

academically superior text is available from a secular publisher. When we choose a secular textbook, it is with the understanding that it is the teacher who makes the curriculum "Christian."

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

The safekeeping of books is the responsibility of the student to whom they are assigned. Lost or damaged books will be charged to the student responsible for the books since all books are the property of PRINCE. All non-consumable books are to be covered to help prolong the use of the book. Books may be covered with clear contact paper or regular covers. Students may be required to purchase supplementary books for some classes (i.e. novels for English, etc.). All textbooks are to be handled with care and are not to be marked on or defaced in any way.

Transfer Students

Transfer credits with letter grades will be transposed to numeric grades to match our grading scale according to the chart below.

All transcripts for transfer students will be evaluated according to courses taken and content of courses.

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

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

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

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

Transcripts – High School

High school transcripts must be requested by filling out a Transcript Request Form and forwarding it to the guidance office at least one week in advance. The first two transcripts are free, but additional transcripts cost \$2.00. Final transcripts will not be released if there is an outstanding balance on the student's

account. Once you have chosen a post secondary school, a final transcript must be requested.

Bible/Chapel

Bible is the foundational subject in our school. All students are required to have a traditional translation of the Bible for classes. Acceptable translations are King James Version, New King James Version, New American Standard Version, New International Version, Holman CSB or New Living Translation.

The dress uniform is required to be worn on chapel days throughout the year.

Senior Mission Requirement

One of the highlights of a student's experience at PRINCE is the Senior Mission trip. This is a school sponsored trip to another country that allows students opportunities to grow spiritually, academically, and socially.

The mission trip will meet the service hour requirement for graduation. Students who do not participate in the trip will be required to fulfill 80 service hours for graduation. If those students assist with class fund raisers, the service hour requirement will be reduced to 40 hours. Plans for service hours must be approved by the administration before the Senior Mission Trip.

The mission trip will be planned and executed by the School Chaplain.

ATTENDANCE REQUIREMENTS

Attendance

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

In order to be considered present for the day, an elementary student must be in class a minimum of four hours. Upper school attendance is determined by the individual class period.

Excused and Unexcused Absences

All absences are considered unexcused unless a note, phone call or e-mail is received from the parent within 5 days of the absence. 6th-12th grade students who are more than 15 minutes late to a class are considered absent. Habitual, intentional or unexcused absences will usually result in disciplinary action.

and/or an academic penalty. Unexcused absences may result in a grade deduction of one point per absence from the student's 9-week grade average and/or a detention.

If a student in grades K5-5 misses more than 20 days per year (excused or unexcused), it could affect the student's promotion. Parents may be required to supply additional information regarding these absences.

If a student in grades 6-12 misses a class more than seven times in a semester (excused or unexcused), his final semester average may be lowered two points for each class session missed after the 7th day. In extreme cases students may jeopardize their potential to gain credit for a particular class.

The following shall constitute a valid excused absence for non-attendance of part or all of a day for a student at school, provided satisfactory evidence of the excuse is provided to the school office in writing.

- Personal illness or injury
- Death, illness or injury within the immediate family
- Instances where attendance by the pupil would be hazardous
- Serving as a Page in the General Assembly
- Prior approval or special absences
- School-related activities
- Validated doctor appointment
- Validated appointment for driver's license test date
- College visit (3 per year for 11th & 12th grades)

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

Extra-curricular Absences

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

Truancy

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

Tardy to School (Elementary)

Any student who is not in his/her class at the time of the bell is tardy and will not normally be admitted

until he/she has reported to the office. In order for a tardy to be excused, a phone call, note or e-mail must be received by the teacher or office within five days. Chronic or habitual lateness may result in academic or disciplinary action.

Tardy to School/First Class of the Day (Upper School)

Any student who is not in his/her first class of the day at the time of the bell is tardy and will not normally be admitted until he/she has reported to the office. In order for a tardy to be excused, a phone call, note or e-mail must be received by the teacher or office within five days. On the 4th unexcused tardy to school during each academic quarter, a student will usually begin to receive detentions. Remember that if students are more than 15 minutes late, they are considered absent, not tardy, and are subject to all consequences for excused or unexcused absences.

Tardy to Class (Middle and High School)

On the 3rd unexcused tardy to any class other than the first one of the day during each academic quarter, a student will begin to receive detentions.

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

In order for a student to participate in extracurricular activities, he/she must be in school by 8:25 AM or 15 minutes after the first scheduled class for that student on a given day. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies. If a student oversleeps and arrives after 8:25 AM, he/she will generally be ineligible to participate in any extracurricular activities that day. If a student is too ill to be in school by 8:25 AM, then a student is too ill to participate in any extracurricular activity that day, unless a doctor authorizes in writing that the student is able to participate.

A student must be in attendance at school on the day after any extracurricular activity by 8:25AM or 15 minutes after the first scheduled class for that student on a given day, unless an excused notice, signed by a parent, is given to the office. The excuse "I was too tired" DOES NOT constitute an excused absence. If a student receives an unexcused absence for the above reason, he will generally be ineligible for the next similar activity.

Trip Slip

An absence for any reason other than those listed above must be approved one week in advance.

These may include attendance at a Christian retreat, educational travel, court proceedings, and immediate demands of the home. The purpose of the Trip Slip is to ensure that assignments are obtained and necessary arrangements are made prior to the scheduled absence. When a short-term absence is required, a Trip Slip must be completed. