fund awarded by the Richard S. Reynolds Foundation

- Original Fund incorporated in 1920 and founded by Major A.D. Reynolds
- Awarded to 1st through 12th grade student in good standing
- \$1,000 awarded annually
- Based on the student's commitment to the Lord, commitment to his or her church's ministry, and desire to serve Christ in the area of missions at home and around the world
- Application and financial information required

Prince Avenue Christian School provides Excellence in Christian Education. The Lord had blessed us to provide these scholarship opportunities to our families. If you would like to contribute to any of these scholarships, please contact Kim Brannon in the Development Office at 678-726-2314 or knbrannon@princeave.org.

ACADEMIC INFORMATION

Overview

- Christ-centered Education
- Variety of subjects offered

PACS strives to provide a Christ-centered educational environment where students will be encouraged, nurtured, and challenged spiritually, academically, emotionally, and physically. Our school offers a variety of subject areas, including Bible, Language Arts, Social Studies, Math, Science, Physical Education, Health, Art, Library Skills, Foreign Language, Speech, Music, and Computer. We have modern classrooms, spacious grounds, and up-to-date curriculum and equipment. Classes are teacher-directed, and a strong emphasis is placed on foundational skills.

Bible Teaching/Chapel

Since PACS is a Christian school, daily Bible teaching is an integral part of the education offered. A person is not truly educated until he/she understands God's Word. We strive not only to teach the facts and principles of the Bible, but also to apply those teachings to everyday life. Inspirational chapel services are held weekly, during which time the students learn, sing, and hear testimonies and character building messages from the Word of God. Parents are invited to worship with us at chapel services. Chapel will be held on designated days throughout the year and the dress uniform is required to be worn on chapel days throughout the year. These days will be announced at the beginning of the school year.

All students are required to have a traditional translation of the Bible for classes. Acceptable translations are King James Version, New King James Version, New American Standard Version, New International Version, Holman Christian Standard or New Living Translation. **The International Children's Bible is used in 1st-5th grades.**

Lower School

Pre-K & Kindergarten

The Pre-K and Kindergarten classes at PACS provide a warm, nurturing experience focusing on the development of spiritual, social, and foundational academic skills. The students are exposed to a fascinating world of animals, people, and places that allows them to develop necessary language skills as well as to develop reading and writing readiness, eye-hand coordination, visual perception, and listening and thinking skills. Each day includes Bible stories, songs, prayer, scripture reading and memory, and character-building activities. Our preschoolers are delighted with their achievement in learning their letters and numbers. Our phonics-based reading readiness program carefully sequences activities in letter recognition, letter sounds, vowel formation (long and short), consonant-vowel blends, and one-syllable words with one or two vowels. Children enjoy counting and participating in activities that introduce number concepts and the formation of numbers. Preschool is also a time to develop a love and appreciation for good poetry, music, art, and drama through new and traditional media that are an important part of our program.

1st - 5th Grades

PACS strives to partner with families in providing a Christian education in a safe, encouraging setting that will assist parents in raising their children to exemplify Christ above all else. Spiritual growth is nurtured within each child during regular times of sharing God's Word through daily Bible classes, scripture memorization, songs, hymns, prayer, assemblies and a weekly chapel program.

Early independence in reading is achieved by emphasizing word analysis and comprehension with an intensive phonics-based program. In the early elementary grades, our program motivates students to learn with genuine, early success in reading. In later years, we enrich the curriculum with award-winning books. We believe that language is a gift from God; therefore, we have carefully developed a traditional grammar program, which builds confidence in the students' capabilities in written and spoken language. Grammar is taught with the purpose of making clear to the students the orderly structure of their language and a picture of God's plan for the world and for their lives.

Students enjoy studying science and are thrilled to see the plan of God as it is revealed in His creation. Our science program provides a solid foundation based on the Word of God and Christian principles.

"His Story," recording the rise and fall of nations and individuals as they respond to God's truths, is the main focus of our Social Studies and geography programs in the elementary grades.

Physical education, health, music, art, foreign language and computer help round out a superior education with a Christian perspective.

Guided discussion in all subject areas provides students an opportunity to extend their thinking skills and apply their learning to other situations.

Upper School (6th -12th)

PACS strives to develop outstanding citizens and leaders by participating in and promoting civic activity as we share Jesus with our community. We offer designed opportunities to develop leadership skills and to develop philosophies to become effective citizens within the framework of Christian faith and principles. PACS is committed to reach the world by embracing a proper Christian worldview that views other cultures and nations as a part of our mission field.

Our curriculum is focused on the academic and spiritual development of the student. The upper school is departmentalized with multiple teachers. Students progress through a balanced curriculum that stresses analysis and higher cognitive thinking skills in all core subject areas.

Co-curricular Eligibility

In order to participate in co-curricular activities, students must meet or surpass academic standards.

Each semester's grade report determines eligibility for the following semester. If a student has a failing grade in more than one class, he/she is ineligible to participate for the duration of the following semester.

A student who is struggling academically may be placed on academic probation usually at the end of a quarter or semester and may be suspended from co-curricular participation for a period of time as a means to encourage greater academic success. Any decision involving a suspension will be made jointly by the appropriate department and upper school administration.

Withdrawal from a class after the normal two-week drop period will be considered a failure for co-curricular eligibility purposes. Exception to this guideline must be approved by administration.

Eligibility and ineligibility take effect on the first day of the new semester. Grades earned in the second semester of the school year determine the eligibility for the first semester of the following school year.

Any student who is ineligible to participate/play is ineligible to practice or work out with the team.

Student athletes who become eligible after a sport season has begun (for example, basketball or cheerleading) may be added to the roster, space permitting. These students will be added only if the following requirements are met: a positive faculty recommendation is received by the coach and athletic director; a positive administration recommendation is received by the coach and athletic director; and the ongoing sports team does not have a rule about joining its team in the middle of a season.

NO ATHLETE WILL BE ALLOWED TO PARTICIPATE IN AN ATHLETIC CONTEST AT PACS UNTIL THE ATHLETIC HANDBOOK, MEDICAL CONSENT, AND TRANSPORTATION FORMS HAVE BEEN SIGNED AND RETURNED AND ALL FEES HAVE BEEN PAID.

Academic Probation

Students who are not maintaining current grade level standards may be placed on academic probation at mid-term, the end of a quarter or the end of a semester. Parents will be notified and the administration will review each case on a continuing basis until the problem is resolved or until it is determined that a student's needs cannot be met at PACS.

Educational Support Services

The purpose of the Educational Support Services (ESS) program is to provide academic support for our PACS families and students who have been diagnosed as having a learning difference that adversely impacts academic performance. This diagnosis must be noted on a psycho-educational evaluation that is no more than three years old. Any academic support (accommodations, classes, tutoring, etc.) needed by a student which is beyond that offered in the regular classroom, is the responsibility of the parent. This program allows the opportunity for a student to receive such services within the school building, as approved by the administration. For more information contact the Educational Support Services office.

Tutorial Services

The Tutorial Services Program offers support for our PACS students who need assistance with academics, preparing for tests, homework help, organization, etc. Any support needed by a student which is beyond that offered in the regular classroom, is the responsibility of the parent. This program allows the opportunity for a student to receive tutoring services within the school building, as approved by the administration, on a regular or as-needed basis. For more information contact the Educational Support Services office.

Homework

Homework is defined as all outside assignments that are averaged into the student's grade. Not all homework will be graded. Special long-term projects may require extra homework time. Homework is assigned for these purposes:

- For practice
- For drill
- For remedial activity
- For enrichment activity
- For special projects

We strive to limit homework assigned or generated for Wednesday evenings to allow families to attend Wednesday evening services at their church. However, this does not include work due Thursday that was assigned prior to Wednesday. Homework must be turned in on time.

Students are expected to complete homework assignments on time. The time required to complete homework varies depending on the grade level, ability, and personality of the student.

Exams

Middle School (6th-8th) students may be given comprehensive exams over material covered during the quarter/semester.

High School (9th-12th) students may be given exams in all core subjects. These exams will be comprehensive, testing/evaluating material covered during the semester. During semester exams, high school students will be permitted to leave school after the class of their exam has ended. Students who have an "A" average in a class will

be exempt from taking the semester exam. Advanced Placement students and seniors do not take second semester exams. **If a student accumulates 10 absences in a specific class during one semester, he/she will be required to take the semester exam regardless of his/her final semester average (see attendance policy sections).** Any make-up exams will be given as designated by the teacher or administration.

Course of Study

Kindergarten-5th Grade

Bible	Science
Reading	Social Studies
Creative Writing	Physical Education
Penmanship	Art
English	Music
Spelling	Band
Mathematics	Computer
Foreign Language	

6th, 7th and 8th Grades

Bible 6 - 8	History 6 - 8
Math 6 & 7	English 6 - 8
Pre-Algebra	Science 6-8
Honors Algebra I	Physical Ed. 6-8

9th-12th grades - College Preparatory with Distinction Diploma

Students wishing to earn a College Prep with Distinction diploma will be required to earn a minimum of **28** Carnegie units. All high school students, except seniors, must take a minimum of six Carnegie units of study each school year. Bible is taken each year.

The units required for a College Preparatory with Distinction diploma are the same as the College Prep Diploma with the following additional stipulation. At least three courses must come from the following list:

- 3rd year of a foreign language
- Advanced Placement courses
- Dual Enrollment courses

Students must also take 5 electives (4 will be Fine Arts, Academic, or Athletic).

9th-12th grades - College Preparatory Diploma

Students wishing to earn a College Prep diploma will be required to earn a minimum of **27** Carnegie units to graduate. All high school students, except seniors, must take a minimum of six Carnegie units of study each school year. Bible is taken each year.

Carnegie units may be earned by:

- Passing classes at PACS
- College dual enrollment
- Transferring from another recognized accredited school
- PACS approved directed studies
- Approved virtual school courses
- Home school credits accepted by PACS Administration

No "first impulse" courses for credit may be taken during summer school without prior permission from the administration.

The units required for a College Preparatory diploma are as follows:

- 4 units of English*
- 4 units of Science* (three of which must be lab sciences)
- 4 units of Math* (which include Algebra I, II, III, Geometry, Pre-Calculus, Calculus, or Dual Enrollment Math courses) - Students must be enrolled in Math all four years of high school.
- 4 units of Bible**
- 4 units of Social Studies*
- 1 unit of Health/P.E.
- 2 units of the same Foreign Language*
- 4 electives (3 will be Fine Arts, Academic, or Athletic)
 - .5 credit for Speech***

Any off-campus elective, including dual enrollment, must be approved by the administration before the beginning of school.

General Diploma

Students may work toward a non-college preparatory high school diploma with permission of the administration.

A minimum of 24 units will be required before graduating with a non-college preparatory diploma. All high school students, except seniors, must take a minimum of six units of study each school year. Bible is taken each year.

The Carnegie units required for a general high school diploma are as follows:

- 4 units of English*
- 3 units of Math*
- 3 units of Science*
- 3 units of Social Studies****
- 1 unit of Health/P.E.
- 4 units of Bible**
- 6 electives (three will be academic and/or fine arts)
 - .5 credit for Speech***

* Core course

** Four years of Bible are required, except for transfer students. When this occurs, additional elective credits will replace Bible credits.

