



**PRAISE**

**CHRISTIAN ACADEMY**

ELEMENTARY  
PARENT/STUDENT  
HANDBOOK

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## A Message from the Head of School

Dear Students and Parents,

Welcome to a new year at Praise Academy!

We certainly feel blessed to have you on our team. Please know that it is truly our prayer that you feel welcomed and a part of the Praise Academy Family. We hope that this handbook assists you in this endeavor, and provides the pertinent information for guidance and understanding of Praise Academy.

The philosophy at Praise Academy is Kingdom education, which focuses on bringing the home, church and school together to form a partnership for training the next generation. Paralleling this philosophy are institutional guidelines and parameters that provide structure, accountability and direction.

I want to encourage you to understand these guidelines and be supportive of them as we journey together this year. Our focus on the main objectives for the school will be clearer throughout the year if we individually and collectively honor the parameters set forth in our handbook. However, our ultimate authority is God's Word, which provides unchanging Truth and principles for each of us.

We look forward to partnering with you in God's work at Praise!

Sincerely,

Daniel J. Youngblood  
Head of School  
Praise Academy

## Praise Academy Operating Institution

God has established Praise Academy for the purpose of impacting lives for eternity through biblically-based and Christ-centered education. This vision and mission statement articulates the purpose behind the school's existence. When coupled with our core values and a series of operating principles, this mission statement provides Praise Academy with an operating constitution that will guide all of its policies, procedures, and practices. In addition, a complete explanation of what a Kingdom educator is (supported by core values and operating principles) and the biblical principles for achieving Kingdom education (supported by Scripture and application points) completes Praise Academy's Constitution.

### Vision Statement

Growing Disciples to make Disciples through Christian Education

Luke. 2:52; Matthew 28:19

### Mission Statement

Partnering with Christian families to provide a Christ centered educational system where students can achieve academic excellence, a lifelong commitment to Christ, and a passion for success.

### Philosophy of Education

The philosophy of Praise Academy focuses on a partnership of the home and school for the purpose of training the next generation. In order to accomplish that task, Praise Academy focuses on Kingdom education. Kingdom education is defined as:

- A life-long, Bible-based, Christ-centered process of leading a child to Christ (Christ-first)
- Building a child up in Christ (self-worth)
- Equipping a child to serve Christ (discipleship).
- This spiritual development plan includes a rigorous and uncompromising academic program.

### Core Values

In order to successfully fulfill this mission, Praise Academy will give priority to seven core values. Each core value must have operating principles that will allow Praise to put these core values into everyday practice in every aspect of its educational program.

*Bible, Christ-likeness, Christian Family, Church, Excellence in Education, Service, Stewardship*

*We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. Praise Academy is unwavering in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age*

## Statement of Beliefs

**1. The Scriptures:** We believe the Bible to be the inspired, infallible, inerrant, and authoritative Word of God (2 Timothy 3:16, 2 Peter 1:21). The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Praise Academy's faith, doctrine, practice, policy, and discipline, our school board is Praise Academy's final interpretive authority on the Bible's meaning and application.

**2. God:** We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

**3. Jesus Christ:** We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), in His sinless life (Hebrews 4: 15, 7:26), in His miracles (Matthew 9:1-6, 4:23, Luke 4:18, John 2:11), in His vicarious and atoning death through His shed blood (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), in His bodily resurrection (John 11:25, 1 Corinthians 15:4), in His ascension to the right hand of Father (Mark 16:19), in His personal return in power and glory (Acts 1:11, Revelation 19:11).

**4. Holy Spirit:** We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5). We believe in the present ministry of the Holy Spirit, by indwelling the Christian and enabling him to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

**5. Imago Dei:** We believe that in the beginning God created mankind in His image, and man is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31) Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender, as predetermined by God and revealed at conception, is thus part of the goodness of God's creation. We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellow persons. (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5)

**6. Resurrection:** We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and the lost unto the resurrection of damnation (John 5:28-29).

**7. Unity of Believers:** We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

## The Portrait of a Praise Academy Graduate

Our educational vision for our students is comparative to the painting of a portrait. We are intentional on what we feel God wants that outcome to look like. When our students graduate, we envision that each one will possess certain portrait qualities that God reveals in his Word. We hope and pray that our students graduate from Praise Academy with a:

**1. A Reverence for God:** *Proverbs 9:10* states that reverence for God is the beginning point of wisdom. All of the other portrait qualities are conditioned by a reverence for God. We strive to teach our students reverence and respect for God by:

- Teaching the Word of God daily in our Bible classes and weekly in chapel
- Integrating Biblical truth in all subject areas
- Leading a student to a growing relationship with Christ

**2. An Eternal Perspective:** *Colossians 3:23-24* gives perspective and purpose to our work. That perspective intertwined with reverence develops a strong work ethic because it seeks to honor and glorify our Lord and Savior Jesus Christ. That it is evidenced in:

- Knowing one's identity in Christ.
- Identifying His plan for one's life.
- Learning with a purpose

**3. Humility:** *Philippians 2:2-3* tells us that humility is cultivated when we recognize our life is about Christ. That recognition includes the acknowledgment that our intellect, talents, gifts, and individual qualities are given to us by God Himself. That humility is characterized by:

- A lifestyle of obedience to seeking first the Kingdom of God
- A demonstration of the love and attitude of Christ through selflessness and servanthood.
- Heart transformation

**4. A Process of Learning:** *Ephesians 2:10* helps us to understand that as God's workmanship, we are created in Christ for good works and that we are to walk in them. That involves the way we think and learn. That process of thinking and learning is conditioned by reverence, eternal perspective and humility. Using our mind in areas of law, business, medicine, engineering, education, ministry, and anything God calls us to is an act of obedience and reverence. Our school seeks to nurture the mind to become eager to learn, to think critically, and to examine truth as a part of that process of learning. The development of a biblical worldview is the fruit of this process. This process includes:

- Discipleship
- Excellence in co-curricular activities with a larger purpose
- A mind open to critical thinking and ideation

**5. High Expectations and Accountability:** *2 Corinthians 10:5* tells that God wants us to strengthen our minds in all areas of thought including philosophy, opinions, and reason being subject to the Word of God. Components in the learning process like problem solving, critical thinking, critical analysis and synthesis help to strengthen the mind. High expectations and accountability complement the learning process and environment. This is accomplished by:

- Striving for excellence at one's God-given ability level
- A culture of rigor that serves as a catalyst to pursue excellence in every area of one's life.
- Accountability for faculty and peers.

# Praise Academy Core Values

*In order to be successful in fulfilling its mission, Praise Academy is giving priority to seven core values in the operation of its educational program:*

**1. The Bible:** Based on 2 Timothy 3:16, we believe that the Bible gives direction to every aspect of life especially our spiritual development. We encourage board members, administration, faculty, parents and students to use the Bible as a tool in their everyday lives. Additionally Praise Academy will govern itself according to biblical principles in

- All aspects of school life.
- Using financial resources
- Developing academic curriculum.

**2. Christ-Likeness:** 1 John 2:6 tells that we should walk in the same manner that Christ did before His crucifixion. Consequently, Praise Academy will employ or appoint board members, administration, faculty and staff whose attitudes and actions model Christ to those around them. Praise Academy will also:

- Encourage students to apply the qualities of Christ to their own lives.
- Base its discipline and behavior standards on biblical principles
- Train students on how to communicate their faith to others
- Challenge parents to demonstrate Christ-like character in their lives and before others.

**3. Christian Family:** According to Deuteronomy 6:6-9, the Christian family is God's training ground for future generations in knowing and serving Christ. In light of that truth, Praise Academy will:

- Develop policies and procedures that allow us to honor and partner with Christian families
- Make resources available to help parents build a Christ-honoring home

- Provide a Kingdom education that is accessible to those families.
- Train faculty and staff in order to provide different teaching techniques to help students with different learning styles and abilities.

**4. Church:** Praise Academy acknowledges the importance and role of the Church. Acts 2:42-47 tells us that the Church is the expression of God's kingdom to the world. Praise Academy recognizes the following:

- Praise Academy is a ministry of Praise Tabernacle Church.
- Praise Academy operates under the authority of the Church.
- As one of its goals, Praise Academy seeks to strengthen the Church.
- Praise Academy will honor the Church through its policies, procedures and practices.

**5. Excellence in Education:** It is our desire to know God's truth and walk in it (Psalm 86:11). It is Praise Academy's goal to continually provide an educational program that is based the truths provided by God's Word and the preeminence of Jesus Christ. In order to provide that program in a safe and comfortable learning environment where students are actively engaged and challenged in their learning, Praise Academy will:

- Employ and develop teachers who model godly wisdom and Christian virtue in their lives.
- Challenge students to develop a biblical worldview.
- Provide an education that combines formal methods of teaching with a biblical emphasis.

**6. Service:** Jesus was the true model of a servant leader and in Matthew 20:26-28, He tells us about the true quality of servanthood. At Praise Academy, we will encourage students to follow that example of leadership by:



- Involving students in activities that encourages them to serve others.
- Teaching students the value and joy of service that flows out of a heart that has experienced God's love.
- Training students to glorify God through service in their school, local church and community.

**7. Stewardship:** As followers of Christ, we have a steward responsibility that should flow out of thankfulness and gratefulness (Psalm 79:13).

Providing students with the best possible education that will develop the whole child (spiritually, mentally, physically, and socially) is a steward responsibility given by God. This means Praise Academy will:

- Develop and operate a budget that reflects biblical principles of stewardship.
- Maintain all facilities in a way that honors the Lord and meets the needs of the students.
- Partner with families to assist them in providing their children with a quality Christian education.

## Educational Purpose and Philosophy

**The Centrality of Christ ...** Praise Academy teaches students that the Lord Jesus Christ is to be preeminent in every area of their lives, including their education. We acknowledge that every aspect of academic study and each school activity is based upon this biblical truth: "For by him all things were created: things in heaven and on earth...all things were created by him and for him...he is before all things, and in him all things hold together...so that in everything he might have supremacy (Colossians 1:16-18)." Jesus is to be at the center of all learning and living.

**The Creator's Relationship to His Creation ...** We affirm that the triune God is sovereign and the creator of all things. Man is the direct creation of God and made in His image. Man is to live his life as a response to his Creator and Savior, knowing Him and living in harmony with Him. God has revealed Himself to us in His Son Jesus Christ and in the Holy Scriptures. We can by His grace know and communicate His truth, generation after generation.

**All Truth is God's Truth ...** While most of the world divides truth between sacred and secular, Christian Education acknowledges that's God's truth is of universal scope. The Christian world view is that God has revealed Himself through both natural and written revelation. In Christian education, all subjects are taught as part of the total truth of God. Thus, Christian education is the process of seeing things through the perspective of God's Word. We encourage our students to become all that they were created by God to be -- in mind, in body, in spirit -- for the glory of God. An education that includes the spiritual nature must be provided so that a child will be fully developed. Only then will the child know the true purpose of living.

**A Three-fold Partnership ...** Praise Academy embraces the Bible's teaching that God has

given the family the responsibility of educating or "bringing up" children. Parents have the primary responsibility to prayerfully study and teach the Word of God to their children. "Teach them to your children, talking about them when you walk along the road, when you lie down and when you get up" (Deuteronomy 11:19). Complementing the home and school, and in obedience to God's Word, PA families are committed to the corporate Body of Christ through involvement in an evangelical church through worship, service, and discipleship that is true to Scripture. The values, goals, discipline and atmosphere of the home, church and school in partnership with one another will provide an environment where students will be nurtured toward Christlikeness in every way (Luke 2:52).

**Commitment to Excellence ...** Our school is committed to Christ-centered education and the teaching of God's truth, whether it is scientific, historical, philosophical, or spiritual. Our faculty is committed to providing a high-quality program of academics and co-curricular opportunities. Our students are challenged individually to excel in every facet of learning. It is our desire that we clearly honor God in all our pursuits. It is our hope that our students follow Christ, forthrightly proclaim Him, and recognize and use their gifts as members of the body of Christ.

## Accreditation

### **The Association of Christian Schools International (ACSI)**

The Association of Christian Schools International (ACSI) is a Christian educational organization. Since 1978, ACSI has advanced excellence in Christian schools by enhancing the professional and personal development of Christian educators and providing support functions for Christian schools.

Through a host of services, including teacher and administrator certification, school accreditation, legal/legislative help, and curriculum publishing, the association touches the lives of more than 3.9 million students worldwide. Along with a headquarters facility, ACSI has 29 regional offices in North America and around the globe. More than 23,000 schools from over 100 countries are members.

### **Southern Association of Colleges and School (SACS). A member of AdvancED.**

AdvancED is dedicated to advancing excellence in education worldwide. The North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School

Improvement (SACS CASI) are accreditation divisions of AdvancED.

### **The Georgia Private School Accreditation Council (GAPSAC)**

GAPSAC is an association of private schools (grades K through 12) whose students are recognized and approved by the Georgia Department of Education for purposes of transferring credits to public schools on the same basis as students from one public school to another. According to Rule 160-5-1-.15 of the Department of Education in relation to transfer of credits, no additional testing or any type of requirements over and above those for students from public schools will be made for students from GAPSAC schools.

Also, the Georgia Board of Regents recognizes graduates of GAPSAC schools for college entrance to any institution of the University System of Georgia on the same basis as graduates from public schools.

The Hope Scholarship Program of the Georgia Student Finance Authority recognizes graduates of all schools fully or provisionally accredited under GAPSAC to be eligible for Hope Scholarships on the same basis as graduates of Georgia public school.

## Admissions

The family should agree without reservation with the Statement of Faith, Vision, Mission, Philosophy, and Core Values of Praise Academy. Praise Academy requires at least one parent and the child(ren) applying to be faithful to a local church and to be a follower of Jesus Christ.

### ENROLLMENT PROCESS

**Admissions Online** (All Enrollment is done online)

- **Submit The Application:** <https://pa-ga.client.renweb.com/oa/?memberid=1603>
- **After Your Application is submitted:** Once the online application is submitted with all supplemental forms and payment of the **\$40/\$75** application fee (non-refundable) is received, the application is sent to the admissions office for review. The review of all data drives the next step of the process, i.e., parent interview, student interview, etc.
- **Interview:** If the application has been deemed eligible by the admissions office, an interview will be scheduled. Both parents and students are required for the interview.
- **Acceptance:** Acceptance of the applicant is based on review of the application, test scores, transcript grades, the pastor/church leader recommendation, and interview results. Applications are reviewed on a rolling-admissions basis as long as there is space in the grade level. A wait-list will be maintained when a grade level becomes full.
- **Registration:** The student is not officially enrolled at Praise Academy

until all forms are signed and submitted and matriculation fees are received.

### How to Apply

Applying is easy using our **Online Application**. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted. A non-refundable fee of **\$40/\$75** must be submitted with each application.

### Create an Online Application

To begin the Online Application process, click here, [Create an Account](#). Then log in to your account and **Create a New Student Application** for your child. You will then have the flexibility to log in and out of your account and access your open application.

After submitting the application, you will be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms and, if necessary, reprint the supplemental forms.

*Praise Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Praise Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

## Attendance

The following paragraphs explain absence procedures. Because monitoring and keeping attendance records for our students is a sizeable and important task, we must insist that parents and students follow these guidelines about family responsibility precisely. The attendance policies which follow are intended as guidelines only. The administration reserves the right to treat tardiness and attendance matters on an individual basis.

Praise Academy operates on an academic calendar that meets state requirements. School is in session between 8:00 am and 2:50 pm. Students are expected to be in attendance when the school is officially open. Any student who leaves school without permission during the school day may be referred for disciplinary action. If a student has permission to leave campus, they must sign out in the office. Upon their return, students should sign in at the office. After school, students should leave the Praise Academy campus unless they are under the direct supervision of school personnel, attending the after-school program or attending supervised extra-curricular activities.

Students should not arrive on campus before 7:30am unless a teacher or sponsor has a planned activity. Early morning care is available and starts at 7:00am to 7:30am; however, a fee is charged. **Students are not allowed to leave campus once they arrive on campus. They must stay in Early Morning Care with designated staff.**

### Absences

Students must be in school at least ½ of the school day to be counted present. When a student is absent from school, his parents will be notified via email.

Absences that exceed fifteen (15) days per semester or thirty (30) days per school year will

result in no credit being given for that school year. Five (5) tardies constitute one (1) absence.

Excused Absences – In accordance with the State Compulsory School Attendance Law, and Praise Academy's policy the following reasons may temporarily excuse children from school:

- Personal illness, death or severe illness in the family, family emergencies, medical and dental appointments
- Court appearances
- Conditions rendering school attendance impossible or hazardous to their health and safety
- Official church mission trips for which a signed statement from the church is presented and pre-approved by the administration
- Approved school functions such as sporting events and other like programs
- Special and recognized religious holidays observed by their faith, and other like situations.

A student returning from an absence must bring a written note to the office from the parent or guardian. Students must provide clear documentation to excuse an absence due to a serious illness or death in the family, government mandate, or court order. Parents may request pre-arranged excused absences with the administration for their child. Permission will be granted if the reason is sufficient.

Please remember that declaring a student excused or unexcused is an administrative decision, not a student/parent prerogative. Therefore, a student is not necessarily excused because a parent calls or writes a note.

Students will not participate in extra-curricular activities, rehearsals, practices, and/or games on days that they are absent from school.

Unexcused Absences - Students absent without parent consent for any reason other than those listed above are categorized as unexcused:

- Five (5) unexcused absences per semester will require a parent meeting with administration.
- Ten (10) unexcused absences per semester will require Praise Academy to refer a student and or parent to the Department of Family and Children's Services.
- Appeals can be made to the School Board
- Students who accumulate five (5) or more unexcused absences in a semester may be ineligible to participate in any extracurricular activities for the following semester.
- Ten (10) unexcused tardies will result in Praise Academy sending a warning letter to the parent or guardian.
- Fifteen (15) unexcused tardies will require Praise Academy to refer a student and or parent to the Department of Family and Children's Services.

**Students K5-5<sup>th</sup> grades should arrive at school no later than 8:10 to avoid being tardy.**

Achievement Testing - Unless students are sick, they must be in attendance during achievement tests. These dates are clearly indicated on the school calendar. If students are not present on testing days, parents may incur additional costs to help pay substitutes to administer achievement tests.

Pre-arranged absences -A pre-arranged absence [form](#) must be turned in to the office with at least one week advance notice and must be approved by administration. It is our expectation that parents will plan vacations and other planned trips during scheduled school breaks. A student is only allowed 5 pre-arranged absences per school year.

### **Tardy Policy**

When a student is tardy to school, he must report directly to the office to sign in and receive an admittance slip. Excessive tardies will also result in administrative referral. If a student misses more than 15 minutes of a class, the student will be considered absent.

- Five (5) unexcused tardies per semester to any class results in an absence.
- Five (5) unexcused tardies per semester results in a parent/student meeting with administration.

# Academic Policy

## Academic Honesty

Examples of academic dishonesty may include, but are not be limited to the following:

- Communicating with another student during a test or quiz;
- Copying from another student's test, quiz, or assignment;
- Allowing a student to copy from one's test, quiz, or assignment;
- Using unauthorized notes or devices during a test or quiz;
- Obtaining a copy of and/or information about a test or quiz without the knowledge and consent of the teacher (i.e. sharing information about a test or quiz with a student who has not yet taken it);
- Submitting falsified information for grading purposes;
- Submitting an assignment, paper, or project which is not the student's original work;
- Changing answers and seeking credit on an assignment or test after the work has been graded and returned;
- Using electronic devices in violation of guidelines established by the teacher;
- Misusing school computer systems which are used for student, staff, or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.
- Failing to cite with quotation marks the written words or symbols of another author;
- Failing to cite the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;
- Failing to cite another whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects; and

- Copying or paraphrasing ideas from study aids without documentation.

Plagiarism is also a form of academic dishonesty. **Plagiarism** is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation).

The following procedures and consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher shall report any incident of academic dishonesty or plagiarism to the student, principal, and parents.
2. Consequences
  - 1st offense* - A zero will be given for the academic work, and a conference arranged with the student, parents, and principal.
  - 2nd offense* - A zero will be given on the academic work, and the student will be suspended from school for three days.
  - 3<sup>rd</sup> offense* - The student will be expelled from Praise Academy.
3. The listed "offenses" (i.e. first, second) apply to all the student's classes. For example, if a student is academically dishonest or plagiarizes for an English book report and then later plagiarizes or is academically dishonest on a science report, that is the second offense. For this reason, the principal is to be informed of all cases of plagiarism.
4. Records will be kept in the principal's office of students who are charged with academic dishonesty and/or plagiarism.

## Projects/Special Assignments

Students will be required to complete projects and other special assignments during the year as assigned by the teacher. Often times, these projects are counted as a test grade and require more attention to details than regular classwork. Students are encouraged to have parents assist by helping obtain needed materials, guiding students with time-management and clarity, and

checking completed project for all required elements. **However, parents should limit their assistance in the completion of the project.** If a teacher suspects that the student did not complete the project or that too much parent involvement is evident, points will be deducted. Depending on the specific circumstances, students may receive 0%. The teacher will communicate any questions to parents before the final grade is given. The teacher will then determine the final grade.

### **Late Work Policy (Grades 1-5)**

1st – 12th grade will abide by the same policies and procedures for late and/or missing work.

First day late: 80%

Second day late: 70%

Third day late: 50%

\*After 3 days, 0%

**(The percent grade shown is the highest possible grade for each day.)**

Certain assignments such as projects, in-class activities, and assignments given multiple days to complete may not qualify for a late grade. This is decided upon by the individual teacher.

### **Make-Up Work**

1. When a student has an excused absence or excused tardy, all assigned work must be completed. This includes when a student misses a class for an illness, doctor's appointment, etc. A student will have one week upon returning to school to complete all absent work. After one-week, late grades will be applied, then zeros for any work not turned in. Keep in contact with your child's teacher so that the teacher fully understands your family's circumstances.

2. Work assigned prior to an excused absence is due upon the student's return and is given no extra days to complete.

3. All class work, participation grades, test, quizzes, and regular assignments given on the day or days of unexcused absences **will receive no credit** (zero) for each day of classes missed.

4. Students who are suspended will receive a zero

on assignments given on the day of the suspension and will not be allowed to make up that grade.

5. In School Suspension: Any student given in-school suspension will be required to complete assigned work.

### **RenWeb/Parents Web**

PA uses RenWeb to provide academic information and other important communication to parents and students. Grades will be updated on a weekly basis.

### **Grading System**

Four report cards are issued during the school year on the RenWeb system. Mid-quarter grade notices for all academic subjects (regardless of current standing) are also produced on RenWeb. Parents will receive an e-mail to inform them when report cards and mid-quarter grade notices are available for viewing/printing. The grading scales ranges from "A" to "NI" with the following point values:

Grade Scale:

A = 90-100

B = 80-89

C = 74-79

D = 70-73

NI = 69 –below

Conduct:

1 = Satisfactory

2 = Needs Improvement

Enrichment and Participation:

Handwriting, Art, Music, and Physical Education are scored using the following scale:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### **Honor Roll (Grades 1-5)**

Honor roll is based on grades earned in all subjects. "A" Honor Roll must have an average between 90-100. "A-B" Honor Roll must have an average. 80-100



### **Standardized Achievement Testing**

The Iowa Achievement Test is given in the spring of each school year for grades K5-10.

PSAT testing is offered to sophomores and juniors at Praise Academy during the month of October.

### **Transcript Procedure (Official School Records)**

Transcripts of students will be sent directly to institutions when requested by parents or the institution. All financial obligations to the school must be cleared before any records or transcripts will be released. After two transcripts have been requested there will be a \$5.00 charge for each additional transcript.

### **Student Athlete Academic Policy**

Students must pass five (5) or more subjects to be eligible for the following semester. The Athletic Director will regularly monitor grades to determine ongoing eligibility; however, all exceptions must have prior approval from the Athletic Director and the administration.

Student-athletes, parents, and coaches are encouraged to "keep current" regarding their students' grades so that students will be continually encouraged to make their academics a priority. "Keeping current" will also help coaches plan for necessary adjustments in their program or team should students become ineligible.

While Praise Academy views athletics as an integral part of a student's overall education, we also feel strongly that it is a privilege earned and maintained by thorough and diligent attention given to respect and responsibility in the academic areas.

In order for a student-athlete to participate on any given day in a team's practice or game, he/she must be in the class for ½ of the day. Exception: All exceptions must have prior approval from the Athletic Director, coach, and the administration.

### **Parent/Teacher Conferences**

At least one parent will be asked to attend a conference after the first 9 weeks and during the week of Iowa Testing.

# Student Discipline

## Philosophy

The goal of Christian education is to make Disciples of Christ. Praise Academy partners with the family in accomplishing that goal because we believe that the family is the most important institution that God has created, and the school is an extension of the family. In order to accomplish that goal, parents and Christian educators alike strive to teach our students to live a Christ-centered life. Part of teaching them is helping them learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal and restore. Our goal is that hearts are changed in order to make better choices and that hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part.

In order to achieve this goal, we are guided by the following principles:

### **1. Maintain Cooperation between Home and School**

We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.