*** Required Electives unless an administrative exemption is given.

**** Core course (students must pass World History, U.S. History, and Government and Economics)

Classification

Below are the minimum requirements for classification:

- Sophomore: 5 units earned
- Junior: 10 units earned
- Senior: 16 units earned

Grading Scale

Grades for most subjects will be on a numerical basis using the following grading scale:

<u>Letter Grade</u>	<u>Grading Scale</u>
A	90-100
B	80-89
C	70-79
F	0-69
I	Incomplete
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

For permanent record purposes, the grades of high school students will be tabulated each year on a 4.0 scale as follows. **Any high school class taken in middle school (Example: Algebra I and Geometry) will be included.**

Grading System

For AP/Dual Enrollment classes, 10 numerical points are added to the passing semester grade and for Honors classes 5 numerical points are added to the passing semester grade for determination of awards and honors. Please be aware, the original semester grade earned will be reported to the college (not with any extra points). PACS will then add 10 points for our in-house honors and awards. The first semester this will apply will be Semester 1 of 2014-2015 and is not retroactive.

The following GPA weights are assigned to CP, AP, Dual and Honors grades:

	College Prep	Honors	AP/Dual
A = 90 - 100.....	4.0.....	4.5.....	5.0
B = 80 - 89.....	3.0.....	3.5.....	4.0
C = 70 - 79.....	2.0.....	2.5.....	3.0
F = Below 70.....	0.....	0.....	0

*Dual weighting effective 2014-2015 school year

Students who take Advanced Placement/**Dual Enrollment** classes will receive one (1.0) additional quality (GPA) point and **10 numerical points** for all letter grades except an F. Students who take Honors classes will receive an additional .5 (1/2) quality (GPA) point and **5 numerical points** for all letter grades except an F.

Semester and final grades are calculated as follows:

Middle School (6th-8th)

Final Grade:

1st Semester Grade x 50%

2nd Semester Grade x 50%

High School (9th-12th)

1st Semester Final Grade with exams:

1st Quarter Grade x 40%

2nd Quarter Grade x 40%

1st Semester Exam x 20%
2nd Semester Final Grade with exams:
3rd Quarter Grade x 40%
4th Quarter Grade x 40%
2nd Semester Exam x 20%

1st Semester Final Grade without exams:
1st Quarter Grade x 50%
2nd Quarter Grade x 50%

2nd Semester Final Grade without exams:
3rd Quarter Grade x 50%
4th Quarter Grade x 50%

Graduation Requirements

Before graduating seniors receive their diplomas, the following requirements must be fulfilled:

- If a student fails to pass the required courses, he will not be able to participate in the graduation ceremony. The student will make up all work before August 1 to receive a diploma.
- All fees, charges, tuition, and monies for graduating seniors must be reconciled prior to graduation and release of final transcripts.
- Sixty-five hours of community service must be completed as a part of the school's Christian Character Development Program. Community service hours will be completed in the following grade increments: 9th (10 hours); 10th (15 hours); 11th (20 hours); and 12th (20 hours). One of the highlights of a student's experience at PACS is the Senior Mission trip. This is a school sponsored trip to another country that allows students opportunities to grow spiritually, academically, and socially. The mission trip will be planned and executed by the Director of Spiritual Life. Students participating on the senior missions trip will fulfill the 20 hours of community service hours required for 12th grade. High school students' community service hours will be recorded in the school's RenWeb management system by members of the high school faculty. In the rare event a senior cannot attend a senior mission trip, plans for senior service hours must be approved by the administration prior to the senior mission trip.

Hope and Zell Miller Scholarship Requirements

Only the grades earned in Hope/Miller approved courses will be counted toward the GPA for HOPE and Zell Miller scholarship eligibility. Information regarding the subjects that will be included and the number of Carnegie units the student must have earned are available through the Guidance Services Department, as these requirements change from year to year.

Current information and requirements may be obtained through Georgia Student Finance Commission at either: www.GSFC.org or www.gacollege411.org

Student Records/Transcripts

Final report cards (fourth quarter) will not be released until all fees are reconciled through the business office. Student records are open to and may be obtained by the parent or guardian, as long as there is not an outstanding balance.

If a student's records are sent to another school, PACS will mail the records within two weeks of receipt of the request from the new school or a written request from the parents/guardians, if all account balances have been settled.

Physical Education

All students scheduled for physical education classes are expected to participate except in cases of illness or injury. Students who take physical education will "dress out" for P.E. classes. Excuses must be provided when a student does not dress out. Only a doctor's excuse is permitted for allowing a student not to dress out for prolonged periods.

Only approved P.E. uniforms are permitted. Students who wear apparel other than the approved uniform will be considered not "dressed out." Each time a student is not dressed out and it is unexcused, an academic penalty will be given.

Student Recognition and Awards

Honor Roll (4th-12th Grades)

Middle School Honor Roll is calculated each Quarter and High School Honor Roll is calculated each Semester.

Students who earn all A's (no incompletes) in core courses (Math, English, Science, Social Studies, Foreign Language, Bible) will be placed on the "***Head of School Honor Roll***" for that grading period. Students obtaining an overall average of at least 90 (no failing grades or incompletes) in core courses (Math, English, Science, Social Studies, Foreign Language, Bible) will be placed on the "***Principal's Honor Roll***" for that grading period.

Graduation Honors

Honor Graduate: College Preparatory or College Prep with Distinction students, who have a final numerical average of 90 or above in core high school courses for their entire 8th-12th grades, will be deemed honor graduates. Students who take AP/**Dual Enrollment** courses will have 10 points added to their **passing** numeric average for that class for the purpose of these calculations. Students who take Honors classes will have 5 points added to their **passing** numeric average for that class for the purpose of these calculations.

The Valedictorian and Salutatorian must complete the college preparatory with distinction requirements, must have been a student at PACS during their entire eleventh and twelfth grades, and must meet Honor Graduate requirements. The Valedictorian will be the student that has the highest numerical average in core classes as calculated by the school's management system. The Salutatorian will be the student that has the second highest numerical average in core classes as calculated by the school's management system.

The Valedictorian and Salutatorian from the graduating class will not be chosen on the basis of their academic record alone. Citizenship, attitude, cooperation, level of course work taken, and other similar factors will be considered by the administration in making these choices.

The purpose for **graduation regalia** is to recognize the scholastic achievements of seniors at the conclusion of their four years of study. Only those articles approved for use are authorized to be worn during the graduation ceremony.

- National Honor Society (NHS patch affixed to bottom left of the Beta Club Stole): NHS academic and conduct standards are defined in the school's charter.
- National Beta Club (gold stole with patch affixed to right side): Beta Club academic and conduct standards are defined in the school's charter.
- Honor Graduate (gold cord): Awarded to students who maintain a **cumulative core average** of 90 or above.

No other regalia or accessories may be worn during graduation.

The Epistle award will be given to a senior who has displayed Christ-like character during his or her high school career. The recipient of this award will be determined by the faculty of PACS. Academics will not be a determining factor, unless the student has a record of not passing.

Any student suspended for any reason from school during his or her junior or senior year will not be considered for graduation honors such as Valedictorian, Salutatorian, Epistle award, etc.

Academic Honors and Awards Summary

- Valedictorian/Salutatorian/Honor Graduate = Num. Avg. Core classes including Bible
- Beta, NHS, NJHS = Num. Avg. All Classes
- Honor Roll = Num. Avg. Core including Bible
- College GPA = Refigured their choice
- HOPE/ZELL = GPA Core only (no Bible)

High School Courses

Advanced Placement Courses

Prior to enrolling in an AP course, a student must:

- Be a high school sophomore, junior or senior
- Have a 3.0 overall GPA or higher
- Be on the “college prep” or “college prep with distinction” diploma track
- Earn an 88 or higher in the previous year’s subject area course

Any exceptions to this guideline are at the discretion of the high school administration and require parental and student agreement. Students taking an AP course are required to take the end of course AP test. Parents will be billed for this test in the spring.

Passing grades earned in AP courses at PACS will be awarded 10 extra numeric points and 1 extra quality point for GPA at the semester for determination of in-house honors and awards. This includes on-line courses approved by Prince Avenue.

Dual Enrollment Courses

Prior to enrolling in a dual enrollment course, a student must:

- Be a high school junior or senior and meet TMC admission requirements
- Have a 3.0 overall GPA or higher
- Be on the “college prep” or “college prep with distinction” diploma track
- Earn an 88 or higher in the previous year’s subject area course

The academic and curricular standards for these courses are governed by the authorizing college or university. In most cases these course are offered through the State of Georgia’s Accel program and thus are also regulated by state laws.

Passing grades earned in Dual Enrollment courses at PACS will be awarded 10 extra numeric points and 1 extra quality point for GPA at the semester for determination of in-house honors and awards (Effective: 2014-2015 school year) This includes on-line courses approved by Prince Avenue.

Honors Courses

In order for a student to take an Honors course they must have earned an 88 or higher in the previous year's subject area course. Any exceptions to this guideline are at the discretion of the high school administration and require parental and student agreement.

Passing grades earned in Honors courses at PACS will be awarded 5 extra numeric points and a .5 extra quality point for GPA at the semester for determination of in-house honors and awards. This includes on-line courses approved by Prince Avenue.

Report Cards and Interim Reports

Report Cards (Kindergarten-12th Grades)

Report cards are sent home at the end of each quarter (four times yearly).

Interim Reports (4th -through 12th Grades)

Students receive an interim (mid-term) report, which is available through RenWeb in the middle of the grading period, to inform parents of their child's progress.

Retention/Promotion Policies

Pre-K

It is the desire of the PACS Pre-K staff to feel confident in a child's readiness for Kindergarten, academically, socially, and emotionally. There are numerous readiness factors involving the development of the whole child that will be considered in order to determine if a Pre-K child is ready for Kindergarten. If the teacher feels concerned that the child may not be ready in any of the areas listed above, she will discuss the possibility of retention with the parents and Administration.

Kindergarten-2nd Grades

It is the desire of the PACS elementary staff to feel confident in a child's readiness to promote to the next grade level, academically, socially, and emotionally. The results of tests, as well as overall daily performance in the classroom, will determine the promotion or retention of the student.

3rd-5th Grades

Promotion is based on the yearly average of each core subject. The failure of more than one core subject may result in retention

Middle School (6th-8th)

Retention is recommended when a student fails more than one academic subject (Bible, English, Science, Math, or Social Studies) and/or lacks developmental social skills. If a student fails one class, he/she will be required to make it up in summer school in order to be promoted to the next grade level. The administration will then determine whether the student should be retained.

High School (9th-12th)

Students in grades 9-12 who receive a final semester grade of 69 or lower in any required course must make it up during the summer or retake the course. Any summer school classes must be approved by the administration.

Subject/Course Changes

Parents/Students may petition the administration in writing to drop/add a course. This must be done within the first two weeks of each semester. **Extended time is allowed for AP and dual enrollment courses.**

Achievement Tests

Testing Program

Achievement Tests are administered to grades Kindergarten – 9th each year.

Duke Tip Testing

Each year, a select number of 7th grade students are given the opportunity to participate in the Duke University Talent Identification Program based on their superior achievement test scores. The Duke University Talent Identification Program (Duke TIP) is a non-profit organization dedicated to serving academically gifted and talented youth. Duke TIP works with students, their families, and educators to identify, recognize, challenge, engage, and help students reach their highest potential. Students who score in the 95th percentile or higher on specific standardized subtests are recognized for their acceptance into the program and are given the opportunity to participate further by taking an upcoming SAT or ACT. If students score high enough on one or both of these, they may receive state recognition from the Duke TIP Program and offered the opportunity to participate in the Academy of Summer Studies.

College Admissions Testing

As a student begins to prepare for college, Prince Avenue Christian School's guidance office will provide assistance in planning for college selection, entrance, scholarships, and financial aid. Students are also required to take several tests that help prepare them for college acceptance. PACS provides opportunities for these tests to be taken.

- **In 9th, 10th,** and 11th grades all students will take the PSAT (1st test in the SAT series).
- In 10th grade all students will take the PLAN Test (2nd test in the ACT series).

In 10th-12th grade all students are encouraged to take the SAT and/or ACT as many times as deemed appropriate to achieve college admission.