### **2. Deal with Forgiveness and Consequences**

We differentiate between forgiveness and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person.

### **3. Work with Each Student Individually**

In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion.

### **4. Maintain Standards**

We take very seriously the biblical, community, and school standards that each student pledges to live by when enrolling at Praise Academy. Violations of certain standards or the absence of a repentant heart will not be tolerated.

### **5. Allow Growth through Failure**

We know that some of the most profound opportunities for growth in life come through how we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, we want to allow students to appropriately experience consequences and the growth that can result from them.

### **6. Realize the Limits of Our Discipline**

Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from Praise Academy, but it does not mean it is the end. That student continues to be a part of a Christian home and church. However, a change of school environment may be best for all involved.

## Disciplinary Procedures

The highest of Christian standards are to be maintained at Praise Academy at all times. Praise Academy attempts to provide a positive learning environment for all of our students regardless of race, national and ethnic origin or gender. Behavior that undermines the well-being of students will not be tolerated. It is our expectation that all students and adults will be treated equitably, fairly, and respectfully by the Praise Academy staff and student body.

While discipline by the home or school may become necessary at some point, our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. If there are times when the administration determines that a student's behavior evidences a lack of assuming

responsibility for one's own actions, and/ or a lack of self-control, is in conflict with the Standards of Conduct, or has a negative effect on the overall culture and community at Praise Academy, the student will be disciplined.

The behavior listed in this handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. Therefore, students should ask permission and not assume questionable behavior is or is not acceptable if it is not listed in the handbook. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word is ongoing, not limited to the school day. Further, if at any time, the administration, in its sole discretion, determines that a student's influence is harmful, or if his or her presence in the school is regarded by the administration as undesirable, the school may request the student to withdraw, or may expel the student.

Action which evidences disobedience to school rules, lack of courtesy, general disturbance, and other such misdemeanors, will be handled by the teacher in such ways as he or she deems best. Situations which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration. Additionally, Praise Academy will partner with local law enforcement when necessary and deemed appropriate.

### **Personal Responsibility**

It is vitally important, even at a young age, to begin teaching children to take personal responsibility in various areas, such as class work and homework, personal items, and actions. Many times, parents, siblings, and classmates are blamed for moments that a student should have taken care of. It is our desire to partner with you to hold our students accountable and help them grow in self-discipline.

### **Levels of Discipline**

\*While learning classroom procedures and with mild infractions, students will always

receive a verbal warning. However, teachers reserve the right to approach incidents according to how great the offense in question is.

### **Level 1 Offense**

These offenses will be handled by the teacher within the framework of the class. Teachers will implement appropriate class consequences for behavior violations. Recurring or disruptive classroom behavior will not be tolerated. Teachers will contact parents to work to solve in-class issues. However, repeated behavior violations in class will be referred to the administration and may result in a meeting with the student, parents, teacher, and the administration.

Possible Level 1 offense consequences:

- Silent lunch or snack
- Partial or full missed recess time
- Apology (spoken or handwritten)
- RenWeb discipline report
- Consequence deemed appropriate to the offense at teacher's discretion.

### **Level 2 Offense**

These infractions can result in being sent to the principal's office. These infractions may result in after school detention, loss of privileges, suspension or other consequence deemed appropriate by the administration are:

- Dress code violation
- Physical contact with another student or teacher/staff
- Inappropriate behavior
- Inappropriate language
- Leaving class without permission
- Disrespect toward a teacher, staff worker, or student
- Leaving school grounds
- In-class disruptions
- Chewing gum during school hours
- Possession of cell phone or electronic devices without prior permission
- Not being truthful to a teacher or staff member

Possible Level 2 offense consequences:

- More than one silent lunch or snack

- Meeting with principal and teacher
- Phone call to parent
- RenWeb discipline report
- After-school detention
- Consequence deemed appropriate to the offense at teacher's discretion.

### Level 3 Offense

The following are examples of, but not an exhaustive list of infractions which may result in suspensions, disciplinary probation or expulsion, in addition to the consequences of Level 2 are:

- Stealing from school personnel, school building, parked cars, or students.
- Vandalizing or misusing school property and another students' property.
- Bullying, fighting, or disruptive behavior.
- Physical contact with another student or teacher/staff
- Racial slurs or racist behavior (including inappropriate attempts at humor). Sexual harassment.
- Inappropriate use of technology.
- Repeated Level 2 infractions.
- Lying or dishonesty.
- Use of language (verbal, written, electronic or virtual) that is threatening in nature or could be construed as a threat.
- Repeated classroom disruption.
- Defiance of staff authority.
- Profanity or profane gestures (sexual innuendos).
- Grossly disrespectful acts or language toward another person – staff or student.
- The use, possession, or distribution of tobacco products.
- The use, possession, or distribution of vaporizers or e---cigarettes.
- The use, possession, or distribution of mood- or mind-altering chemicals.
- The misuse or distribution of prescription drugs.
- The use, possession, or distribution of alcoholic beverages.

- The use or possession of fireworks or explosive devices.
- Planning or committing arson (lighting fires).
- The use or possession of repellent or so---called "self---defense" sprays such as, but not limited to, Chemical Mace, pepper spray, dog repellent, and similar substances.
- Pulling a fire alarm or tampering with fire or safety equipment.
- Gang solicitation and/or activities including dress, signage, etc.
- Gambling.
- Any behavior that damages the community or disrespects Praise Academy school culture.

Possible Level 3 offense consequences:

- Meeting with principal, head of school, and teacher
- Conference with administration, parents, and teacher
- RenWeb discipline report
- Behavior Agreement Contract/probation
- Disciplinary action including but not limited to suspension or expulsion.

The administration will immediately notify local law enforcement officials of firearm or battery incidents at the school. The administration will also notify such officials of verified incidents involving drugs in the school. Praise Academy may also make reports to the police of other incidents when deemed in the best interest of the school or school community.

Students are expected to cooperate with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, it may result in disciplinary action including but not limited to suspension or expulsion.

#### Toys/Electronic Devices

Toys are not allowed at school for any reason. If a student should need a toy or item from home, it will either be supplied or the teacher will let parents know what needs to be sent in. Students should not bring toys to play with in ASP. ASP supplies a variety of toys and games.

If a student chooses to bring a toy to school, it will be taken up for parents to pick up or until the end of the year.

Electronic devices or cell phones are highly discouraged in the elementary grades. Classrooms have chromebooks for student use. Cell phones are an unnecessary distraction. Please insure that any electronic device is not brought to school. **IF** there is an extenuating circumstance (not a daily occurrence), communicate with your child's teacher prior to the day of need. Cell phones **MUST** be turned in to the teacher upon arrival in the classroom. It will be returned at car rider line.

### **Dealing with Student Threats (Verbal, Written, or Cyber/Electronic)**

Praise Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately **expel** the student. **Parents are advised that the school will contact local police or appropriate authorities and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function.** Possession includes, but is not necessarily limited to, having a weapon in a locker, bookbag, or purse.

**In the absence of a weapon**, if the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student, student's parents and/or staff member threatened. **The school will also report the threat to appropriate authorities.** Students making such threats will be **expelled**. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat.

In those circumstances in which the school determines that the threat is likely **not credible**,

the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school administration that the student, in the counselor's opinion, does not present a threat of danger. If the student is accepted back to school, he/she will be placed on a one-year probationary period. A second threat of any kind will result in an immediate expulsion. This probationary period will remain in effect through the present year of enrollment and the following school year.

Note: When a verbal or written threat is made at school, the faculty/staff will escort the student immediately to the school office and remain under watch by the administration. The student will not be allowed to go back to class, locker, or any other part of the building. The parents will be called to come pick up their child.

### **Weapons**

No object that can kill or cause serious bodily harm shall be brought to school or school functions. A student shall not use or threaten to use, or sell, attempt to sell or conspire to sell, or possess, handle, or transmit or cause to be transmitted, a weapon, either concealed or open to view, on school property, at official school functions, or in route to or from a school function in school-provided transportation. This includes personal belongings, automobiles, or other vehicles on school property.

The definition of "weapon" for purposes of this policy is one that includes, but is not limited to, the following items:

### **Classification I**

- any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun)
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer

- any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

### **Classification II**

- Any pellet or BB gun, antique firearm, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistic knife, any other knife having a blade of three or more inches
- fireworks; any razor (e.g., straight, regular, retractable, etc.)
- any defensive device (e.g., stun-gun, taser), any bludgeon (e.g. Billy club, PR-24, night stick, blackjack, club)
- ammunition, "look-alike" bomb
- any "martial arts" device (e.g., Chinese Star, nunchaku, dart, etc.)
- miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc.
- any tool or instrument which the school staff could reasonably conclude as being a violation of the intent of this policy, which, by way of illustration, shall include, but is not limited to, studded or pointed rings and bracelets, or other ornamentation, etc. or any "look-alike" object that takes on the appearance of any of the foregoing

### **Classification III**

- Any knife or instrument having a blade of less than three inches, any "look-alike" firearm, plastic disposable razor, BB's, pellets or sling shot
- Any device that it used to threaten bodily harm or injury

Any behavior involving the possession, distribution or use of a weapon by a student which school officials have reason to believe constitutes a violation of local, state or federal law shall result in immediate notification to appropriate federal, state, county or municipal law enforcement officials by the headmaster or his/her designee.

The school shall cooperate fully with law enforcement and judicial officials in the prosecution of such offenses.

All weapons shall be confiscated. The disposition of confiscated weapons shall be determined by the Administration or a designated school official.

Possession of weapons is grounds for immediate suspension and/or expulsion.

### **Consequences**

#### **After-school Detention**

Praise Academy is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of community standards which warrant removal from the classroom, a detention may result. The student will serve this time with the teacher, in the classroom. Consequently, the student will be suspended from his or her next extracurricular activity (ballgame, competition, etc.) if he or she participates in one.

#### **Suspension**

Praise Academy is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of community standards

which warrant removal from the classroom, a suspension may result. If a student is removed from school for a disciplinary reason, the suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student is permitted to return to school, the student and his/her parents must give assurance that the student is able to control his/her behavior and to follow the school's standards of Conduct. The student will be put on behavior probation for the remainder of the school year and will be asked to reapply for the following school year.

Any student receiving a school suspension will automatically be suspended from all extra-curricular activities for the length of the suspension. Students suspended for serious violations of school standards, illegal substance use, and morality issues, etc. (if they are allowed to remain in school) will typically be removed from a team or activity for the season or the semester. Coaches and sponsors may also have a specific code of conduct for the students with which they work.

The school retains the right to amend, discontinue, or vary from these procedures without prior notice.

### **Disciplinary Probation**

In order to ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed on disciplinary probation. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. A meeting with the administration and parents will review the terms of the probation. Parents, student, and administration must sign the guidelines of such a probation. Periods of probationary status may result for the following reasons:

- When a student is suspended.
- After a cheating incident.
- When deemed necessary by the administration as a result of other serious or recurring disciplinary situations.

Probation periods typically range from one academic semester to twelve months.

While on probation a student may be ineligible for participation in athletics or other performing groups, at the discretion of the administration. Students should be aware that consequences for behavioral infractions may be escalated for a student on probation.

At the end of the probationary period, the student will most likely be asked to reapply, considered for expulsion, or requested to be withdrawn if the behavior or academic performance has not been satisfactorily remedied.

### **Reapplication as a Result of Discipline**

All students suspended (or disciplined for serious or recurring issues or placed on probation) during a school year will be required to reapply for admission to Praise Academy if they desire to continue as a student. Students may also be asked to reapply for repeated behaviors that didn't warrant suspension but call into question a student's maturity level and desire to fit into Praise Academy's culture. Students and parents will be asked to complete the reapplication materials.

Recommendations from all current teachers and sponsors of activities that the student has been involved in will be obtained. Although those students required to reapply may participate in course selection and other pre-registration processes throughout the spring, they will not be considered accepted for the next school year until their reapplication process is completed and readmission is formally granted. Parents will typically receive re-application information by the end of April. Evaluation of re-applications will typically be concluded no later than June 30. Students required to re-apply are typically not eligible for financial aid regardless of prior award.

### **Expulsion**

Expulsion is the most severe form of punishment to be exercised at Praise Academy. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Examples of offenses that will almost always result in a recommendation for expulsion are:

- The threat to use, use, or possession of firearms, knives, incendiary, or other such harmful devices, weapons, replicas, imitations, or look-a-likes on school grounds or at any school-related activity.
- Verbal, written, or electronic threats, harassment, intimidation or any language that could be construed as a threat to any student or staff member in or out of school.
- Any action in the school or community which would fit into the broad category of “felony”. Such acts may be under investigation by authorities, in which case a suspension may be levied. When verified, a recommendation for expulsion may be levied.
- Theft.
- Possession or distribution of an illegal substance on Praise Academy property.
- Inappropriate use of technology.
- Repeated cheating.
- Any offense determined by the school to warrant expulsion.