All seniors must have taken either the SAT or ACT prior to graduation (exceptions to this guideline must be approved by the High School Administration).

Textbook and Instructional Materials

Our textbooks and curriculum materials include some standard texts used in public and private schools, along with many textbooks from Christian publishers dealing with the same subject matter but from a Christian perspective. Our preference would be to use all Christian texts, but in some subjects an academically superior text is available from a secular publisher. When we choose a secular textbook, it is with the understanding that it is the teacher who makes the curriculum "Christian."

We can guide our students in the development of critical thinking skills and discernment in evaluating printed material. Exposure to false worldviews will prepare our students for future educational experiences, especially if they choose to attend a state university.

The safekeeping of books is the responsibility of the student to whom they are assigned. Lost or damaged books will be charged to the student responsible for the books since all books are the property of PACS. **All non-consumable books are to be covered to help prolong the use of the book.** All textbooks are to be handled with

care and are not to be marked on or defaced in any way. Students may be required to purchase supplementary books for some classes (i.e. novels for English, etc.).

Transfer Students

Transfer credits with letter grades will be transposed to numeric grades to match our grading scale according to the chart below. All transcripts for transfer students will be evaluated according to courses taken and content of courses.

Credit Transfer Chart (A, B, C, F)

A+.....100	B+.....89	C+.....79	F..... 65
A.....95	B.....85	C.....75	
A-.....90	B-.....80	C-.....70	

Credit Transfer Chart (A, B, C, D, F)

A+.....100	B+.....92	C+.....84	D+.....75	F..... 65
A.....96	B.....88	C.....80	D.....73	
A-.....93	B-.....85	C-.....76	D-.....70	

Transcripts – High School

High school transcripts must be requested by filling out a Transcript Request Form and forwarding it to the guidance office at least one week in advance. Final transcripts will not be released if there is an outstanding balance on the student’s account. Once you have chosen a post-secondary school, a final transcript must be requested.

SCHOOL AND OFFICE HOURS

School Hours

Normal school days of operation are Monday-Friday during the months of August through May. The school will observe various holidays throughout the year. Please consult the school calendar for specific holidays, early dismissal days, extended breaks, and the specific start and end dates for the school year.

Regular Day

Pre-K (1/2 day)	8:10 am – 12:10 pm
Pre-K (full day option – Must be 5 years old or older)	8:10 am – 3:10 pm (includes morning PreK class and afternoon Extended Day class)

Kindergarten through 5 th grade	8:10 am – 2:45 pm
6 th -8 th grades	8:10 am – 3:10 pm
9 th -12 th grades	8:10 am – 3:20 pm

Early Dismissal (1/2 days)

Pre-K-5 th grades	8:10am – 11:15 am
6 th -8 th grades	8:10am – 11:40 am
9 th -12 th grades	8:10am – 11:50 am

Student Sign-in and Sign-Out

- PreK – 5th grade students who are tardy to school or leave school early must sign in and out in the front office.
- 6th – 12th grade students who are tardy to school or leave school early must sign in and out in the middle or high school office.

School Closings

In case of an emergency due to natural causes such as snow, ice, or other conditions that would make driving hazardous, the school will be closed. *You may be contacted through PACS's Parent Alert System via text or phone call regarding early dismissal or closing.*

You may also locate our school closings the following ways: the website www.princeave.org, WMSL 88.9FM radio station and WSB TV Channel 2. Occasionally it is necessary to send children home early to avoid serious weather conditions. In such cases, parents should be prepared to pick up children at school in a timely manner. You can call the school at (678)726-2300 and listen to the school information line to receive information about any school closing.

Office Hours

The school office opens each morning at 7:45 and closes at 4:00 pm on Monday through Thursday. The office closes at 3:30 PM on Fridays. Summer office hours will be announced prior to the end of the school year and posted on our website.

Attendance

In order to obtain the maximum benefit from our academic program, students should be in class every day. The following rules are designed to help the student maintain good attendance, help parents fulfill their responsibility, and allow the student to receive all the educational benefits to which they are entitled.

Lower School (Pre-K through 5th)

- Students who are in attendance until 11:30 a.m. on a “full” day of school are counted present for the entire school day. Students who are late, but arrive by 11:30 are counted present for the entire day.
- If a student misses more than 20 days per year (excused or unexcused), it could affect the student's promotion. Parents may be required to supply additional information regarding these absences.

Upper School (6th through 12th)

Upper School attendance is determined by the individual class period and Prince utilizes a 10% rule regarding absences. Students in grades 6-12 are allotted 9 absences per semester in each class without penalty. In extreme cases students may jeopardize their potential to gain credit for a particular class. When a student accumulates 10 or more absences in a particular class during one semester, the following sanctions will occur:

- 2 point reduction in the given class for the semester
- High school students are not permitted to exempt the semester exams regardless of the student's semester average.

Special circumstances involving death of an immediate family member, surgery, hospitalization, or physician documented illness will be handled on a case by case basis

We strongly encourage appointments to be made outside of normal class time.

Co-curricular Absences

If a student misses school due to participation in a school-sponsored activity, he/she will not be counted absent.

Senior End of the Year Attendance

A graduating senior may not be absent during the last two weeks of school except when excused by a medical doctor. When pursuing college entrance and/or scholarship requirements, the student may make arrangements with the High School Principal to be absent from school.

Tuancy

Deliberate absence without the parent's knowledge and permission will result in a grade deduction of up to two points per absence from the student's 9-week grade average and/or a detention/suspension. A student who is continually truant will be referred to the authorities who handle truancy problems **which may include revocation of his/her driver's license.**

Tardiness

Tardy to School - Elementary

Any student who is not in his/her class at the time of the bell is tardy and will not normally be admitted until he/she has reported to the office. In order for a tardy to be excused, a phone call, note or e-mail must be received by the teacher or office within five days. Chronic or habitual lateness may result in academic or disciplinary action.

Tardy to Class - Middle and High School

Students are allotted 4 unexcused tardies per quarter without penalty. On the 5th and each subsequent unexcused tardy in a quarter the student will generally receive a detention.

Daily Attendance Requirements for Participation in Co-curricular Activities (including but not limited to athletic activities)

In order for a student to participate in co-curricular activities, he/she must be in school by 9:30 AM. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies. If a student is late and arrives after 9:30 AM, he/she will generally be ineligible to participate in any co-curricular activities that day. If a student is too ill to be in school by 9:30 AM, then a student is too ill to participate in any co-curricular activity that day, unless a doctor authorizes in writing that the student is able to participate.

A student must be in attendance at school on the day after any co-curricular activity by 8:30 AM, unless an excused notice, signed by a parent, is given to the office. The excuse "I was too tired" is NOT valid. If a student is tardy or absent for the above reason, he/she will be ineligible for the next similar activity.

Pre-arranged Absence Form

An absence for any reason other than those listed above must be approved in advance. These may include attendance at a Christian retreat, educational travel, court proceedings, and immediate demands of the home. The purpose of the Pre-arranged Absence form is to insure that teachers and administration are aware when a student will be absent for non-emergency purposes. Students should check RenWeb for assignments. Students are encouraged to do any work they can prior to leaving; however all guidelines involving make-up work are in effect. If a Pre-arranged Absence Form is not obtained and processed as stated, the absence may be considered as unexcused and not an approved special absence.

Early Dismissal and Sign-out

A student will be allowed to leave school early with parental consent. Any student who must leave school or campus during school hours for an appointment, or for any reason, must sign out in the appropriate school office and sign in upon return. Signing out earlier than 20 minutes before the class ends may be counted as an absence for that class.

Students who are not part of a team as player or manager will not be permitted to travel with the team to away games unless approved by the administration.

Working Students

Students holding a part-time job (anything requiring a work permit) are not allowed to miss/skip school field trips, programs, or other required events for work purposes.

Work Missed

Parents of absent elementary students should call the school office prior to 10:30 AM to request work assignments in order to allow teachers time to make appropriate arrangements. Assignments may be e-mailed to them or picked up after 3:20 PM in the school office.

Parents of absent upper school students or the students themselves should check RenWeb for assignments. If further assistance is needed, please email the teachers directly. It is the student's responsibility to obtain class notes and make-up work.

Work missed due to an absence is expected to be completed. The time allowed to complete the work for absences is equal to the number of days absent. The calendar begins on the first day the student returns to school. An incomplete homework assignment may be recorded as a zero.

CONDUCT AND DISCIPLINE

Family-School Covenant

According to the Bible, parents are responsible for the training of their children. PACS serves as partners with parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for godly training to take place (Deuteronomy 6:1-7; Proverbs 22:6; Ephesians 6:1-4).

The student at Prince Avenue Christian School is an ambassador for Christ as well as for the school. Therefore, The Family-School Covenant and Honor Code apply to and must be followed by the student during school as well as away from school. We seek to nurture development of the following essential character traits in the lives of our students.

- ***Eternal Values:*** We are to live with the perspective of eternity, focusing not on temporary, material, self-serving gain, but on the glory of God. We are to pursue the treasure that is of eternal value. Matthew 6:19-21, 33; James 4:14
- ***Godly Living:*** By the grace of God we are to be committed to growing in the character and values of Jesus Christ, so that the outworking of our faith will be seen in conduct that is consistent with the principles of God's

Word and reflective of His holiness. We seek, by the power of the Holy Spirit, to walk in obedience and flee the desires of the sinful flesh. Galatians 5:16-26; 1 Peter 1:13-16, 2:9-10; 1 Corinthians 6:12-20; Romans 8:6-8

- **Integrity:** We are to have a testimony that is above reproach. We are to be honest, forthright, morally sound, and trustworthy in all of our relationships. Our word should be our bond. Titus 1:7-9; Job 27:5; Proverbs 11:3, 20:11; Psalm 15
- **Obedience:** We are to live with an attitude of submission that is manifested in cheerful obedience. The Lord God, who is Sovereign over all, is the absolute and final Authority of our lives. As our Creator and Savior, He deserves our whole-hearted obedience. Our obedient submission manifests our love for Him and trust in Him. Likewise, as He places human authority over us, we are to cheerfully obey that authority as unto the Lord. John 14:21; Ephesians 6:1-4; Proverbs 6:23
- **Respect:** We are to honor others and value the contributions they bring to our lives. Especially within the family of God, where we are instruments to edify and build others up in our walk with Christ, we are to treat others as we would want to be treated. 1 Peter 2:13-21; 1 Thessalonians 5:12, 13
- **Responsibility:** We are to faithfully carry out what God has for each of us to do. Because we are accountable to love one another, encourage one another, bear one another's burdens, and share with one another, we are called to a sense of responsibility that will enable us to faithfully fulfill the work of the Kingdom. Initiative, discipline, diligence, and a desire for excellence should mark all that we do as we serve God and relate to one another. Matthew 18:15-17; Galatians 6:1-5; Ephesians 5:29-32
- **Self-Discipline:** We are to live, as a result of the Spirit's fruitfulness in our lives, with self control, enabling us to delay immediate gratification that comes at the expense of obedience. With self-discipline we can learn to control those thoughts and attitudes that dishonor God and lead to ungodly behavior. Galatians 5:22-26; Proverbs 16:32; 1 Timothy 4:7, 8
- **Servant spirit:** We are to live with humility and selflessness that focuses on putting others first and ministering to their needs in the name of Christ. The ultimate example of a servant spirit is found in Jesus Christ, who set aside the glory of Heaven, became a man, and died on the cross for our sin. We are to imitate that selfless, giving spirit as we live for Him. Philippians 2:1-11; Ephesians 5:21; James 4:6, 10
- **Gratitude:** We are to live with a genuine spirit of thanksgiving, recognizing the Lord as the source of every good thing in our lives. Gratitude comes from recognizing that God uses all things in our lives to further His good purpose of growing us after the image of Christ. That spirit of thanksgiving also extends to those people whom God uses to bring blessing into our lives. 1 Thessalonians 5:18; Philippians 4:6-7; Colossians 2:7
- **Wisdom:** We are to live, not just with knowledge, but with wisdom as well. Wisdom means seeing life from God's perspective and using knowledge in the way that most honors God and accomplishes His purposes. We develop wisdom by spending time in God's Word and prayer and by living with a teachable spirit. Proverbs 1:7, 20-23; 2:1-22

The Honor Code

The Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, and remaining silent when a student has knowledge of these actions. In the PACS community, lying, cheating, stealing, defaming others and intentionally damaging the property of others and remaining silent when a student has knowledge of these actions cannot be tolerated.