Offenses deemed expellable will result in immediate out-of-school suspension pending an investigation by the school’s administration. In no case will the student be allowed on campus or at any school-related activity on or off campus pending termination of the investigation. Once a student is expelled, the student is not permitted on school grounds or at any school activities.

There may be instances where student misconduct warrants immediate expulsion. The school retains the right to amend, discontinue, or vary from these procedures without prior notice.

### **Request to withdraw a student**

In some situations, the administration may request that parents withdraw their child from Praise Academy. Such a request may occur when the student’s conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Once a

student withdraws, the student is not permitted on school grounds or at any school activities.



# Media Center Policy and Procedures

## Library Mission Statement:

The PA Library Media Center program exists to provide students with literature that supports the PA mission and curriculum, challenges students to develop and engage their Christian worldview, and encourages and fosters a lifelong love of reading and ongoing discernment as a follower of Christ.

## Curriculum:

K3-5<sup>th</sup>: All students in the elementary grades visit the library once per week. In addition to checking out books, students learn library skills, information literacy skills, and hear read-aloud stories.

## Library Media Center Hours:

8:00 am - 3:00 pm daily

## Book Checkout:

Grade	Loan Period	# of Books	Fines (5¢/school day)
K3	None – read in LMC	0	No
K4-K5	2 weeks	1	No – daily / Yes – lost book
1 <sup>st</sup> -5 <sup>th</sup>	2 weeks	1	Yes
6 <sup>th</sup> -12 <sup>th</sup>	2 weeks	2	Yes

## Overdue/Lost Books:

In order to protect the holdings in the Library Media Center (LMC), we have a system of fines for overdue books.

Books are due back to the LMC two weeks from the date the book is checked out. All books not returned by the due date will be assessed a fine

of \$0.05 per school day, until the book is returned. Fines will not exceed the replacement cost of the book.

All lost books will be assessed a fine as follows:

Paperback books: Cost of replacement through online source with best price.

Hardback books: Amount determined by the cost and age of the book, determined by the school, based on the cost of replacement through online source.

Fine notices will be posted as needed. When the fine exceeds \$5.00, a notice will be emailed or sent home with the student.

Students who owe more than \$1 in fines or who have a book that is more than 1 week overdue may not check out additional books until the fine is paid or the book is returned.

If a student pays for a lost book, the payment will be held for one month. During this time, if the book is found, the payment will be refunded. After that, money cannot be refunded since it may have been used to replace the book. All books must be returned, fines paid, and/or lost book fees paid before final grades and transcripts will be released. Any outstanding fines will be applied to the student's account.

## Computer and Internet Use Policy and Permission

Technology and the internet are an incredible resource that can greatly expand the learning and educational process but can have significant repercussions as it also opens the door to access information that would not be consistent with a life of righteousness. Therefore, as Christians with the privilege of computer access, there comes responsibility and accountability. Praise Academy expects that all students using the school's network and computer services will:

1. have the permission of their parent or guardian,

2. agree to abide by Praise Academy Internet policies.

Parents should review the following policy and guidelines and review them with their student so that everyone understands and agrees. If you have questions about the policy, contact the administration.

### **Computer/Internet Policy**

Users include all students, teachers, administrators, and support staff having access to the internet via the Praise Academy network. Students may have access to the internet while working on class projects in a supervised setting. This includes computers in the classrooms and in the Media Center. Students must follow all rules contained within this policy at all times when accessing the internet and/or using Praise Academy computers. Students must also follow the direction of faculty and staff members supervising any area where networked resources can be accessed.

### **Computer/Internet Acceptable Use Policy**

It is recognized by Praise Academy that access to the internet provides a wealth of information resources, research opportunities, and communication services that would be otherwise unavailable.

Because there is such a wealth of information available on the internet, material not consistent with our school's mission & vision, and not considered to be of educational value is also available. Some of this material may contain items that are inaccurate, offensive, and/or illegal. Although we have taken precautions to limit access to such materials through the use of filtering technologies, it is impossible to control all access to such information and users may find such material either deliberately or by accident. We believe, however, the benefits to students from this access outweigh the possibility that a user may obtain material inappropriate for an educational setting.

This resource should be used in a manner consistent with the mission and vision of the school, and in a manner that ensures the continued smooth operation of our computer network and that fits into our overall goals and objectives for all students at Praise Academy.

The internet user is held responsible for his or her actions when on-line. All users, therefore, must abide by the guidelines that we are outlining here. If a user violates these guidelines, further access to the internet and use of computers at Praise Academy may be denied.

### **Guidelines:**

A. Access is a privilege, not a right. This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in suspension or cancellation of computer privileges. The school administration and system administrator will determine what constitutes inappropriate use. The administration, faculty or staff may request that the system administrator deny a specific user access.

B. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.

C. Students are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the internet.

D. Users are not permitted to use school resources for commercial purposes, product advertising, political campaigning or lobbying.

E. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.

F. Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, "hacking" or other disruption in the operation of the computer or network. Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by Praise Academy for repairs,

and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.

G. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated.

H. Internet users will in no way use the network for financial gain.

I. If a user discovers a security problem in the school's computer network, they will notify the system administrator. They will not demonstrate the problem to others. Users shall not attempt to "hack" the computer system.

J. Users must not use another's account or password nor reveal passwords to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use others folders, work, data or files.

K. Students shall not use a computer logged in under another student's name. Users are not to use a computer logged in under a teacher's name.

L. Students are not to post notes to newsgroups or bulletin boards nor enter any chat rooms. Students shall not reveal addresses, phone numbers or other personal information to others on the internet.

M. Information retrieved by a user is that person's responsibility and at his own risk. Praise Academy assumes no liability for the accuracy of any information accessed through the internet

N. Students may not download files from the internet nor upload to/through the school network unless granted permission from a faculty member. Any such files must be checked by a virus scan.

O. Users shall realize that communications over the network are not guaranteed to be private. System administrators may review files, messages, or data to ensure that the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities.

P. Users shall not load unauthorized games, programs, files or nor any other media on any

school computer system. The computers at Praise Academy are educational tools and are not to be used for one's personal recreation.

Any violations of the above guidelines may result in loss of computer access, as well as other disciplinary or legal action required by law.

### **Educational Objectives**

Technology is an essential component of the learning process. Students are given the opportunity to utilize resources which have been deemed to enhance their educational experience. All use of technology is ultimately designed to help students meet specific learning objectives. The faculty will not only evaluate resources used, but equip students to evaluate Internet sources for appropriateness and content.

### **Privacy is not Guaranteed**

The administration and faculty may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. This includes, but is not limited to, electronic mail. ***Files stored on school computers have no privacy guarantee.***

### **Use is a Privilege**

Use of the Internet and the school network is a privilege, not a right. Students who violate policies pertaining to rules of conduct, the acceptable use policy or Internet use will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. ***Please note that revocation of privileges may cause failure in classes where network access is necessary.***

### **Liability**

Praise Academy makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Use of any information obtained via the Internet is at the user's own risk. The school will not be responsible for any damages users suffer; including--but not limited to--loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access.

## Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents, and employees of Praise Academy.

***Taking up valuable network resources for non-educational pursuits, or activities not consistent with the mission of Praise Academy, is prohibited. All use must be lawful, non-commercial, and consistent with the educational mission and goals of the school.***

Students are not permitted to try to access information blocked by the school's filtering software or to attempt to alter the network configuration in any way. Praise Academy students must report illegal or otherwise unacceptable use of computers to the supervising teacher or the Information Systems staff. Students may not take advantage of, demonstrate, or otherwise inform other students of security breaches or loopholes.

## Internet and Social Media Use Outside of School

This Policy (Internet and social media use outside of school) on Student Use of the Internet and Social Media has been established to supplement our Computer Use Policy while at Praise Academy.

Outside of School, Praise Academy parents and guardians bear responsibility for the same guidance regarding Internet use as they exercise with information sources such as television, telephones, movies, and other media. We have no way to monitor how our students use the Internet at home or how they use other communications or electronic media, nor does the School have any interest in monitoring such use. However, we do expect that in using the Internet and social media, both at home and at school, students will act lawfully. Additionally, we expect that students shall, at all times both at home and at school, act responsibly and exercise good judgment and a high degree of personal ethics, consistent with our Parent/Student Handbook. This is particularly important in regard to information and data that may be placed on the Internet or communicated via other media (social media) relating to students, faculty members, staff, and in regard to Praise Academy itself.

Each individual student must exercise his/her own discretion and judgment as to whether he/she creates or participates in an Internet blog, chat room, or social media post or whether he/she uploads any video or other content. The same holds true in regard to a student's decision to access the Internet to create a personal profile or to comment on any other individual or the School. On the other hand, information placed on the Internet and data sent via other communications media (i.e., email) can easily end up in the public domain. We assume that every individual using the Internet knows that the absolute privacy of information and data placed on the Internet and sent electronically cannot be guaranteed. Undoubtedly, if a student fails to act responsibly in that regard the information and content placed on the Internet or communicated via other media can have a seriously harmful effect on others.

There is no practical way for us to predict every future technological advance that will affect and change the Internet. Indeed, the Internet as we know it today may bear no resemblance to what it is even five years from now. What we can assume is that the opportunities to access and use the Internet and other communications media will be ever-expanding and made easier for everyone.

While we cannot and have no desire to monitor any individual's non-School use of the Internet and other communications media (social media), we do have an appropriate interest in ensuring that all individuals associated with the School are treated with respect and dignity at all times. This is a serious responsibility that each student accepted upon his/her enrollment at Praise Academy. It is a responsibility that students owe to their peers, faculty members, and staff members. As all students are aware, the School cares just as much about how students behave at off-campus and non-School related events and functions as we do regarding their School-related conduct.

In view of the School's expectation that students will adhere to Parent/Student Handbook and act responsibly at all times, we want to make it clear that the Parent/Student Handbook conduct guidelines are applicable to the use of the Internet and other communications media

outside of School. Accordingly, the following standards should be adhered to by students in connection with the use of the Internet and other media and in regard to content placed on the Internet and other media regarding a student's peers, faculty or staff members, or the School:

- a. Content may not be pornographic, obscene, or lewd, nor may it contain sexual innuendo or sexually explicit material;
- b. Content may not be potentially or actually defamatory, inflammatory, abusive, threatening, harassing, invasive of privacy, or injurious;
- c. Content should be free of racist, sexist, prejudicial, or otherwise objectionable material, including personal attacks against others;
- d. Content may not be of a kind that may cause or does result in harm, injury, embarrassment, or disruption to the School;
- e. Content may not include personal contact information (i.e., address, telephone) regarding any other person without the prior authorization of that person;
- f. No person may access another individual's information or files without permission (unless such information and files have been made available voluntarily);
- g. Content and the use of the Internet and other media may not be in violation of any local, state, or federal law.

When deemed appropriate by the School, we will notify law enforcement agencies if necessary to protect members of the Praise Academy community; and

- h. All content must be in compliance with the School's Parent/Student Handbook.

**We strongly urge parents to check their child's social media usage and text messaging, especially concerning group texts. If the concern is brought to administration, it will officially become a school issue and therefore require discipline at school.**

### Classroom Social Media Pages

No class social media pages are allowed without prior administration approval. This includes pages on Facebook, Twitter, Instagram, Snapchat or any social media page.

Any violation of this policy may result in disciplinary action as deemed appropriate by the School, up to and including expulsion.

Our assumption, in establishing this policy, is that the overwhelming majority of parents and students use the Internet and other communications media in an appropriate manner. Moreover, they do so without regard to whether the school has established any policy relating to such use. Instead, they understand that freedom of expression carries with it certain important responsibilities that should be adhered to as a matter of personal ethics. Our hope is that we never have to investigate or take action in response to a violation of the above policy. We expect that teachers, staff, administration, students and fellow parents will be shown respect in any posts.

If any parent or student has any questions about this policy, he/she may contact Mr. Daniel Youngblood, Head of School. Similarly, if a parents or student has any concern regarding whether certain content should be placed on the Internet or other media, he/she is encouraged to consult with Mrs. Jennifer Butler, principal, prior to doing so in order to avoid any future issue.

# General Appearance and Dress Code Guidelines (Grades 1-5)

## General Appearance Guidelines

Praise Academy strives to maintain a positive and professional learning environment, which reflects God's call to modesty and purity. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Therefore, our appearance code is defined by two specific standards: **modesty** and **neatness**.

### **Modesty**

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. It is also important to note that what is "in style" is not always in accordance with the standards we seek to reflect. Therefore, we have some basic guidelines that we expect students will meet in accordance with these biblical standards. The standards of modesty should be reflected in a student's dress at all times.

### **Neatness**

We want students to be comfortable, but we also expect Praise Academy student's appearance should meet basic standards. As a learning community committed to excellence, we desire to wear clothes that are appropriate and create this type of learning environment.

It is important to note that these standards do not involve morality; rather they are preferences that Praise Academy seeks to uphold in our school community. This is also in place to prepare our students for their future when they may have various appearance codes at their places of employment or other venues.

If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Appearance standards related to modesty always apply when

students are on campus or at any school activity, unless otherwise specified.

Since students purchase their clothing and personal belongings as a part of the family unit, and prepare for school at home, it is Praise Academy's desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and appearance decisions be handled at home to ensure compliance with Praise Academy standards.

Each student will be held responsible for his/her appearance. Instances of deviation from established standards will be handled on an individual basis. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

If a student is found to be out of dress code, he/she will be sent to the school office. The use of duct tape, band-aids, or other efforts to cover a dress code violation is not acceptable. If a student is not able to correct the violation quickly so that they can return to class, the parent will be called to bring appropriate attire or be sent home. In the case of piercings that are outside of dress code, the students will be asked to remove the jewelry immediately. Additional instances will be seen as a sign of disrespect and will result in consequences.

Parents are asked to ensure that their children dress in compliance with the school's dress/hair code each day. The elementary principal is responsible for interpretation and enforcement of these policies.

## Dress Code Compliance Standard

### **General Guidelines:**

All clothing should be clean and in good repair. Clothing with holes or ragged/frayed ends may not be worn.

Clothing should completely cover undergarments and necessary parts of the body at all times (this would include while sitting or bending over). Girls should take care to ensure tops are too low cut. Boys and girls both should take care to wear modest clothing styles that consistently cover their midsections while

standing in a normal posture. Boys should ensure that their pants cover boxers and undergarments at all times.

Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.

### Shirts

Polo shirts (**white or navy blue**) are required. Shirts may be purchased from any store as long as they match the standard school uniform colors (**white or navy blue**); however, the Praise Academy logo must be placed on the shirt by Jennifer Redden, Praise's Athletic Director, for a fee. Mrs. Redden will not apply the logo if the shirt is not white or navy-blue polo. Mrs. Redden is not responsible for the fit and style choice.



Shirt **must** fit in an appropriate manner. Shirts that are too tight are not to be worn at any time. This determination may be made by teachers and the principal and a student may be asked to go home and change.

**Boys** are required to keep a shirt on at all times, during school hours and school events (athletic practices, etc.)

**Girls** do not have to tuck in shirts; however, shirts must have an appropriate length ... not too long or short.

**Tank tops** for either girls or boys are not acceptable school attire. At no time should undergarments be showing, including bra straps. **If a girl wears a tank top under her school polo shirt, it must be the same color as the polo shirt being worn.** Tank tops that are part of the team uniform maybe worn for athletic competition.

**Long-sleeved shirts worn under the school uniform polo shirt must be the same color as the polo shirt.**

### Shorts

**Boys and girls in grades 1-5 may wear khaki shorts only.**



- Shorts must have at least a 7-inch inseam.
- Shorts may be no shorter than three (3") inches above the knee
- Docker - style shorts (Khaki) are required
- No cargo short, shorts must have regular pockets
- Note and caution: Many in-style shorts do not meet these requirements.

**Shorts DO NOT require a logo.** Shorts may be purchased from any store as long as they match the standard school uniform colors (**khaki**) and they meet the guidelines; tailored with proper hem, no frayed or torn look; Shorts are to have pleated or flat front with standard pockets. Shorts must be worn at the hip or above at all times. At no time should any undergarments be visible.

### Capris (Girls Only)

**Girls in grades 1-5 may wear khaki capris only.**

Plain Docker-style capris (**Khaki**) are required. **Capris DO NOT require a logo.** Capris may be purchased from any store as long as they match the standard school uniform colors (**khaki**) and the guidelines; tailored with proper hem, No fraying or torn look; no carpenters, cargos, rivets, or tight-fitting capris. Capris are to have pleated or flat front. Capris must be worn at the

hip or above at all times. At no time should any undergarments be visible.

### Pants

Docker – style pants (Khaki) are required. Pants DO NOT require a logo. Pants may be purchased from any store as long as they match the standard school uniform colors (khaki) and the guidelines; tailored with proper hem, no frayed or torn look; no carpenters, cargos, rivets, or tight-fitting pants. Pants are to have pleated or flat front. Pants must be worn at the hip or above at all times. At no time should any undergarments be visible.

Standard pant colors are khaki. There may be a slight color differences in the khaki colors.

Suggested vendors: Uniform Source; Old Navy; Gap; Walmart; or any store ... we recommend that you purchase school uniform pants from vendors that sale school uniforms.

Pants **must** fit in an appropriate manner. Pants are required to fit properly, no oversized pants, no baggy, “skinny” pants or **jeggings**. Pants must be worn at the proper place on the waist. Pants may not be constructed of a knit fabric. They must have pockets and should not be constructed in an overall style that is too tight or body shape revealing. **Under no circumstances are leggings considered pants.** Pants that are too tight are not to be worn at any time. This determination may be made by teachers or the principal and a student may be asked to go home and change.

### Skirts/Jumpers

**Khaki, navy blue or plaid** skirts or jumpers may also be worn. Pleated, straight, or A-line skirts required. **Skirts may be no shorter than two (2”) inches above the knee (front and back).** Skirts must be worn at the hip or above at all times. At no time should any undergarments be visible. (The measurement is done with student in a kneeling position). Parents are required to make sure their child’s skirts and dresses meet these guidelines. Skirts and jumpers may be purchased from any store as long as they match the standard

school uniform colors (**khaki**). **See acceptable styles and colors below. (No Dresses)**



(Jumpers for 1<sup>st</sup>-5<sup>th</sup> grades)

**All cheerleaders will be required to wear leggings under their cheer skirts to school as part of their uniform on game days.**

### Shoes

**Boys and Girls in grades 1-5** that do not know how to tie their shoes should wear shoes with Velcro strap style shoes. Closed shoes or closed-toe sandals are to be worn. Please purchase shoes that do not mark the floor.

#### **The following shoes are not permitted:**

“Heelys”, open toe, flip-flops, athletic sandals, any shoes without a back. We suggest students wear regular tennis shoes at all times for their safety.

**Regular non-marking Tennis shoes must be worn for play on the gym floor.**

### Socks/Tights (Grades 1-5)

Solid navy, khaki, black or white crew or knee socks must be worn when wearing shorts. Multicolored socks are only allowed with pants. Girls may wear **tights or leggings** of solid colors; navy, black, white, khaki under appropriate length skirts. Socks are optional for girls. No neon socks or neon tights allowed.

### **Outerwear: Sweaters, Vests, Jackets, Coats, Hats, Sweatshirts (with or without hoods)**

**What can be worn in the classroom?** (Hoods may not be worn inside.)

Hoodies, sweatshirts, and jackets must be solid navy or sport grey. All outerwear must be purchased through the school and will include the logo. No outside purchases are allowed, and no logos will be applied to outerwear items brought in.

**What can be worn outside the classroom and**



## chapel?

Any jacket, coat, sweater, sweatshirt of any color or logo; however, they must be modest and of good taste as determined by the administration.

No sweaters or jackets around the waist. No trench coats are allowed. Sunglasses may be worn outside.

## Hats

No hats or bandanas on campus unless special permission is given by the teacher (for a special day in the classroom). Praise Academy baseball hats may be worn outside of buildings. Appropriate hats may be worn to outside school events.

## Personal Grooming and Appearance

### Boys:

- Hair should be neat and well-groomed of a conservative style. With hair combed down, hair must be out of the eyes, off the collar, and no longer than to the middle of the ear with hair combed down. No ponytails, shaved areas, no shaved lines or designs, no hair braids, etc.
- Two-tone natural colors are allowed. No more than two colors are allowed. No unnatural hair colors are allowed; i.e., blue, pink, or neon colors.
- No pierced jewelry is allowed for boys on campus or at school-related functions. At the initial enrollment interview students must make administration aware of any body piercing.

### Girls:

- Pierced jewelry for girls is limited to earrings with a **maximum of 2 per ear**.

- Two-tone natural colors are allowed. No more than two colors are allowed. No unnatural hair colors are allowed; i.e., blue, pink, or neon colors, etc.
- No shaved areas allowed
- No black or dark fingernail polish or lipstick
- Makeup should appear natural. No radical makeup colors are allowed.

## Casual Dress Days

**Students that have paid \$40 for the year may dress casual on Fridays. The last Friday of each month is a Free Casual Day.**

Students may wear modest blue jeans (no holes, tears, frays, tatters, and fit properly), shirts, dresses, modest casual shirts (no shirts that advertise inappropriate groups, organizations, language, or behavior). Students may wear Praise Academy shirts, Christian t-shirts, team shirts (Braves, Falcons, college teams, etc.), Nike, Under Armour, Abercrombie, etc. However, no shirts that is inappropriate in the opinion of the administration. Warm up pants or jogging pants are not allowed. **Legging/jegging type pants are not allowed as casual day pants.** Athletic shorts are allowed for elementary students only (ex. Gym shorts that come to the knee). Running shorts are not permitted.

Students may have one casual day per year for their birthday.

**\*K5 students are NOT required to wear uniforms.**

# Standard of Conduct

Students will agree to the following:

## 1. Have respect for human dignity.

### HUMAN DIGNITY POLICY

Praise Academy intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Conduct: whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created in God's image.

Specifically,

- Praise Academy does not condone or allow intimidation of others by teachers, administrators, support staff, students, or other persons either at school or school events.
- Any person who believes he/she has been subjected to intimidation should report it immediately to an appropriate superior. Students may report to a teacher, or administrator. Teachers should report an offense to his/her administrator, or if it is the administrator he/she is reporting, to the president of the School Board. Each report will be given serious consideration and investigated appropriately.
- Reports of intimidation and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for employees) or expulsion (for students).

- Violations of the policy include:
  - Making unwelcome/improper sexual advances or comments.
  - Engaging in improper physical contact.
  - Writing a note to someone else, either electronically or by hand, with content that may be construed as sexual.
  - Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
  - Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.
  - Intimidation/bullying of any kind.
  - Sending inappropriate or harassing electronic messages via social networking sites, text messages, or any other form.
- Any suspected cases of child abuse are required by law to be reported to the proper state agency which protects the rights of individuals in such cases.
- All students and all school employees are expected to conduct themselves with respect for the dignity of others.

## 2. Prevent bullying

### BULLYING

#### Philosophy

We at Praise Academy believe that students should have an educational environment that is free from humiliation, oppression, and abuse. Every person who is a part of PA has the

responsibility to support and care for each other and to behave in a non-threatening fashion. As a school community, we expect all incidences of bullying to be reported. Bullying will not be tolerated and will be addressed in accordance with our discipline policy.

### **Definition**

Bullying is any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person(s). It is usually not an isolated incident of argument or aggression between students.

Bullying can be:

- Physical: pushing, kicking, hitting, pinching, or any use of violence
- Verbal: name calling, sarcasm, spreading rumors, malicious gossip or teasing, either written, oral, or via the Internet
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti
- Sexual: unwanted physical contact or abusive and/or suggestive comments

### **Responsibility of Students**

- Refuse to be involved in any bullying situation.
- Take some form of preventative action if present when bullying occurs. Stand up for classmates when needed!
- Report the incident or suspected incident to a teacher to help break down the code of secrecy.

### **Responsibility of Parents**

- Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, damaged clothes, or bruising.
- Advise their child to tell a staff member about any incidents of bullying. If possible, parents should allow him/her to report and deal with the problem. If the child will not report the incident, parents should inform the school.

### **3. Practice Godly and respectful conduct in actions, words and attitude towards classmates, faculty, staff and facilities.**

#### **SCHOOL SUPPORT**

Attending Praise Academy is a privilege not a right and is based on the continued acceptance and support by students and parents of school regulations. Any parent or student that expresses to other individuals or to the school staff a blatant disregard for the school, its standards, or its teachers and administration will be asked to withdraw from the school. Parents and students are expected to acquaint themselves with the school's rules and to abide willingly and cheerfully within them. Students expressing that they want to attend another school will be asked to withdraw from Praise Academy.