- **Lying:** A student lying or purposely misrepresenting the truth violates the Honor Code.
- **Cheating:** A student giving or receiving unauthorized help on a test or graded assignment, or a student submitting the work of another as his/her own, violates the Honor Code.
- **Stealing:** To take (the property of another) without right or permission. To present or use (someone else's words or ideas) as one's own.
- **Defaming others:** A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.

- ***Intentionally damaging the property of another:*** A student deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.
- ***Remaining silent when a student has knowledge of these actions:*** When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).

“A PACS student will not lie, cheat, steal, defame others or destroy their personal property, nor tolerate those who do.”

Commitments

For a student to be admitted and retained at Prince Avenue Christian School, the following family-school commitments must be made and adhered to:

Prince Avenue Christian School reserves the right to suspend and, when circumstances warrant, to dismiss students whose behavior is disrespectful, disruptive, immoral, and/or illegal. PACS also reserves the right to suspend or dismiss a student whose conduct is detrimental to the school community.

The disciplinary process of the school is designed to support the members of the school community and the school’s mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. PACS will dismiss the student from the school if actions or behaviors (on or off campus, during the school day or not, under school supervision or not) determine that a student’s continuation is not in best interest of the student and/or the school.

- ***The Parent Commitment:*** We are in support of the educational philosophy, objectives, Family-School Handbook, standards of conduct, doctrinal statement, Christian life commitment and the principles of this covenant. We will cooperate with the teachers in a spirit of partnership in the training of our child.

If at any time during the training of our child, we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child from Prince Avenue Christian School. We understand that failure by our child to uphold these principles and guidelines of the Family-School Handbook may result in dismissal from PACS.

As a Christian school, we are committed to serving as a partner with Christian parents to develop “students who are followers of Jesus Christ who are pursuing their purpose for the glory of God, applying knowledge with Godly wisdom, communicating God’s love to others and sharing their God-given resources in biblical ways” (Prince Avenue Ends Statement).

We consider it essential that our students and families believe The Word of God is the final authority on all matters of faith and conduct. Therefore items expressly forbidden in the Scripture are never acceptable. Included among these are such as, but not limited to drunkenness, stealing, lying, the use of slanderous or profane language, pornography, addictive behaviors of any kind, extramarital sex, and homosexual behavior.

Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based on race, sex and socioeconomic status. Therefore, Prince Avenue Christian School strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christ-like attitudes appropriate for maturing Christians.

We also believe that our parents and students should be involved in a local community of believers in order to best develop a strong relationship with God, and to learn to minister to one another as Christ commands. Regular attendance infers normal involvement in the community of believers, and may include attendance at worship services, Sunday School or community or youth/children's groups.

- ***The Student Commitment:*** I desire to attend Prince Avenue Christian School and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at PACS.

I understand that Christian teachers are in partnership with my parents. I will strive to obey them also as they seek to train according to God's Word.

With the help of the Holy Spirit, I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified.

I understand that failure to uphold these principles and guidelines of the Family-School Handbook may result in my dismissal from PACS.

- ***The Honor Code Commitment:*** Because I believe that honor toward God and man is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions.
- ***The Commitment from the School:*** The faculty and staff of PACS pledge by God's grace to uphold the principles of this covenant and guidelines as we assist the parent in training your child.

Statement of Cooperation

I agree to cooperate with Prince Avenue Christian School (PACS) in every way possible, including academic, behavioral, dress and disciplinary policies. I further agree that if I have any concerns with the school policies or programs, I will bring it first to the teacher and/or the school administration prior to discussing it with others. As a family, we are committed to following the Matthew 18 principle of reconciliation; that if concerns or disagreements arise over issues or incidents related to the welfare of our children, we will go to the individual involved and seek a mutually satisfactory remedy in the bonds of Christian love.

I recognize that PACS works as an extension of me, the parent or guardian, and I pledge my prayerful support to the school administration and faculty. I realize that the discipline of my child is initially my responsibility and I agree that discipline is necessary for the welfare of each student, as well as the entire school. I also understand the school has full authority to discipline any student who refuses to cooperate with the educational process or adhere to the standards of conduct, therefore, give permission for my child's teacher, and/or other members of the school staff and administration to enforce all classroom regulations and school policies in a manner consistent with Christian principles of discipline. Discipline may include, but not be limited to, detention, suspension, or expulsion from the school program. I also understand that it may be necessary to withdraw my child if I cannot cooperate with the school policies as defined in the Parent/Student Handbook.

I agree to assume the responsibility of my child's education through supervision of homework, encouraging my child and by keeping in regular contact with his/her teacher. I realize that parent meetings are important for the educational welfare of my child, and therefore, I will make every effort to be in attendance.

I understand that for enrollment to be complete, the full registration and enrollment fees must be received and that these fees are non-refundable. I also understand that the operating expenses of PACS are fixed, and a loss is

realized if any vacancy occurs during the school year. In support of the School's obligation to its staff, I agree to keep my son/daughter enrolled for the school year if at all possible. I understand that the tuition will be pro-rated in the event my child is withdrawn (or dismissed) from the school for any reason. Tuition will be pro-rated by the month; therefore, if a child is present for any part of a month, the entire month's tuition will be due. I am responsible to pay any tuition and fees due, and records cannot be forwarded to another school until all financial obligations have been satisfied. I understand that the school, at its discretion, may withhold transcripts of grades, final exams, diplomas, etc. due to non-payment of bills. I also understand that if my child's tuition is 45 days late, my child will not be allowed to stay in class until my overdue balance obligation has been met.

I hereby agree to release Prince Avenue Christian School and its agents from any and all liability to my child, or any agent thereof, due to any injury or alleged injury to my child while on school premises, en route to and from school, or while involved in any school activity. In case of an accident or serious illness, the school may call a physician in the event I cannot be contacted. If the school is unable to contact a physician, the school may make whatever arrangements are necessary. The school will not be held liable for any medical treatment or care provided to my child by a licensed physician, hospital or emergency rescue squad. Should legal action, for any reason, be taken against PACS or any employee or agent thereof on my child's behalf, and the school or its agents are found to be free of fault, I agree to pay any attorney fees, court costs, damages or other costs that Prince Avenue Christian School or its agent incurred while defending itself against such action.

Corrective Discipline

Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are maintained at PACS.

Students are expected to comply with the standards and regulations of the school with a positive attitude. They are encouraged to use "Yes Sir" or "Yes Ma'am" when conversing with a teacher or other adult. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected. A student who does not respond to corrective discipline appropriately and who displays an attitude which is consistently out of harmony with the spirit of the school will be considered for dismissal.

Behavior and Conduct

One of the chief components of discipline at Prince Avenue Christian School is the understanding that the school is not the primary discipline provider of any student. The parents are the primary discipline providers for their own children. However, by attending Prince Avenue Christian School and agreeing to uphold the philosophy, mission, and policies of the school, each student has placed himself/herself under the school's authority, rules, and policies. Because Prince Avenue Christian School is a direct ministry of Prince Avenue Baptist Church, the school is committed to upholding the testimony and standards of the church. When students enroll at Prince Avenue, they agree to abide by the standards of the school on and off campus.

There is no exhaustive list of offenses where church discipline applies, though various examples are given:

- Romans 16:17-18 mentions false teaching and divisive behavior.
- I Corinthians 5:11 lists sexual immorality, greed, idolatry, slander, drunkenness, and financial dishonesty.
- I Corinthians 6:1-10 adds adultery, prostitution, homosexual behavior, and theft.
- II Thessalonians 3:6 warns about idleness and disobedience.
- II Timothy 1:20 identifies blasphemy. II Timothy 2:17-18 reveals the blasphemers to be false teachers who were upsetting the church.
- Titus 3:9-10 deplures quarreling and divisiveness.
- Revelation 2:1, 14, 20 uncovers false teaching, false apostles, and false prophets.

Discipline is necessary for making disciples and living together as a community of disciples. Since any area of sin is a hindrance to discipleship, and any sin might damage relationships with others, any area of sin can come within the scope of discipline. In disciplining a student, we will try to evaluate the following: first, the effect the violation is having on a person's discipleship; second, the way in which he/she is dealing with it; and third, the effect it is having on the fellowship of those involved.

Therefore, with this understood PACS desires to use the following framework in dealing with students who break the behavior guidelines the school has adopted. PACS will:

- **Confront** the student and the sin, understanding the issues.
- **Punishment** - This can take many different forms, but care is taken in handling the student as an individual.
- **Restore** the student - This process can also take many different forms, because we are looking out for the best interests of the student and the school.

Students who make unwise and/or foolish choices, but are willing to repent, accept the consequences of their actions, and learn so as not to repeat the offense, will be given every opportunity to be restored to good standing in the school. However, those who scoff at the policies and regard them, or their enforcement, with disdain or contempt, showing no desire for repentance or restoration, will not be permitted to continue at Prince Avenue Christian School.

With all this understood, we have put together a framework that we will use in determining the infraction and its consequences. This list is not all inclusive but will give clear ideas of the expectations of the school.

Discipline Categories and Consequences

Misconduct has been classified and divided into three categories, depending on the severity of the violation. The category and the consequences are at the discretion of the teachers and/or the administration.

Category III

The following list is not to be considered as all-encompassing of Category III offenses:

- Violation of U.S., state or local laws
- Fighting
- Sexual and racial harassment
- Threats of any kind: verbal, written, or implied
- Stealing
- Using or possessing a weapon at school or at a school activity
- Blatant disrespect of authority
- Sexual misconduct, to include (but not limited to) fornication and homosexuality
- Defacing or destroying school property or personal property
- Using or possessing drugs, alcohol, or tobacco
- Possession of pornography
- Possession and/or use of inflammatory devices such as matches, cigarette lighters, fireworks, etc.
- Use of profane or vulgar language
- Use of electronic media inconsistent with the school's educational philosophy
- Excessive detentions and/or suspensions for Category I and Category II offenses

Consequences: Offenses will usually result in suspension, expulsion/withdrawal, and/or suspension of co-curricular activities.

Category II

The following list is not to be considered as all-encompassing of Category II offenses:

- Cheating and Plagiarism
- Leaving school grounds without permission
- Using inappropriate language
- Misconduct
- Disrespect of authority
- Defacing or destroying school property or personal property
- Cutting class
- Lying
- Use of electronic media inconsistent with the school's educational philosophy
- Excessive detentions and/or suspensions for Category I offenses

Consequences: Offenses may result in one or more of the following: student/administration conference, parent/administration conference, detentions, multiple-day detention or Saturday detention, suspension, suspension of co-curricular activities, or Category III consequences for recurrent offenses.

Category I

The following list is not to be considered as all-encompassing of Category I offenses:

- Passing notes in class
- Dress/Hair code violation
- Unexcused absence
- Talking or disrupting class
- Tardy to class
- Public display of affection
- Chewing gum
- Possession of prohibited items that are not considered as dangerous
- Food or drink in unauthorized locations or at unauthorized times
- Failure to attend scheduled detention

Consequences: Offenses may result in one or more of the following: detention, note home, student/ administration conference, suspension of co-curricular activities, academic penalty, or Category II consequences for recurrent offenses.