#### **Parent Statement of Cooperation, Commitment, and Agreement:**

I hereby make application for this student to enroll or re-enroll in Praise Academy. When submitting the application or re-enrollment, I understand and agree to comply with the provisions of Praise Academy's Parent-Student Handbook and all other rules and requirements however set forth, including the following:

1. I have read and agree to support all school policies and the statement of faith.
2. I have read and agree to abide by the tuition and fee payment schedule.
3. I understand that all tuition and fees are non-refundable.
4. I agree to uphold Praise Academy's rules and policies, as documented in the Parent-Student Handbook, and all other rules and requirements however set forth. We will bring any matter of disagreement to the proper person, never discrediting the school, faculty, staff, and the administration before my child and any other person. Additionally, I agree that any dispute that I might have against Praise Academy, administration, faculty, or staff will be

resolved by the Matthew 18 policy.

**Note to Parents:** If an incident happens and multiple children/families are involved, we ask that **parents not email or contact other parents**. Parent should contact the teacher or administration. Please allow the school to investigate the situation and the school will contact and inform all parents involved. This will allow the school to get the facts and give a full report to all members involved. This interpretation of **keeping the matter confidential** aligns with the Matthew 18 principle/policy per the school board and administration.

### **Matthew 18 Policy:**

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another” (John 13:34-35, KJV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 principle” for solving school problems. The following are the words of Jesus:

*Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as an heathen man and a tax collector.*

There are several clear principles that Jesus taught in solving people-to-people problems:

**One: Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered” (Proverbs 11:9, KJV).

**Note to Parents:** If an incident happens and multiple children/families are involved, we ask that **parents not email or contact other parents**. Parent should contact the teacher or administration. Please allow the school to investigate the situation and the school will contact and inform all parents involved. This will allow the school to get the facts and give a full report to all members involved. This interpretation of **keeping the matter confidential** aligns with the Matthew 18 principle/policy per the school board and administration.

**Two: Keep the circle small.** “If thy brother shall trespass against thee, go and tell him his fault between thee and him alone....” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

**Three: Be straightforward.** “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says “Faithful are the wounds of an friend...” (Proverbs 27:6, KJV).

**Four: Be forgiving.** “If he shall hear thee, thou has gained thy brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, KJV, reads “If a man be overtaken in a fault, ye who are spiritual restore such an one in the spirit of meekness, considering thyself, lest thou also be tempted.”

As I mentioned earlier, most school problems are resolved at the two-people level.

Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

**Five: The parent and teacher should agree to share the matter with the school principal.** At this stage the counsel of Jesus would be “Take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three- and four-person level which includes the school’s administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

**Six: The school principal should explain the problem to the chairman of the school board.** The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the

problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. The world’s methods of solving school problems is inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord’s work. The Bible is clear on this. “Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?” (1 Corinthians 6:1, KJV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

Author: **Dr. Paul A. Kienel**, former president, Association of Christian Schools International

***RenWeb is the official source of information about school events and policies.***

## STANDARDS OF CONDUCT

Students are expected to behave in a manner that promotes God's glory, a good learning environment, physical well-being, and personal growth in grace. Students' attitudes are of prime importance to the teachers and staff at PA. Many problems arise not from what we do but how we do it. Because Praise Academy is a Christian school, we expect students to evidence biblical attitudes.

In order to provide a consistent framework across the school of what our expectations are for student conduct, the following guidelines have been developed for PA students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

- Look at someone when they are talking to you or you are talking to them.
- Don't walk away when someone is talking to you or you are talking to them.
- Don't interrupt when someone is talking to you.
- Don't interrupt a conversation between other people; wait until they have finished before speaking.
- Don't walk between conversing people.
- Don't argue with an adult.
- Use proper language:
  - say "thank you" when you are given something;
  - say "please" when asking for something;
  - say "excuse me" when you bump into someone or need to pass someone in close confines; and
  - respond to any adult's question by addressing them by their name or "Yes, ma'am" or "No, sir." Nodding of the head or any other form of yes or no is not acceptable.

- During discussions, be respectful of other students' comments, opinions, and ideas.
- When you cough, sneeze, or burp, turn your head away from others and cover your mouth. Afterwards,
  - say, "Excuse me."
- When walking in the hallways, talk in quiet voices so as not to disturb other classes.
- When entering a classroom, do so quietly so as not to disturb those who may already be working.
- Treat all property (school's, others') as you would want others to treat your belongings.
- Clean up after yourself; if you spill something, clean it up or ask for help in doing so.

*In the classroom*, students are expected to sit properly, contribute to class discussion, and refrain from unnecessary disturbances of any kind. Students should talk only when they have been recognized by the teacher. Talking out of turn is selfish and discourteous.

*At chapels and assemblies*, students will enter quietly and remain quiet as they listen and act appropriately when participating in programs.

*In hallways*, loud talking and disruptive behavior are not appropriate. Students should respect the rights of students who are in class.

Students are encouraged to develop friendships with members of both genders. In all relationships, respect and consideration are required.

Student behavioral problems are dealt with by teacher intervention, loss of privileges, parent conferences, counseling, probation, (preferred to be administered by parent at school), suspension, and/or expulsion from Praise Academy.

### PROPERTY DAMAGE

Any property damaged will be replaced at the expense of the student (family).

### Care of School Lockers (2-5<sup>th</sup> grades)

Hall lockers will be assigned to each student. **It is the responsibility of the student to keep his/her locker clean, organized, and free from clutter.** PA cannot be held responsible for any personal property students may choose to keep in their lockers.

Proper use of lockers is the responsibility of each student, and students should not open another student's locker. Lockers are assigned by the teacher and may not be changed without permission. No outside decorations are allowed on lockers. Lockers should be kept organized and clean at all times. Any decoration inside the locker must be in good taste. Clearly suggestive or inappropriate photographs, stickers, and those with reference to alcohol, tobacco, and illegal substances may not be displayed. Anything attached to the locker must be kept neat and must not be objectionable. All items left on the floor, on top of or underneath lockers will be collected regularly and run the risk of being thrown away. Lockers may not be defaced. Lockers are subject to unannounced inspection by the administration at any time. Students may not open or disturb the contents of lockers assigned to others.

### Textbook Care and Policies

Books will be issued to each student. Students are expected to exercise utmost care for their texts and other materials supplied by the school. Fines will be charged for excessive wear and tear, as follows:

- No charge is made for normal wear.
- \$1.00 minimum fine – page torn (but not missing), pages dirty.
- $\frac{1}{4}$  the replacement value of the book – many pen/pencil marks in book and/or excessive dirt.
- $\frac{1}{2}$  the replacement value of the book – minor water damage, excessive wear and tear so that the binding is beginning to loosen, and the edges are frayed.
- $\frac{3}{4}$  the replacement value of the book – excessive wear and tear so that the book needs to be rebound; back binding

may be broken or there is excessive water damage.

- Full replacement value of the book – book lost; book damaged in such a way that it cannot be reused (water damage, page missing, etc.).

### DISCIPLINARY PROCEDURES

The disciplinary procedures may include the following:

- Student/Teacher Conference
- Level 1 or Level 2 Consequence
- Parent/Student/Teacher Conference
- Administrator Conference
- Behavioral Probation Contract
- Suspension
- Expulsion

Students are expected to exhibit a genuine, submissive, and obedient spirit in their lives.

### The following actions may result in a suspension or expulsion.

Defiance

Disrespect to Faculty or Fellow students  
Cheating or Plagiarism

Profanity, Racial Slurs, or Sexual Harassment  
Destroying School Property

Repeated violation of school or classroom rules  
Lying

Unauthorized items

Unauthorized phone use

Skipping school or class  
Failure to serve detention

Leaving school early without checking out properly

Fighting/Inappropriate physical contact of any kind

**4. Practice self-control by avoiding inappropriate physical contact (6-inch rule).**

**PHYSICAL CONTACT**

God's Word sets an extremely high standard for purity in relationships, especially between males and females. Therefore, public display of physical affection between students is not appropriate at school or school activities. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately. Students should refrain from hugging, kissing, holding hands, or any other display of affection, as we want to preserve a community where all feel included and comfortable at all times.

No physical contact between students will be permitted at school or school-related activities. Students are to ensure that there is a visible distance between themselves and other students at all times. This is known as the "6-inch rule."

Fighting may result in suspension or expulsion. Students engaging in fighting may be suspended from 1-3 days. Repeated violations could result in expulsion.

**5. Practice self-control by not using profanity, racial or sexual comments.**

**6. Practice honesty by not cheating.**

**7. Respect for school by attending all required classes.**

**8. Respect our campus and those who clean it by not chewing gum.**

Students are not allowed to chew gum and it is not permitted on the school grounds at any time. If gum is brought to school, it will be confiscated.

**9. Respect our facilities and materials by not damaging either.**

**10. Practice submission and self-control by not bringing the following items on campus:**

Weapons, guns, knives, and any object that could be used as a weapon. Guns, knives, or any object that could be used as a weapon on campus is strictly prohibited. Students could be suspended or expelled according to the discretion of the administration.

1. Magazines, books, or any publication deemed inappropriate or unacceptable.
2. Tobacco, alcohol, drugs.

**11. Practice self-control and submission by abiding by the dress code.**

**Dress Code Compliance Standard:**

Failure to comply with these standards will result in the student being disciplined according to the school violation procedure, and/or sent home to correct the dress code violation if it is not correctable immediately. The parent may be called to correct it immediately to prevent the student from missing class.

**12. Practice submission by living at home and being in submission to parents or legal guardian.**

**OBEDIENCE/SUBMISSION TO PARENTS BY STUDENT POLICY:**

All students are required to submit to the authority of their parents or legal guardian. Student that leaves home and will not submit to their parent or legal guardian are subject to dismissal from Praise Academy.



# PHILOSOPHY OF DISCIPLINE

The goal of Christian education is to make Disciples of Christ. Praise Academy partners with the family in accomplishing that goal because we believe that the family is the most important institution that God has created, and the school is an extension of the family. In order to accomplish that goal, parents and Christian educators alike strive to teach our students to live a Christ-centered life. Part of teaching them is helping them learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal and restore. Our goal is that hearts are changed in order to make better choices and that hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part.

In order to achieve this goal, we are guided by the following principles:

## **1. Maintain Cooperation between Home and School**

We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.

## **2. Deal with Forgiveness and Consequences**

We differentiate between forgiveness and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person.

## **3. Work with Each Student Individually**

In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion.

## **4. Maintain Standards**

We take very seriously the biblical, community, and school standards that each student pledges to live by when enrolling at Praise Academy. Violations of certain standards or the absence of a repentant heart will not be tolerated.

## **5. Allow Growth through Failure**

We know that some of the most profound opportunities for growth in life come through how we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, we want to allow students to appropriately experience consequences and the growth that can result from them.

## **6. Realize the Limits of Our Discipline**

Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from Praise Academy, but it does not mean it is the end. That student continues to be a part of a Christian home and church. However, a change of school environment may be best for all involved.

### **Request to withdraw a student**

In some situations, the administration may request that parents withdraw their child from Praise Academy. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Once a student withdraws, the student is not permitted on school grounds or at any school activities.

## Financial Policies

### Tuition Policy

Praise Academy recognizes the absolute necessity for prompt payment for all school fees which is not only Biblical but also produces integrity. In order to pay faculty and staff, improve and maintain our campus, and guarantee the school's future, all financial obligations are expected to be fulfilled.

Tuition fees may be scheduled in 10 equal payments. Payments are due the first of each month. First month tuition payment is due July 1<sup>st</sup> and the last one is due April 1<sup>st</sup>.

Please note: The 10-payment plan is for the convenience of parents who wish to make monthly payments. This does not mean that a parent is paying for a particular month of the school year. If a student withdraws during the school year, that month's tuition must be paid.

There will be a \$20.00 service charge for any returned check. After the second return check, tuition and all other fees must be paid in cash or money order.

There are no deductions from tuition for vacations, holidays or absences.

Deductions from a student's tuition for absences are not allowed during the school year regardless of cause unless approved by the School Board.

Payments not received by the 5<sup>th</sup> of the month are delinquent, and a service charge of \$25.00 will be added to past due accounts. **Tuition and all other fees must be paid by the 15<sup>th</sup> of the month or the student will not be allowed to attend class and access to Renweb will be disabled until the full balance is paid.**

No grades may be given until satisfactory arrangement has been made.

Registration and matriculation fees are non-refundable.

If a student withdraws from the school for any reason their account balance must be paid in full before any records are released. Paid in full is defined as paid in cash or two weeks after the deposit of a payment made by check.

Please note: The 10-payment plan is for the convenience of parents who wish to make monthly payments. This does not mean that a parent is paying for a particular month of the school year. If a student withdraws during the school year, that month's tuition must be paid.

There is a \$500.00 withdrawal fee for early withdrawal for any reason.

All withdrawals are required in writing and considered effective when the notice is received by the school office and acknowledged by the administration.