Definition and Expectations Concerning Conduct and Discipline

Pre-K Discipline Policies

PACS Preschool classrooms are positive and safe learning environments in which each child is able to reach the potential God has given him/her. The children are expected to obey right away ... completely from the heart. Each teacher has a set of rules and consequences for her respective classroom that will be enforced as deemed necessary by the teacher.

PACS teachers encourage children to verbalize their disagreements and use positive redirection as an alternative to unacceptable behavior. Acceptable forms of discipline used in the Pre-K classes at PACS are time-out and restricted active play (small increments of time). Corporal punishment is not used at PACS.

With an exciting curriculum and a stimulating and organized school environment, discipline problems are usually kept to a minimum. Our Pre-K strongly supports building the child's self-confidence and encourages the development of respect for self and others. All our behavior management actions are directed toward these goals

and, consistent with our developmental approach; our teachers use a variety of methods to help the children learn appropriate behaviors. With the support and guidance of the teacher, each child is encouraged to try to work out his problems. Acceptable behavior is reinforced with verbal praise and other incentives and rewards from the teacher.

When Pre-K students encounter situations where they feel they have no power, they will often engage in inappropriate behaviors. Our staff is trained to recognize potential situations where they might occur and assist the children in problem-solving.

Since we know that our parents want to be advised of any unusual occurrences in their child's day, we will contact them if their child has been involved in a situation involving biting, hitting, pushing, pinching, or use of inappropriate language or behavior. The parents and teachers can work together to determine how to help the child behave in a more acceptable way. Because discipline is so important and so personal, we welcome open discussions regarding any disciplines used with your child.

If a child consistently exhibits behavior that is not appropriate and not responsive to typical management techniques, the teacher will notify Administration. The Administration will observe the child and work with the staff to develop and/or refine methods used with the child.

Should a child's behavior be disruptive to the extent that a classroom cannot operate effectively with the child present, or if the learning environment is significantly affected with the child present, the child's enrollment in the program may be suspended or discontinued.

Pre-K teachers at PACS each use a variation of a "Smiley Face" discipline chart to keep track of student behavior each day. All students will begin the day with their names on the "Smiley Face." As inappropriate and/or disobedient behaviors occur, students will move their names according to the teacher's system and then consequences will be enforced as the teacher deems necessary and appropriate.

Elementary Disciplines Policies (Kindergarten-5th)

Minor infractions of individual classroom rules will be dealt with by the teacher in each respective classroom. The following violations, however, are subject to documented discipline procedures:

- Teasing or making fun of another child
- Vulgar or unwholesome language
- Showing disrespect for anyone in authority
- Fighting, stealing, cheating and lying
- Repeated dress code violations
- Any other Category II or III offenses

Each individual elementary teacher will institute a system of classroom discipline to be approved by the administration. In most cases parents will be notified by teachers or the administration for assistance prior to a child receiving significant consequences. However, in the case of severe offenses, consequences similar to or the same as those used in the upper school may be put in place immediately.

Upper School Discipline Policies (6th-12th)

- **Warnings:** Students involved in misbehavior will often be given the opportunity to correct their behavior by the teacher. In some cases, students may be seen by a member of the administration to remind them of the school guidelines and to let them know what actions will occur if such behavior continues.
- **Parent Notification:** A parental notice is a verbal or written notification to parents sent by the teacher/administrator to the parent(s) to inform them of a misbehavior situation. This affords the opportunity

for the family and school to work together to correct a potential behavioral problem before it develops into something more serious.

- **Detention:** A detention consists of detaining a student before or after school for a time period not to exceed 60 minutes. Failure to serve detention on the date assigned may result in additional disciplinary action. Specific times for detention will be assigned by the school principal.
- **Suspension:** Attendance at Prince Avenue Christian School is a privilege with certain responsibilities. One responsibility is to maintain a consistent standard of behavior both at school and away from school, which will reflect the student's commitment to Christ and respect for Christian education. Therefore, any use of, or involvement with, tobacco, drugs, alcohol, unwholesome language/entertainment/behavior, gambling, cheating, fighting, stealing, lying, disrespect, immorality, possession of a weapon, or an accumulation of detentions, may result in the student's immediate suspension or expulsion from Prince Avenue Christian School. Other types of behavior, including (but not limited to) defacing school or personal property or leaving school without permission, may also be grounds for suspension or expulsion.

Suspended students will generally serve out-of-school suspensions. Receiving a suspension is a serious occurrence and could jeopardize a student's future enrollment at Prince Avenue Christian School. A suspension of two or more days or a second one-day suspension results in automatic loss of membership in Honor Society, loss of a school office, and suspension from participation in sports or an co-curricular fine arts role for a probationary period to be determined by the administration.

If a student is suspended, the following consequences will occur:

The student will be required to either stay at home or serve the suspension at school. This determination will be made by the administration and parents. If the student serves an on-campus suspension, a fee of \$60 will usually be charged to pay for appropriate supervision of the student.

The student shall not participate in any co-curricular event on the days suspended and may not attend a school activity without administrative permission. The final decision on suspension from co-curricular activities will be determined by the school administration.

- The student may be required to do in-school or out-of-school research and/or work related to the violation.
- All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work.
- For each day of suspension, two percentage points from the current nine-week grade may be deducted in every subject. The maximum number of percentage points that may be deducted from the quarter average for any suspension is six. If the suspension is due to a cheating infraction, the grade in that particular subject will not be lowered because the student has already received a significant grade reduction (usually a zero) for the assignment which has lowered the overall grade.
- The student may be permitted or requested to go before the student body or a group of peers to ask forgiveness for the wrong committed. Upon suspension or expulsion of a student, the administration may give the rest of the student body an appropriate statement regarding the basic nature of the offense and purpose of discipline. This action will be designed to:
 - Protect the reputation of the student(s) involved from the conclusions others might draw if gossip were the only channel of information.
 - Solicit prayer for those involved.
- **Expulsion:** A student may also be expelled or asked to withdraw for Category III violations or repeated Categories I and II violations. Recommendations for expulsion will require the approval of the Head of School.
- **Committee:** In situations involving serious behavioral issues, the administration will seek counsel from a Discipline Committee consisting of PACS teachers and/or staff. This committee will generally be convened in situations where level two or three offenses have occurred.

Prohibited Items

Items that are not permitted in school, such as skateboards, playing cards, laser pens, etc., will be collected by the teacher and may not necessarily be returned. Skateboards, roller blades, go-carts and mini-bikes should not be used on school property at any time due to the high risk of injury and liability for the school. Elementary school students should not bring toys to school except on designated days.

Guidelines for Permitted Electronic Items

Cell Phones: These are permitted at school but should not be seen or heard from the time a student arrives at school until the car line dismissal is complete. Exemptions to this rule are granted on a case-by-case basis. Failure to follow these guidelines will result in disciplinary consequences. Parents who need to contact students during the school day should call the School Office and leave a message.

Electronic Listening Devices (iPods, MP3 players, etc.): These items are only permitted during the school day if permission has been granted by a teacher for academic purposes. These devices will be permissible under specified guidelines during some co-curricular activities.

Electronic Recording Devices (cameras, tape recorders, iPads, etc.): Use of these items as picture/video/recording devices is only permitted during the school day if permission has been granted by a teacher for academic purposes. These devices will be permissible under specified guidelines during some co-curricular activities. Any use of these items for the purpose of cheating, harassment, vulgarity, transmitting pictures/video, or any other activity deemed inappropriate by the administration will result in serious consequences.

iPads

Use of iPads in the high school requires consent to use of the Green List, a collection of applications approved by the school's administration that have some scholastic or co-curricular educational use. The Green List is routinely updated and is posted to the school's website. Unauthorized use of iPads during school hours includes, but is not limited to, the following:

- Taking pictures or video without teacher permission
- Transmitting pictures or video without teacher permission
- Non-educational gaming (time wasting "escape" activities)
- Watching video with no educational or co-curricular purpose or affiliation
- iPads are not authorized for use during chapel services

Misuse or abuse of electronic mediums (including iPads) can be subject to disciplinary action as defined in the Discipline Categories and Consequences section of this Family-School Handbook.

UNIFORM/DRESS CODE

Overview

Since students' dress strongly influences their behavior, self-image and academic achievement, PACS has chosen to require school uniforms for kindergarten through 12th grade. As administration, our desire is to help your children develop a habit of modest dress; therefore, the administration has the right and responsibility to require all students to be appropriately dressed before attending any class.

There will be certain days when the student body is permitted to depart from the standard uniform. These special days are days such as picture days, approved team travel days, approved special events, spirit days, etc. The administration will inform students and parents of the dress that is acceptable for these days.

The PACS uniform consists of the:

- Daily uniform
- Dress uniform
- Physical Education uniform
- Spirit Day or special occasion dress

Any special events or field trips that deviate from the normal dress code will be determined by the teacher and/or the administration. All decisions by the faculty and/or administration concerning dress code are final.

All attire must be neat, clean, and appropriately sized. Nothing should be worn that is too tight, too loose, too long, or too short. All uniform shirts must be tucked in at all times (except for certain girl's shirts that are designed to be worn out). Only plain white t-shirts with no writing or emblems are to be worn under uniform shirts. Long sleeve t-shirts are not allowed underneath short sleeved shirts.

Purchasing Information

Daily and Dress Uniforms

Uniforms are to be purchased through ***Lands' End*** School Uniform Division. ***Lands' End*** will embroider the PACS logo. ***Lands' End*** catalogs are available in the school office. To purchase uniforms go to www.landsend.com/school or call 1-800-469-2222. Since PACS is a member of the preferred school program, Lands' End will donate 3% of our net sales back to our school.

Only Prince approved uniform items can be worn at school. To ensure that you are ordering the correct uniforms and given the correct logo, you must use the ***Prince Avenue Christian School preferred school number: 900118969***. The Land's End website is located at <http://www.landsend.com>. Items sold by Land's End that are not part of our approved uniform package cannot be worn at school. "Substitute" uniform items produced by other manufacturers, such as Duck Head, Chino, et cetera, are not approved for use at school.

PE Uniform

PE uniforms may be purchased through the ***Wolverine Outfitters*** school store.

Outerwear/Sweatshirts

Outerwear and sweatshirts may be purchased from the ***Wolverine Outfitters*** school store or Lands' End.