Since the accounts of all students in a family are combined, the joint obligations must be paid before a diploma, or school records will be released.

New student enrollment requires the registration fee to be paid on day of registration, matriculation paid on the day of registration, and the first month's tuition must be paid by July 1<sup>st</sup>. Enrollment after July 1<sup>st</sup> requires registration and matriculation fees paid at enrollment with first tuition payment paid by July 1<sup>st</sup>.

Note: New student registration begins February 1<sup>st</sup> for the next school year.

### **Re-Enrollment Fee (Current Students Only):**

January to February 1...NO FEE, if Matriculation Fee is paid in full per child

February 1 to February...\$100.00 per child + Matriculation Fee paid in full

After February 28...\$150.00 per child + Matriculation Fee paid in full

**ANY UNPAID BALANCE AT THE END OF SCHOOL WILL PROHIBIT THE ISSUANCE OF THE REPORT CARDS OR ANY OTHER SCHOOL RECORDS OR ACCESS TO RENWEB UNTIL THE BALANCE IS PAID IN FULL. STUDENTS MAY NOT BE ENROLLED FOR NEXT YEAR'S TERM WITH AN UNPAID BALANCE.**

### **Tuition and Fee Payments**

Tuition payments may be turned into the office or mailed. Tuition and fees may be paid online

on the RenWeb parent website (convenience fees apply).

When sending in a payment for field trips, sports, or ASP, please note on the check the reason for payment. Please make separate checks for each program or specify each category payment.

## General Information

### Before and After School Care (Procedures for Parents)

<u>Program</u>	<u>Time</u>
Early Morning Care	7:00 am – 7:30 am
After School Care	3:00 pm – 6:00 pm

Extended Care accounts are to be paid in full each week. A \$1.00 per minute late charge for every minute after 6:00 pm. Fees apply for Elementary students after 3:20 pm and Middle/High School students after 3:45 pm.

In order to ensure that your children are where they need to be, please carefully read the procedures for After School Extended Care.

See the Extended Care Handbook at

[http://www.praiseacademy.com/pages/page.asp?page\\_id=203220](http://www.praiseacademy.com/pages/page.asp?page_id=203220)

### Regular Users:

If you are not going to be attending Extended Care (after school) on a day that you regularly attend, please call the school office at 770-943-2484 by 3:00 PM.

### Occasional Users:

When your child is to go to Extended Care after school please write a note to your child's teacher and send an email to both your child's teacher and Extended Care at [office@praiseacademy.com](mailto:office@praiseacademy.com). The teacher will ensure that your child knows to go to Extended Care. Telling a child before dropping them off at school in the morning is not sufficient, especially for the younger grades. Communication must be made to the teacher.

If you have already taken your child to school and you later learn that your child will need to go to Extended Care after school, please: Call the school office 770-943-2484 and notify the office staff that your child needs to go to Extended Care. The office staff will contact your child's teacher. Your child's teacher will then make certain that your child knows to go to Extended Care.

### Pick-up Procedures:

- Children are located in the gym, in the lunchroom, or on the playground. Look for directional signs Per Child/Per Day.
- Sign your child out by writing the time, your signature and print your name.
- Parents (\$12.00/\$8.00 for other siblings) who are allowed to pick up your child to the school office and after school care personnel. If someone is not allowed to pick up your child, please notify the school office and after school care personnel in writing. If after school care personnel do not know the person picking up your child, they will ask for a pictured ID. Please make sure to send a snack with your child.

### Class Party Policy:

- Class parties are limited to , pre-k, kindergarten, and elementary grades
- No homemade items may be brought to school
- Only store bought, packaged items may be brought to school
- Class parties must be in the room only ... the lunchroom is not available

### Birthday Party Policy:

- No birthday parties allowed
- Only store bought/package cupcakes may be brought for break or lunch
- No homemade items may be brought to school

Please reserve birthday cakes and celebrations for your home celebration.

Please do not send birthday party invitations to school for distribution unless all students from the class are included. It is very upsetting to the students who do not receive an invitation.

### Calendars

School calendars are on our website [www.praiseacademy.com](http://www.praiseacademy.com). There is also a calendar available on [www.renweb.com](http://www.renweb.com) which will list important updates. Items posted on

[www.renweb.com](http://www.renweb.com) form the official information of Praise Academy.

### Chapel

Chapel is viewed as a very important part of spiritual development of the students. Parents are welcome to visit Chapel programs at any time. Pastors and Youth Pastors interested in doing a chapel may contact the school office. Students are expected to participate and honor God through worship.

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to Chapel. The format and presentation of Chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Inattentive behavior (sleeping or giving the appearance of sleeping or not paying attention, etc.), disrespectful behavior, or disruptive behavior is unacceptable. Every speaker or group, as a guest of Praise Academy, deserves our respectful attention. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately.

### Illness Policy

We know how much your child will enjoy coming to school and never want to miss a day, however, in the event that your child becomes sick, please let the school know by either calling the **770-943-2484** or emailing the school office at [darci.smith@praiseacademy.com](mailto:darci.smith@praiseacademy.com).

A child that has a fever, diarrhea, unexplained rash, runny nose of "green or yellow" (this usually means an infection), infectious diseases, any viral symptoms, or is vomiting will not be allowed in school or Extended Care until the child has recovered. A child with a fever that consists of 100 degrees or more will need to be fever free for twenty-four hours before returning to school. If your child is sick during the night, he should not attend school the following day. Please do not give medication to simply control the symptoms. In most cases, the child will run a fever after the medication wears off and is still contagious to the other children and teachers. If your child becomes sick while at school, you will be called and asked to pick them

up immediately. Children may return after they have been symptom free for 24 hours.

### Keep Your Child at Home IF.....

- I'm vomiting (two or more times in 24 hours)
- I have a rash, lice or nits (body rash, especially with a fever or itching)
- I have diarrhea (2 or more watery stools in 24 hours)
- I have an eye infection (thick mucus or pus draining from the eye)
- I have a sore throat (with a fever or swollen glands)
- I'm just not feeling very good (unusually tired, pale, lack of appetite, confused or cranky)
- I have a fever (temperature of 100° (F) degrees or more without medication.)

### Health concerns which should keep a child home from school

- Children too ill to participate in normal school activities should not be at school. Not only are they unable to benefit from education when ill, they also may infect other children and staff.
- **A child with a temperature greater than 100 degrees orally should stay home until the temperature has been normal for 24 hours.**
- If a child does not appear ill, but has a temperature above 100 degrees orally, the temperature should be checked again after the child has rested quietly for 20 minutes in a room with a comfortable temperature.
- **A child who has vomited at least twice in 24 hours or is unable to tolerate normal food and drink should stay home until the vomiting has stopped for at least 24 hours.**
- **A child with diarrhea (3 or more watery stools in 24 hours) should stay home until the diarrhea has stopped for at least 24 hours. A child with**

**persistent diarrhea should be seen by a doctor.**

- A child with a known or suspected communicable disease should stay home until a doctor approves his return to school, (in writing) or the symptoms are no longer present. (Examples of communicable diseases: strep throat, chickenpox, shingles, herpes simplex, hepatitis A, impetigo, fungus skin infections, head lice, scabies, reddened eye with thick mucus or pus draining from it. When a child is diagnosed with such a disease, the school health office should be alerted.)
- A child with a rash of unknown cause should stay home until seen and released by a doctor as being not contagious, or until the rash is gone.
- A child who has undergone a medical procedure requiring general anesthesia should stay home for at least 24 hours following anesthesia.
- A child with upper respiratory infection (symptoms: persistent nasal discharge that is discolored, elevated temperature, productive excessive cough) should stay home until symptoms are improved at least 24 hours, or school attendance is approved in writing by a physician.
- A child without fever, but with a mild cough, runny nose, and nasal congestion may be at school with the approval of the school office.
- A child who has been receiving antibiotic medication for at least 24 hours, and is without fever and otherwise well, may be at school.
- If a child needs to take medication while at school, written physician and parent approval, along with medication in a pharmacy labeled container, is required.
- **In addition to the conditions listed above when a child vomits, has**

**diarrhea, or has a fever of 100 degrees or more at school, the child will be sent home from school.**

**Chaperones/Volunteers**

All chaperones/volunteers must be approved in advance by the administration of the school. All volunteers that have prolonged contact with students must fill-out a volunteer application and have a background check. Chaperones and volunteers must be in agreement, have read, and agree to adhere to all policies and procedures pertaining but not limited to conduct and behavior of chaperones, volunteers and students. No chaperone or volunteer will be allowed to override school policy concerning conduct, for chaperones, volunteers and students, in regard to the policies that are found in the Praise Academy Student Handbook. School policy will be followed regardless of the local of governance, particularly but not limited to alcohol, tobacco, drugs and conduct. Age requirements will be limited to the age requirements of that of the state of Georgia, and/or which do not compromise a Christ-like life style regardless of location, state side or otherwise. Special Note: We limit parents volunteering to drive their vehicles except in emergency situations. Any student riding with someone other than their parents must have permission from their parent.

**Accident Insurance & Injuries**

Any child injured during the school hours will be sent to the office to be checked and a report will be filed. Please notify the office if your child reports an injury that took place while at school. Accidental injury insurance is provided to every student at Praise Academy with a \$10,000 maximum. The insurance provided is a secondary coverage. Claims must be filed with the family insurance coverage first. Then we will submit any balances due to the school's insurance company. If the family does not have accidental coverage, then the school's insurance will become primary. Please note that the accidental school insurance coverage maximum is \$10,000. All students involved in any sport requiring a Sports Physical must provide a photo copy of their insurance card

to verify accident coverage. Otherwise the family must purchase separate accident coverage and provide proof to the athletic office. All copies will be on file in the athletic office.

### **Emergency School Closing Procedure**

School closings will be communicated by an email alert and text alert. If there is a possibility of inclement weather which may affect school openings, parents should check their email and/or listen/view the news on ABC, NBC, OR CBS for specific announcements regarding Praise Academy (Total Learning Center) inclement weather closings. PLEASE DO NOT CALL THE SCHOOL STAFF REGARDING SCHOOL CLOSING.

### **Field Trips**

To enrich the educational program, field trips are planned one per semester for K-5<sup>th</sup> grade. There may be some trips, local or extended, that will require extra funds for admission, transportation, food, or lodging. View these trips as valuable opportunities for children and as an extension of the learning process. Parents sign a permission slip on the student application and an individual slip for each field trip. All students are expected to attend field trips. The school does not have the personnel to monitor students not attending field trips. Field trips are a regular part of the academic program. All students not attending field trips will be counted absent for the day. Special Note: we limit parents volunteering to drive their vehicles except in emergency situations. Any student riding with someone other than their parents must have written permission from their parent.

### **Fire Drills & Other Safety Drills**

#### **Fire Drills:**

Monthly fire drills will be held. Students are taught to exit the building quickly and quietly. Rules for fire drills are lights out, no talking, walk quickly, single file, books should be left in the room, do not return to the building until an all clear is given, students should remain with their teacher.

#### **Tornado Drills:**

At the announcement of a tornado drill, students will proceed to the gym and go to their

homeroom teacher. Students will remain with their class until the all clear announcement is given. Tornado drills will be conducted twice each year in November and February.

#### **School Lockdown:**

There are various situations that require a school wide lockdown. When a lockdown is announced, teachers are to lock doors, turn off lights, and remain in room until the all clear announcement is given. Lockdown drills will be conducted twice each year in the first and second semester.

### **Medical Information/Medication**

Each student is required to have an emergency information form in the school office. No medical assistance can be provided without that information.

All medicine must be brought into the office and kept during the school day. A note must be sent from home indicating dosage and time for medicine to be administered. The office cannot dispense medicine without written consent from the parents. Over the counter drugs must be maintained in the original container. Prescription drugs must be in original container, bearing the name of patient, the name of physician prescribing the medication and the name of the pharmacy filling the prescription. NO medicine will be allowed to remain with the student during the school day.

Please notify the office and your child's teachers if you child has food allergies. Please give the office and teachers specific instructions concerning the recommended treatment in the event there is a food allergy incident. Please confirm with the school office to make sure that these recommendations are recorded in RenWeb for medical emergencies and that all emergency contact phone numbers are listed in RenWeb.

### **LUNCHROOM GUIDELINES**

- Students may bring their lunch from home (brown bag style)
- There will be a microwave that students in 5<sup>th</sup> grades can use; however, they must warm up their own food. No

faculty or staff will be assisting them. Our recommendation is to put warm items in a thermos. **Time is limited for lunch and students may not have enough time to use microwaves.**

- There will not be refrigeration storage for faculty, staff, or students.

**Meal Cost:**

- Kindergarten through 5th Grade **\$4.00** and include a daily entrée, salad, or wrap options, with a selection of side items and a beverage.
- Limited items will be available at break.