Daily Uniforms (Kindergarten – 12th grades)

- ***Shirts:*** Any style polo, oxford, or turtleneck shirt ***with a Prince Avenue logo*** may be worn from the ***Land's End School Uniform catalog*** as long as it is from the following color choices: blue, light blue, classic navy, chambray blue, white, chamois, maize, and gray heather. Boys long sleeve shirts: white, blue, French blue, and blue/white striped
*All Lower school students must have a classic navy blue polo shirt ***with a Prince Avenue logo*** to be worn on "Field Trips"

- ***Pants, Crops, Skirts, Skorts and Shorts (Uniform shorts may be worn by all students - Kindergarten – 12th grade .):*** Any style pants, crop pants, skirt, skort, and shorts may be worn from the ***Lands’ End School Uniform catalog*** as long as it is from the following color choices and meets the following requirements:
 - Classic navy, khaki, gray, blue pincord/pinstripe and classic navy plaid (no corduroy or jersey knit)
 - Shorts, skorts or skirts may not be worn any shorter than 2 inches above the top of the knee cap
 - Lands’ End has all the measurements for skirts, skorts, and short lengths so that the correct length skirt, skort, or short may be purchased for your child
 - No sweat or wind pants may be worn under skirt or skort
- ***Jumpers with Peter Pan shirt*** (Kindergarten-5th grade girls):
 - Classic navy, khaki, and classic navy plaid **with a Prince Avenue logo**
 - Jumpers may be no shorter than 2 inches above the top of the knee cap. Lands’ End has all the measurements for jumper lengths so that the correct length is purchased.
 - White or blue short or long sleeve Peter Pan shirt only to be worn underneath jumper
- ***Dresses*** (Kindergarten-5th grade girls): Classic navy, chambray blue and gray heather polo dress **with a Prince Avenue logo**
 - Polo dress may be no shorter than 2 inches above the top of the knee cap. Lands’ End has all the measurements for dress lengths so that the correct length is purchased.
- ***Sweaters:*** Any style sweater **with the Prince Avenue logo** may be worn from the ***Lands’ End School Uniform catalog*** as long as it is from the following color choices: Classic navy, white, maize, and pewter heather (no argyle)
- ***Sweatshirts: Must have Prince Avenue logo*** (Lands’ End) or ***Prince Avenue graphic*** (Wolverine Outfitters school store) and be either classic navy, white, maize, or gray heather.
- ***Outerwear:*** Only the following may be worn during school hours:
 - Navy Prince Avenue logo wind jacket
 - Prince Avenue Christian School Letter Jacket – Varsity Athletes Only
 - Any style fleece jacket, vest, sweater or sweatshirt **with the Prince Avenue logo** may be worn from the ***Lands’ End School Uniform catalog*** as long as it is from the following color choices: classic navy, white, gray heather, maize
 - Other Prince Avenue Christian School approved outerwear items sold through the Wolverine Outfitters school store.
- ***Accessories:***
 - ***Belt:*** Black or Brown with a conservative belt buckle (If an article of clothing has belt loops then belt must be worn)
 - ***Socks:*** Socks should be solid navy, gray, white, black, or brown. Land’s End three-pack of socks found on our Land’s End page and socks from the Wolverine General Store are approved.
 - ***Tights/leggings:*** White, navy, black or gray (no lace or patterned tights)
- ***Shoes:***
 - Dress shoes: Closed toed shoes/**boots** (only), which must be black, brown, gray or navy in color.
 - **Athletic shoes:** Must be conservative in appearance and minimal in accent colors and cannot be neon in color.
 - No backless shoes, sandals, or casual styles such as “Cros” are allowed with daily or chapel uniforms.
 - Sandals are an additional option on Spirit Days for upper school students only.
 - Lower school students are not allowed to wear sandals to school.
 - Rain boots may be worn on rainy days only.

Dress Uniforms for Grades 1 – 12 only – Optional for Kindergarten

The purpose of the Dress uniform (or chapel dress) is for special occasions, chapel days, picture day, and other designated special days. Students should be prepared to wear this uniform each week on the day of chapel.

Shorts, casual polos, or tennis shoes (6th-12th) are NOT to be worn on these days. Therefore, all students should be prepared to purchase at least one uniform that meets the dress uniform code.

Boys: Khaki or navy pants (no shorts), short or long sleeve oxford shirt ***with a Prince Avenue logo*** in approved colors (blue, French blue, white, chamois, blue and white stripe). Optional navy blazer

Girls: Khaki, navy, gray, blue pincord/pinstripe or plaid skirt, skort or pants (no shorts) with short, long, or ¾ length sleeve oxford shirt ***with a Prince Avenue logo*** in approved colors (blue, French blue, white, and chamois). 1st- 5th grade optional khaki, plaid, or navy jumper with white peter pan shirt

Shoes:

- Kindergarten – 5th grade students must wear shoes with closed toe and no backless shoes (to allow for recess activities)
- 6th - 12th grade students must wear shoes with closed toe: black, gray or brown (no tennis shoes on chapel day)
- Rain boots may be worn on rainy days only.

Physical Education Uniforms for Grades Kindergarten - 12

Lower School: All students in Kindergarten - 5th grades must wear an official Prince Avenue PE Uniform during PE classes. (They may wear their PE uniform all day on PE days.) Official uniforms include shirts and shorts available through the Wolverine Outfitters school store. Socks and Tennis shoes are also required. Navy cotton sweat pants may be worn in the winter.

Upper School: All students in 6th-12th grades who are enrolled in PE or Strength and Conditioning, must wear an official Prince Avenue PE or Strength and Conditioning Uniform during these classes. 6th-12th grade students must “dress out” for PE and then change back to school uniform for class. All students must purchase a Physical Education or Strength and Conditioning Shirt from the Wolverine Outfitters school store. Any official Prince Avenue PE or Wolverine shorts issued through the athletic department may be worn. Socks and Tennis shoes are also required. Navy cotton sweat pants may be worn in the winter.

Spirit Day - Grades Kindergarten -12

“Spirit Days” are days that afford us the opportunity to express our pride in being Wolverines.

Students will have the option to wear a Prince Avenue shirt with jeans in school colors only--Navy, white, or gold (no rips or tears, or “jeggings”) or their uniform pants, shorts, skirts, or skorts. Lower school students (only) have the option to wear their P.E. shorts or Badger grey shorts purchased through the school store (girls/women’s running shorts are not acceptable for Spirit Day wear.)

Students can wear previously purchased Prince shirts such as Thing-a-Thon, Homecoming and Pi Day. We also have a large selection of shirts in our Wolverine General Store, which will be open during Open House and during specified times during the school year.

Students who choose not to participate in Spirit Days are required to wear their school uniform. We look forward to your support with this change as we strive to improve our school spirit by promoting uniformity within our Wolverine Pack.

- Remember the too rule – not too tight, not too loose, not too long, and not too short
- Approved shoes - no crocs, no flip-flops

- Sandals are an additional option on Spirit Days for upper school (6th-12th) students only.
- Traditional jeans (in keeping with school colors) are acceptable (no jeggings, leggings or form fitting jeans, no holes, no frays, neat in appearance)
- All students may wear Land's End uniform shorts or pants with a Prince spirit wear t-shirt
- Students may not wear sweat pants
- Students who do not want to participate in Spirit Day must wear a school uniform

Special Occasion Dress

Junior/Senior Banquet, Graduation and Other Special Gatherings

All special gatherings and banquets sponsored by the school will have an acceptable dress code communicated by PACS administration. This communication will be given when all other details are given pertaining to the event.

Field Trip Attire

Grades Kindergarten - 5: Any style polo shirt - classic navy *with a Prince Avenue logo*; any style uniform pants, crops, skirt, skort or shorts – khaki

Grades 6-12: Field trip attire will be announced by the teacher prior to the trip and will usually consist of the school uniform.

Elective Class Attire: Electives that require dress other than the school uniform must meet with the approval of the faculty member in charge and the administration.

Hair Code

Boy's hair should be neat, combed, and clean. It is to be neatly trimmed on the sides, may not touch the collar and cut in the front so the student's eyebrows must be visible. Sideburns are to be neatly trimmed and no lower than the middle of the ear. Male students are to be clean-shaven daily. Fad or extreme hair styles or unnatural coloring are not permitted.

Jewelry

For girls, modest jewelry is permitted. Wrap around earrings "bands," are not permitted. Boys may not wear earrings.

Piercing/Tattoos

Body piercing or permanent tattoos are not permitted.

HEALTH AND SAFETY

Immunizations/Physicals

It is a requirement of PACS and the state of Georgia that the school have on file a Certificate of Immunization indicating the current status of immunization for each student. It is the responsibility of the parent(s) to keep these files updated. All students entering sixth grade are required to have a second Measles, Mumps, and Rubella

(MMR) immunization. All incoming 7th graders and any new entrants into the Georgia school system will be required to have two immunizations, one for tetanus, diphtheria, and pertussis (Tdap) and one for meningitis (Meningococcal disease) before starting school. An updated Certificate of Immunization needs to be submitted to the school office at this time. The administration has the option to not permit any student (regardless of grade) to begin classes until the appropriate records are on file.

PACS requires that any student participating in co-curricular sports complete a physical prior to participation each year. These forms can be acquired through the Athletic Department.

Illness

In all cases involving a public grouping of people, prudence requires that students and employees with acute symptoms of communicable diseases take sick leave when ill.

Children are very susceptible to colds, flu, and other diseases. We desire our school to have the healthiest environment possible. The best way to prevent illness is to prevent exposure. **PLEASE KEEP YOUR CHILD(REN) AT HOME IF THEY HAVE ANY OF THE FOLLOWING:**

- Fever – defined as having a temperature of 100°F or higher. Students should be fever-free (without fever-reducing medications) for at least 24 hours prior to returning to school.
- Diarrhea – runny, watery, or bloody stools
- Vomiting - within a 24-hour period
- Body rash with fever
- Sore throat with fever and swollen glands
- Severe coughing – child gets red or blue in the face or makes high-pitched whooping sound after coughing
- Eye discharge – thick mucus or pus draining from the eye or pink eye
- Yellowish skin or eyes
- Child is irritable, continuously crying, or requires more attention than we can provide without compromising the health and safety of other children in our care.
- Any communicable disease. Such communicable diseases include, but are not limited to the following: Influenza, Pneumonia, Scarlet Fever (Strep), Whooping Cough (Pertussis), Acquired Immune-Deficiency Syndrome, Mumps, Measles, Chicken Pox, Diphtheria, Conjunctivitis (Pink Eye).
- Head Lice and Scabies are passed from person to person by direct contact or on shared objects. If your child has head lice or scabies, he/she is not permitted to return to school until he/she has been treated. A follow-up treatment for head lice should be given eight to ten days after the initial treatment.

If a student becomes ill during the school day, a staff member will escort the student to the office/sick room. The parent/guardian or emergency contact person (authorized individuals only) will be notified. PACS does not have the facilities or staff to supervise sick students, therefore, arrangements should be made to pick up the student within one hour. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100 degrees, the child is vomiting, has diarrhea, and /or is unable to function normally at school.

NOTE: If your child is being treated with an antibiotic for any condition, he/she must have received treatment for at least 24 hours before returning to school.

In the case of a contagious disease, please contact your child's teacher immediately. If your child contracts any of the following, notification to the school is necessary: measles, mumps, chicken pox, head lice, or strep throat.

The table (see Appendix) provides recommended guidelines for children who are diagnosed with a communicable disease or condition. The recommendations were taken from the Center for Disease Control's ABC's of Safe and Healthy Child Care. The term "communicable disease" shall mean an illness which arises as a result of a specific

infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. PACS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A physician's release to return to school must be submitted to the school office before the student can return.

When necessary, Prince Avenue Christian School will send electronic communication to notify parents of their child's potential exposure to a communicable disease. Any cases or suspected cases of notifiable communicable diseases will be reported to the local County Health Department.

Medication

If a child is to receive any physician prescribed medication during the school day, the parent or guardian must send a completed "**Physician Statement of Need**" form to the office. The medicine will be kept in the front office and dispensed according to the doctor's instructions. Medicine must be properly labeled. Written authorization to dispense a medication will be limited to two weeks unless otherwise prescribed by a physician.

All medicine sent to the school must be kept and administered in the school office. ***MEDICINE MUST BE IN THE ORIGINAL CONTAINER*** and the following information should be clearly written either on the container or on a signed note from the parent:

- Child's name
- Medicine name and dosage
- Time, date, and reason medicine is being administered
- Signature of physician
- Signature of parent
- Phone number where parent can be reached during the day

It is preferred that parents provide over-the-counter medications for their children. This medication will be kept in the school office and should be picked up at the end of the school year. Dispensing over the counter medication to a student requires only the "**Student Health Action Plan**" form to be completed by the parent/guardian and submitted to the school office.

If a child requires medication during school hours and the required authorizations are not on file, it will be necessary for the parent/guardian to stop by and personally administer the medication to the student.

The medication forms are available through the school office and must be signed in the appropriate areas by the physician and parent/guardian.