All lunches and break items must be purchased through the lunchroom (not the school office) or prepaid on the School Payment Portal website. You should set up an account for your child.

**Note to Teachers:**

- All students/classes must be in the carline at stated time above
- All students/classes must be escorted to the carline
- All students must remain with their teachers until picked up by parents

**K3 – 5<sup>th</sup> Lunch Schedule**

Grades	Lunch
K3/K4	12:15 Lunchroom
K5	11:20 Lunchroom
1st	10:45 Lunchroom
2nd	10:50 Lunchroom
3rd	11:00 Lunchroom
4 <sup>th</sup>	11:05 Lunchroom
5 <sup>th</sup>	11:08

**Afternoon Carline Schedule for all Grades**

Grades	Monday through Friday
K-3 & K4	2:30 (Students to be in carline)
K5-2nd	2:40 (Students to be in carline)
3rd-5th	2:50 (Students to be in carline)



## Athletics

(Refer to the Athletic Handbook for detailed information)

Praise Academy offers a wide range of athletic opportunities for the student body. A list of sports is listed below; however, we cannot guarantee that all sports will be offered each year. Team sports require a specific number of students to field a team and are dependent upon participation.

All students are required to have a sports physical to verify that they are fit to participate in sports (excluding intermural sports).

An athletic fee will be charged for each sport. All uniforms belong to the school.

Praise Academy is committed to providing not only a competitive sports program to its students, families, and fans; but also one that fosters Christ-like character among our student-athletes in addition to athletic abilities.

One of the guiding principles for the Praise Academy Athletic Department can be found in **Colossians 3:23-24**: *“And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance, for you serve the Lord Jesus Christ.”*

All policies and procedures that are defined by the Athletic Department are done so with the intent of teaching and instilling Christ-like qualities in the student-athletes for them to put into use in their daily lives. Our athletic handbook also provides a way to maintain consistency throughout our athletic program and to set forth the standards by which we expect our athletes to adhere. We require that parents, as well as student-athletes, take time to read the athletic handbook so each can properly support our athletic program.

### Code of Conduct during Games and Events for Athletics, Coaches, and Spectators:

#### Praise Academy Sportsmanship Statement

“Praise Academy encourages and promotes sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner.”

#### Non-Discrimination

Praise Academy admits students of any race, national origin, and gender and does not discriminate on these bases in its educational policies, financial aid, athletics, and other school-administered programs.

## Parent-School Relations

Praise Academy seeks to serve parents as they (the parents) fulfill their God given responsibilities for the Christian nurture of their children (based on Deuteronomy 6). Thus, our goal is to establish a spirit of cooperation and mutual understanding in school policies and practices.

Unfortunately, in our sin ridden world, particular circumstances may arise which necessitate special consideration in the parent-school relationship.

### **Divorce:**

In cases of divorce, the school's primary relationship and contact is with the parent who has signed the school's agreement forms, and who is paying the tuition for the student. This is often the parent with primary custody of the student. However, Praise Academy does reserve the right to contact non-custodial parents and involve them in academic or counseling issues. If the situation warrants, we will inform the custodial parent of such contact.

Non-custodial parents have the right to participate in parent/teacher conferences, receive report cards and progress reports, and get copies of educational records, following the same guidelines as for custodial parents. It is understood, however, that such records will not be released to either parent if the tuition account or other financial matters are in arrears.

If there is a court order explicitly prohibiting or restricting such contact or access to records, the school must have a copy of that order on file.

### **Students Leaving Home:**

Our agreement is with the parents directly. The student must be under the authority of his/her parents or other appropriate guardian. Therefore, if the school is made aware of a situation in which the student is no longer living at home with his/her parents or a guardian approved by the parents, that student will no longer be allowed to attend Praise Academy.

Attending Praise Academy is a privilege not a right and is based on the continued acceptance and support by students and parents of school

regulations. Any parent or student that expresses to other individuals or to the school staff a blatant disregard for the school, its standards or its teachers and administration will be asked to withdraw from the school. Parents and students are expected to acquaint themselves with the school's rules and to abide willingly and cheerfully within them. Students expressing that they want to attend another school will be asked to withdraw from Praise Academy.

### **P.E.P**

The P.E.P. (Parents, Educators, & Pupils) supports the overall school ministry. PEP conducts fundraising campaigns. At least one parent is requested to attend the meetings.

### **Visitors**

All parents and visitors to the school must check in at the school office to receive a visitor's badge. Prior permission must be obtained from the school before parents or visitor can spend a significant amount of time in the classroom or on school campus. Praise Academy has a closed campus policy.

### **Withdrawal Policy**

There is a \$500.00 withdrawal fee for any reason. A child is not officially withdrawn from Praise Academy until the parent signs the withdrawal form. Parents withdrawing a student from school for any reason will be required to pick up a withdrawal form from the school office. Each teacher must sign the withdrawal form. All textbooks, library books, and sports uniforms must be turned in to the teacher and all financial obligations to the school must be completed before the withdrawal form will be finalized.

## Communication

***RenWeb/ParentsWeb is the official source** for information about Praise Academy events, policies, grades, homework, parent announcements, and communication between parents and teachers. Parents should notify the school office if they don't have internet access. Parents should let teachers know as well.*

If we post something on [www.RenWeb.com](http://www.RenWeb.com), we consider that to be proper notification of important events and policies, so please refer to it often. You can access ParentWeb via the school's website [www.praiseacademy.com](http://www.praiseacademy.com).

# Student Drop-off/Pick-up Instructions

## General Guidelines:

- Do not park to pick-up or drop-off your child. Please stay in the car line in the morning or afternoon.
- Do not cut through the parking lot to drop-off or pick-up students ... Stay in the carline.
- Do not park in the numbered student parking spaces. Please park in parking spaces numbered 43-62 or park to the right of the gym which is not numbered.
- Please inform grandparents and others that drop-off or pick-up your child to school about these guidelines.
- Do not exit your vehicle. Teachers and school personnel will help your child out and into your vehicle.
- Students will only be taken out of and put into cars on the passenger side of the vehicle.
- All drivers picking up students must have a hanging card (grades K3-5th ) and be on the pick-up list in the school office. The school office will provide these cards. If no hanging card, the driver must park, come into the school office, present pictured ID, and be cleared to pick-up any student. If the parent can't be reached, the child must remain in the school office until the parent contacts the school. **Make sure the hanging card is visible to the teachers. The school office will provide 2 hanging cards per family. Additional cards are \$1 each and must be requested and picked up from the school office.**
- It is the parent's responsibility to give the information to the school office for anyone picking-up their child.

- If you need to pick-up students in both grade levels (K3-5th and 6th-12th), please don't come until 3:20pm. Your child's teacher will stay with the younger child until the parent picks up the older student.

- **Finally, be courteous, don't cut in front of others. Everyone is in a hurry.**

## When Entering the Driveway:

**Far Left Lane:** EXIT ONLY

## When Exiting the Driveway:

**Far Right Lane:** EXIT ONLY

## Morning Drop-Off Guidelines:

All K3, K4, and elementary students will be dropped off on the side of the gym. Teachers or office personnel will be outside to help your child exit the car and enter the school safely.

## Afternoon Pick-Up Guidelines:

### **PICK-TIMES FOR THE FOLLOWING GRADE LEVELS:**

K3-K4: 2:30

K5-2<sup>nd</sup>: 2:40

3<sup>rd</sup>-5<sup>th</sup>: 2:50

\*Teachers will do their best to be out front a few minutes early.

**NOTE: IF YOU NEED TO PICK-UP STUDENTS IN BOTH GRADE LEVELS, PLEASE DON'T COME UNTIL 3:10PM. YOUR CHILD'S TEACHER WILL STAY WITH THE YOUNGER CHILD UNTIL THE PARENT PICKS UP THE OLDER STUDENT.**

### **Middle Lane:**

- **PM (Afternoon Pick-Up):** For Student pick-up of K3-5<sup>th</sup> Grades only.

### **Right Lane:**

- **PM (Afternoon Pick-Up):** For Student pick-up of 6<sup>th</sup>-12<sup>th</sup> Grades only.

**IMPORTANT NOTE:**

Students will not be allowed to cross the line of traffic in the parking lot. We ask that all parents stay in the car line to pick up their child. This will provide safety to all students. Parents of K3 through 5th grade will be issued an ID card for pickup. ID cards must be placed in rear view mirror when going through the car line. If you have limited time and must pick up your child early you **must come in the school office and sign your child out by 2:15 or 2:45.**

Thank you for your cooperation and understanding. Please be patient because we have new families. It will take a few days for everyone to get acclimated to the guidelines each school year.

**\*The following information is found in the Praise Middle/High School Handbook. While this information does not likely pertain to elementary students, it is necessary for this information to remain in the handbook.**

### **TOBACCO, DRUGS, AND ALCOHOL**

Praise Academy is a Drug, Alcohol and Tobacco-Free Campus. Possession of illicit drugs, alcohol or tobacco in any form is prohibited on the school grounds.

The use of, distributing of, or possession of drugs or alcoholic beverages on or off campus will result in an automatic expulsion. The use of, distributing of, or possession of tobacco on or off campus will result in an automatic suspension. A student will be expelled from Praise Academy on a second offense. The school shall reserve the right to search students or their property, including their vehicles, book bags, purses, lockers, or other items at any time without prior notice. **Students may be subject to random testing and/or drug screening if suspected of the use of drugs, alcohol, or tobacco. If the family does not agree to such testing, the student will be dismissed from Praise Academy.**

If a student finds themselves at a party or place where drugs or alcohol is being consumed, the student should call their parents to come pick them up immediately and go to another safe location while waiting on their parents. Of course, this does not apply to a family gathering where adult members are drinking.

No "Hookah" pens, electronic cigarettes or any paraphilia related to such items are allowed on campus or school grounds. These items as with tobacco, drugs, and alcohol should not be used or in your possession on or off campus. Violations could result in a suspension or expulsion.

### **SEXUAL IMMORALITY**

The Bible has strong words warning each of us to refrain from sexual immorality (I Corinthians 6:18-20). Involvement in promiscuous or immoral behavior by any student at any time will result in immediate suspension from school for up to five days, and the administration will make a recommendation to proceed with expulsion.

Pregnancy is a normal consequence of sexual activity, but pregnancy itself is not a sin. It is one of God's great blessings to a family. Outside of marriage, however, pregnancy indicates sexual activity without the benefit of a strong family commitment and God calls that sexual activity sin.

A student who becomes pregnant must notify the administration of her condition. A pregnant student and the father (if a student) will initially be given a suspension from school for five days, in which both the students and their parents will explore counseling options and make necessary arrangements. Praise Academy supports the biblical sanctity of human life and will both encourage and work with the family as they prepare for new life.

Following the suspension period, the school will handle the continued education on a case-by-case basis, with the general policy being one of expulsion of both the mother and the father. The final decision will be made by the administration.

Because of the need to focus on more important matters than schoolwork, married or pregnant students will not be allowed to remain as members of the student body. The school administration will consider any extenuating or mitigating circumstances. Having an abortion, or encouraging someone to have an abortion, is immoral.

Even though our current culture is saturated with sexual suggestion and innuendo, Praise Academy cannot allow such behavior in the school community. Obscene, offensive, vulgar, crass, or pornographic materials, whether on notebooks, clothing, automobiles, in lockers, or post on website (i.e., Facebook and other like website), will not be allowed. Consequences for such items will be determined by the administration but will most often result in suspension.

### **Policy on Tobacco Products, Vaping Devices, and E-cigarettes**

The following consequences will result when a student is found to be in possession or has participated in the use tobacco products, vaping devices or e-cigarettes:

- 1<sup>st</sup> offense: 5 days suspension
- 2<sup>nd</sup> offense: expulsion

**PARENT/STUDENT HANDBOOK VERIFICATION FORM**

**PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL OFFICE BY FRIDAY, SEPTEMBER 10, 2021**

***This handbook is subject to change without notice. Go to [www.renweb.com](http://www.renweb.com) for the latest versions and updates. RenWeb is the official source for information about Praise Academy.***

**Student Pledge**

I have read the Parent/Student Handbook. I will obey and follow the school rules. I will be responsible for all books and materials issued to me.

Date \_\_\_\_\_

Student's Signature

\_\_\_\_\_

Grade \_\_\_\_\_

**Parent Pledge:**

I have read the Parent/Student Handbook. I understand the expectations for my child, and I will support these policies and procedures in dealing with my son/daughter and the school. If my child or family cannot support the policies and procedures found in the handbook, I will withdraw my child from the school.

Date \_\_\_\_\_

Parent's Signature

\_\_\_\_\_