Adverse Reaction to Medication

All medication shall be dispensed through the front office by front office personnel and shall be documented. No medicine will be dispensed without parent consent and/or doctor documentation.

After taking the medication, if the teacher in charge notices or the child complains of itching, swelling, nausea, shortness of breath, or loss of consciousness the teacher is to notify the front office immediately. If the child is still

conscious, the child should be brought to the front office. The child's parents will be contacted to notify them of the adverse reaction to the medication.

If unconscious, an administrator/principal or designee will go to the scene. Administration will call 911, notifying the EMS personnel of an adverse reaction and contact the child's parents. Support staff will bring the AED to the scene and follow the plan for the serious injury of a child.

Injury of Students

In the event a student is injured while on campus, and the injury is minor, the staff member in charge will administer the necessary first aid. If the injury requires more than clean-up and a Band-Aid, the front office will be notified and the parents will be contacted. At that point, the school's policy on Accidents with Severe Injuries (Crisis Management Plan p. 48-49) will be followed. If necessary, students may be taken to either Athens Regional Medical Center or St. Mary's Hospital in Athens, GA.

Insurance

If an occasion arises in which you must file on our student accident insurance to cover a student's injury, remember the following guidelines:

- The insurance that PACS carries is secondary coverage. Our insurance supplements your primary coverage, but as with all insurance has limited coverage.
- Before any coverage can be considered, the proper forms must be filled out.
- Parents are responsible for filing the claim within 90 days of the incident.

BUS TRANSPORTATION

Bus Drivers

A CDL licensed driver with a passenger and school bus endorsement is required for all school trips requiring the use of buses or vehicles designed to transport fifteen or more students. The drivers must be on the school and church approved drivers' list and meet DOT requirement for Drug and Alcohol testing.

Field Trip Transportation

Prince Avenue Christian School provides bus transportation for field trips in grades Kindergarten – 12th. There is no school transportation provided for Pre-K field trips. Parents of Pre-K students are responsible for: bringing their child to the site of the field trip, staying for the duration of the field trip, and taking their child home once the field trip is complete.

Bus Rules

- No pushing or shoving while entering or exiting the bus
- No standing while bus is in motion or en route
- No hand jesters to other vehicles
- No signs placed on or in windows
- No screaming or yelling permitted
- No whistles or noisemakers allowed by students or teachers
- No tampering with emergency exit doors or windows
- Seats will be assigned if needed

- No window, except the driver's, may be opened more than 50% of its capacity.
- Additional rules may be given to students at the time of the trip.

Bus Service and Routes

Prince Avenue Christian School offers two morning and afternoon bus routes, one to the Athens area and one to the Loganville/Monroe area. Students can ride on a daily basis if they need to use the service occasionally, or sign up as monthly riders if they expect to ride most days. Fees are charged for daily rides or on a monthly basis. Fees for bus services are listed under Financial Policies and Fees. Routes and pickup times could change based on demand or circumstances.

Athens Morning Route

7:10 am Pick up at the Lowe's Store on Highway 78 on the east side.

7:30 am Pick up at the Kroger on Hwy 72/29.

7:40 am Pick up at Homewood Hills Shopping Center

Athens Afternoon Drop Off Route

3:50 pm Drop off at Lowe's east side

3:55 pm Drop off at Kroger on Hwy 72/29

4:10 pm Drop off at Homewood Hills Shopping Center

4:20 pm Drop off at Southern Mutual Building at Beechwood

Monroe/Loganville Morning Route

6:55 - 6:57 am Chevron Station @ Hwy 78/Troy Smith Road

7:05 - 7:10 am Loganville Kroger

7:20 - 7:28 am Monroe Home Depot

7:35 - 7:40 am Marathon Station on Hwy 78

Monroe/Loganville Afternoon Route

3:42 - 3:45 pm Marathon Station First Stop*

3:53 - 3:57 pm Monroe Home Depot First Stop*

4:10 - 4:15 pm Loganville Kroger

4:25 - 4:28 pm Monroe Home Depot Second Stop

4:33 - 4:35 pm Marathon Station Second Stop

*If no one is at a stop to pick up student at the first drop off in the afternoon, the bus will come back through for a second stop.

For more information, or to register for Bus Service, contact Johnette Appleby at jappleby@princeave.org .

NOTE: The parent/guardian must meet the student being dropped off at the bus door. No student will be let off the bus without being handed directly to a parent/guardian. Students not picked up will be taken back to the school and delivered to the After School Director. After School Care rates will apply.

MISCELLANEOUS

After-School Supervision – PreK (Extended Day, must be at least 5 years old) through 8th

Students who are not picked up by 3:10 for lower school and 3:30 for middle school will be sent to aftercare. A fee will be assessed to your account for late pick up of your child. The exception to this will be adult-supervised school related activities such as: sports events, club activities, cheerleading practices, etc. After-School Care pick-up is located in the front hallway next to the main School Office.

Birthday Celebrations

If you wish to help your child celebrate his/her birthday at school, communicate with the teacher in advance. We will be glad to allow you to furnish refreshments and/or favors for a party. Parents are especially welcome at school on birthdays. For outside parties, please do not hand out invitations in class unless the entire class is invited. Students may also be honored for their birthdays by donating a new book to the school library.

Car Line Safety and Etiquette

When picking up and dropping off your child(ren):

- Be patient, careful, and watchful
- Go slowly
- Face forward when moving
- Stop at least six feet from the car in front of you
- No cell phone use at the curb as this can be a *significant* distraction
- Do not pass cars on the left unless directed to do so by school personnel
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle

Care of Property

Willful damage or destruction of school property will not be tolerated. All damage, whether willful or accidental, must be paid for. All students are expected to report any damage to furniture or other school property immediately.

Chaperones

There are times throughout the school year when parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as required of the faculty and staff. Chaperones are to be considered an extension of the school and Prince Avenue Baptist Church.

Communication with Students

Lunches, homework, books, and other items that may need to be delivered to your child should be left in the office. If you need to send a message to your child during school, please call the office, and the message will be delivered to your child. We DO NOT call students to the phone except in the case of an emergency. A message may be given to a student to call a parent during a convenient break (i.e., lunch).

Emergency Plans

Emergency plans have been developed and are posted for parent viewing in each classroom. When necessary, parents will be notified through PACS's Parent Alert (via phone call/text/email) of school closings or changes in pick-up times due to any type of emergency (i.e. severe weather/tornado, fire, physical plant problems, etc.).

Field Trips

Field Trip permission forms must be filled out and returned to the classroom in order to attend scheduled trips. For guidelines regarding field trip attire, see the uniform section of the handbook.

Fundraising

Each year at PACS, we select certain fundraising events to supplement the school's regular budget. The funds raised during these events are used for various projects for which there is no regular funding. While participation in any of our fundraising events is voluntary, we ask our parents to help as much as possible. We will announce the dates and times of fundraising events through school communications. All fundraising must be approved through the Development office.

Holidays and Seasonal Emphasis

Prince Avenue Christian School recognizes the following holidays in its school calendar: Labor Day, Columbus Day, Thanksgiving, Christmas, Martin Luther King Jr. Holiday, President's Day, Good Friday, and Easter. Year-round employees will also observe Memorial Day and Independence Day.

Prince Avenue Christian School will recognize certain seasons that are compatible with Biblical principles. Classroom decorations will honor Christ during the Christmas and Easter seasons. Halloween will not be recognized, with the exception of harvest or autumn themes.

Leaving Campus

Student Release Forms, which must be completed and filed before the first day of school, are to contain the names of persons, including parents, who are permitted to pick up students after-care or during the day. Under no circumstances will students be released to anyone whose name does not appear on this form. Changes or additions can be made in person or by a written note signed by one parent whose signature is on his/her child's registration application.

If your child has permission to go home after school with a friend, a signed note to this effect must be given to your child's teacher that morning. Middle and high school students are to give all notes to the upper school office.

All students, regardless of age, should check in and out through the school office to retain accountability for absences from school. Parents who wish to check their child out early must do so through the school office.

Library

Students who use the library must be supervised by the teacher or the librarian. Students are responsible for all books checked out in their name. Students should follow library rules for using library facilities. A copy of these rules may be obtained from the librarian.

Lockers and Locks

Lockers and locks will be assigned to each Upper School student. Students will keep their locks from year to year. If locks are lost a new one must be purchased from the school. Stickers that are not easily removed are not permitted. Lockers are subject to being searched by administration at any time.

Lost and Found

If your child has lost an item, lost and found items are regularly available to be looked through in the Wolverine Den. The items are in large containers clearly marked "Lost & Found."

Lost and found items will normally be displayed in the main hallway the last Thursday and Friday of each month. On Friday, the uniforms will be donated to the PTF uniform sale and other items will be given to Goodwill. We will attempt to reunite items that are plainly marked (no initials, please) to their owner. Dates will be posted on PACS' web calendar.

Lunch and Snack

Pre-K Snack and Lunch Information

Children should bring a snack from home each day. Please choose items that are healthy. Please do not send candy or soft drinks for snack.

A hot lunch program is offered at PACS for Pre-K students in the Extended Day program. There will be regular communication regarding the lunches offered each day of the school year. The cost for lunch is \$4.45/day and may be charged to your account and paid on a monthly basis.

Pre-K students in the Extended Day program may bring lunch from home. Please label the outside of your child's lunchbox and store food correctly in the lunchbox as there is no cold storage available. Please send healthy foods that you know your child likes.

Lower and Upper School Snack and Lunch Information

Please provide your child with a healthy lunch, drink, and snack every day. A hot lunch program is offered at PACS and the menu is posted on the school's website. The cost for lunch may be charged to your account and paid on a monthly basis.

Parent Access

Parents have permission for access to all areas of Prince Avenue Christian School used by their child. All parents and visitors must sign-in and out with the front office and wear a "Visitor" badge while on the school campus. All parents and visitors are expected to dress modestly while on campus.

Parent Involvement

We believe our school will be effective to the degree that we have parent involvement. Parents are encouraged to volunteer as teachers' aides, chaperones, special dinner workers, field trip drivers, coaches, etc. Bus drivers must have a copy of their Commercial Driver License (CDL), with passenger and school bus endorsement, and a current insurance card on file in the PACS office.

We want to promote the highest standard of home and school life for the spiritual, mental, social, and physical welfare of our children. We encourage each parent to be involved for his/her family's sake. Depending on the type

of work a volunteer is involved with in the school, he/she may be required to complete a background check before assisting at the school.

Parent Organizations - Parent Teacher Fellowship (PTF)

At the beginning of the school year, parents are encouraged to become active volunteers within the school through PTF events. More information about this is available from PTF leadership.

Parent-Teacher Grievances

The Bible teaches that the best way to handle a problem with another person is by going directly to the party or parties concerned. The process is spelled out in detail in Matthew 18:15-17 and is amplified in Leviticus 19:15-18. The people of Israel were not to slander their neighbor, take revenge on their neighbor, or bear a grudge against their neighbor. To put it another way, they were not to confess the sins of others to uninvolved third parties, nor were they to confess those sins to the person himself in a hurtful way, or to confess those sins to themselves over and over again until bitterness and resentment resulted.

As we seek to resolve problems, let us always remember that it is God's reputation, not our own, that we are seeking to promote. We do that best when we seek to do things His way. His way involves attacking problems, not people. Guidelines to follow as we seek to resolve problems with others are as follows:

- Seek to gain knowledge of all sides of a problem before passing judgment on a matter.
- Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.
- If the problem cannot be resolved with your child's teacher, it is recommended that you present your concerns in writing to your principal. Discussions at this level will most likely require the teacher's continued input.
- If you feel that the issue has still not been handled in a proper and fair way, you may bring your concern to the Head of School. All concerns given to the Head of School must be in writing, explaining the issue, the steps that have been taken to resolve the issue, and how your concerns were handled at the teacher and administration levels. Please make sure that you make clear your intent of the letter/concern.
- ***NOTE: Anonymous letters or phone calls will not be considered or accepted.***

Parent or Teacher Initiated Conferences

Teachers may request to discuss student's progress with parents; this can be a valuable time for both parents and teachers. A conference with teachers, administrators, or the Head of School may be scheduled by sending a note (in a sealed envelope), e-mail, or phoning to arrange a time. Please, no surprise conference visits.

Safety Patrol

The Safety Patrols (5th grades) are selected by teachers based on their maturity, responsibility, and citizenship within the school. Safety Patrols will assist students during morning drop-off beginning at 7:40 AM.

School Colors and Mascot

The school colors are navy blue and gold and the school mascot is the Wolverine.

School Trips

A permission form must be signed by a parent or guardian for all trips away from school. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion.

Search Policy

Prince Avenue Christian School reserves the right to invite Law Enforcement personnel on campus to provide assistance in searches at any time.

Lockers are school property and are subject to search by school officials at any time. Personal possessions, such as book bags, gym bags, and automobiles, while on campus, are subject to search by school officials at any time.

Student Drivers

All student drivers must have a driving permit that is signed by their parents on file in the school office, as well as a parking decal in their cars. Students may park in designated parking areas only.

To ensure safety, the speed limit in the parking lot is 5 mph. All drivers, students, and adults, should be mindful of children in the parking lot. Students may not loiter in their cars before or after school.

All students must have a Certificate of Attendance issued from PACS in order to obtain a learner's or driver's license. This certificate is available through the school office and must be requested one week before it is to be issued. The certificate is only valid for 30 days.

Student Drop-off and Pick-up

Drop-off

Students must be dropped off in the mornings following the traffic flow plan (posted at www.princeave.org). Any Kindergarten – 12th grade student dropped off before 7:40 AM must go to Before-School Care in the gymnasium. The outside doors will be closed each morning at 8:10 AM, and all students dropped off after this time must be checked in at the front office.

The Pre-K, Kindergarten, and 1st grade morning car line will also begin at 7:40 AM. PACS staff members will assist the children out of the cars and then escort them to their respective classrooms. Please refer to the traffic flow plan for drop-off and pick-up (posted at www.princeave.org). Pre-K, Kindergarten, and 1st grade students dropped off after 8:10 AM must be signed in at the front office and then walked to the classrooms in the cottages. The front office staff will call the classroom to notify the teacher that the student is on his/her way. Parent should remain with the student until a PACS staff member lets them in the building.

Pick-up

The Pre-K pick-up line will begin at 12:00 PM. The Pre-K teachers will escort the children to the cars at which time the parents will receive their child and securely fasten them in their car seats. Pre-K students should be picked up by 12:10 PM.

Lower School students in Pre-K (Extended Day, must be at least 5 years old) through 5th grade should be picked up by 3:10 PM.

Middle School pick-up line begins at 3:10 and High School pick-up line begins at 3:30.

PreK (Extended Day, must be at least 5 years old) through 8th grade students left on campus after these times must report to the After-School Care program. Appropriate charges will result for the use of this service.

Supervision After-School Hours

Except for participation in official practices, rehearsals, meetings, or help classes, students are expected to leave campus by 3:30 PM or be sent to After-School Care and charged the current rate for this service. High School students not in supervised activities may wait in the Wolverine Den, but are not authorized to “roam” the building or gymnasium. All Lower School students on campus after 3:10 PM should report to After-School Care.

Suspected Child Abuse

In Georgia law, it designates certain professionals as mandated reporters of child abuse or neglect [OCGA 19-7-5(c)(1)]. School employees are included in the list of mandated reporters.

If a teacher or staff member has reasonable cause to believe that a child is being abused or neglected (mentally or physically), he/she must make a report, immediately but no later than 24 hours, to the local DFCS office or law enforcement and are subject to criminal penalty for failing to do so. The school Administration will also be notified and the report documented.

Telephone Use

Telephone use for students is limited to extreme emergencies only. Parents should not call to speak with their children during school hours except in the case of an extreme emergency. Students needing to speak with parents must do so in the school office.

Tobacco Free Campus

Prince Avenue Christian School is a tobacco-free campus. Tobacco products are not permitted anywhere on the campus, including playgrounds or in any vehicle used to transport children during school hours of operation.

Visitors on Campus

All parents and student visitors must register with the school office upon arrival. PACS graduates are welcome to occasionally visit at lunchtime. They should sign in at the school office to record their presence on campus. All other students visiting on campus need to be pre-approved. Proper attire is required of all parents and visitors. The administration has the right and responsibility to refuse any visitor from entering the campus or facility at any time.

All visitors on our campus must wear an identifying badge, which is issued when they register in the office. Visitors must sign out and return the badge before leaving the campus.

PLEDGES

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.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path; 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, buried, risen, and coming again, with life and liberty to all who believe.

APPENDIX

ABC's of Safe and Healthy Child Care
(From Center for Disease Control)

Disease/Condition	Recommendation	Student May Return to School
Chickenpox	Exclusion	Readmit to class 6 days after the rash begins or when blisters have scabbed over.
Bacterial Meningitis	Exclusion	Readmit to class after cleared by the Health Department.
Diarrheal Disease	Exclusion	When the child no longer has diarrhea unless the diarrhea is caused by bacteria or a parasite. If caused by bacteria or parasite, (shigella, campylobacter, E. coli, Cryptosporidium, salmonella, or giardia) readmit when cleared by the Health Department.
Diphtheria	Exclusion - Contact Health Department	Readmit to class after cleared by the Health Department.
Epiglottitis	Exclusion - Contact Health Department	If not due to H-flu - readmit when cleared by treating physician. If due to H-flu - readmit when cleared by Health Department.
Hand/Foot/and Mouth Disease	Exclusion if child has open, draining lesions on hand or has lesions in the mouth and is drooling.	Readmit when lesions heal or drooling ceases.
Head Lice	Exclusion	Readmit 24 hours after treatment (School will verify removal of nits.)
Hepatitis A	Exclusion - Contact Health Department	Readmit when cleared by Health Department.
Influenza	Exclusion if exhibiting symptoms.	Readmit when child has been free of fever and vomiting for 24 hours.
Measles	Exclusion - Contact Health Department	Readmit 5 days after rash appears and cleared by Health Department.
Mumps	Exclusion - Contact Health Department	Readmit 9 days after swelling begins.
Pertussis (Whooping Cough)	Exclusion - Contact Health Department	Readmit 5 days after antibiotics are begun and when cleared by Health Department.
Pinworms	Exclusion	Readmit 24 hours after treatment and bathing.
Pneumonia	Exclusion	If not due to H-flu - readmit when cleared by treating physician. If due to H-flu - readmit when cleared by Health Department.
Ringworm	Exclusion	Readmit after treatment is begun if lesions are covered. If lesions cannot be covered, readmit after treatment is begun and lesions begin to shrink.
Rubella (German or 3-day measles)	Exclusion - Contact Health Department	Readmit 6 days after rash appears and when cleared by Health Department.
Scabies	Exclusion	Readmit 24 hours after treatment as begun.
Strep Throat	Exclusion	Readmit 24 hours after antibiotics are begun.
Tuberculosis	Exclusion - Contact Health Department	Readmit after treatment has begun and when cleared by Health Department.

STUDENT SEXUAL HARASSMENT POLICY (Employee-Student and Student-Student)

POLICY

Prince Avenue Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Prince Avenue Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Prince Avenue Christian School

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters
5. Verbal conduct, such as making or using derogatory comments, epithets, slurs, and jokes
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
7. Physical conduct such as touching, assaulting, impeding, or blocking movements

EMPLOYEE-STUDENT SEXUAL HARASSMENT

Employee-student sexual harassment is prohibited.

STUDENT-STUDENT SEXUAL HARASSMENT

Student-student sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

WHERE TO REPORT SEXUAL HARASSMENT

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- Head of School, Prince Avenue Christian School
- Lower School Principal, Prince Avenue Christian School
- Middle School Principal, Prince Avenue Christian
- High School Principal, Prince Avenue Christian School
- Athletic Director, Prince Avenue Christian School

CONFIDENTIALITY

Every effort will be made to protect the privacy of the parties involved in any complaints. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Head of School. The Head of School will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary actions up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

STUDENT DIGNITY POLICY

Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

STUDENT TECHNOLOGY RESOURCES ACCEPTABLE USE AND SAFETY PROCEDURE

Students are encouraged to use technology resources for educational and communication purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of certain privileges, and/or disciplinary action, and/or civil and/or criminal liability. Prior to accessing the Internet at school, students and parents must acknowledge the Student Technology Resources Acceptable Use and Safety Procedure. Smooth operation of Prince Avenue Christian School's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that students are aware of their responsibilities.

PACS Internet/Network Guidelines:

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Network/Internet account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their accounts.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Network/Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally accepted rules of network etiquette:
 - a) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through Prince Avenue Christian School's computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - b) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - c) Never agree to get together with someone you "meet" on-line without prior parent/guardian approval.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate or contrary to Prince Avenue Christian School's Code of Conduct, are also prohibited.
- I. Malicious use of Prince Avenue Christian School's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use Prince Avenue Christian School's computers/network in such a way that would disrupt their use by others. Students should refrain from intentionally wasting limited resources.
- J. All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Any and all downloading of information must have permission from the Director of IT or his designee in advance. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded with permission. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.
- L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, Prince Avenue Christian School reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using Prince Avenue Christian School's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- M. Use of the Internet and any information procured from the Internet is at the student's own risk. Prince Avenue Christian School is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Prince Avenue Christian School is not responsible for the accuracy or quality of information obtained through its services.
- N. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- O. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Technology Resources Acceptable Use and Safety Agreement Form."
- P. Proprietary rights in the design of web sites hosted on Prince Avenue Christian School servers remains at all times with Prince Avenue Christian School.
- Q. The transfer of communications to personnel to whom that information is not pertinent is defined as Spamming. (i.e. mass mailing or global distribution of information of a function such as a play held at one school site.) Spamming is prohibited.
- R. Chat rooms and other forms of direct electronic communications (i.e., Instant Message services) are prohibited.
- S. Use of any hardware or software (such as proxies) to circumvent the school's content filters is prohibited.
- T. Students are not allowed to use computers designated for teacher use.
- U. Students may use personal devices (such as laptops, iPads, Smart Phones, etc.) on the school's Public Wireless Network. All traffic on these devices is subject to all the policies written above. Students may not use data connections such as cell phone data plans that bypass the school network during normal school hours.
- V. Students' school email accounts are subject to school policy. Students may face disciplinary actions if emails are found to be contrary to Prince Avenue Christian School's Conduct and Discipline standards, State or Federal law or regulation is prohibited.

Personal Social Networking and Website Guidelines:

Students' conduct online in any fashion (i.e. email, Facebook, personal websites, etc.) are subject to school policy. Students may face disciplinary actions if posted items are found to be contrary to Prince Avenue Christian School's Conduct and Discipline standards, State or Federal law or regulation is prohibited.

iPads

Use of iPads in the high school requires consent to use of the Green List, a collection of applications approved by the school's administration that have some scholastic or co-curricular educational use. The Green List is routinely updated and is posted to the school's website. Unauthorized use of iPads during school hours includes, but is limited to, the following:

- Taking pictures or video without teacher permission
- Transmitting pictures or video without teacher permission
- Non-educational gaming (time wasting "escape" activities)
- Watching video with no educational or co-curricular purpose or affiliation
- iPads are not authorized for use during chapel services

Misuse or abuse of electronic mediums (including iPads) can be subject to disciplinary action as defined in the Discipline Categories and Consequences section of this Family-School Handbook.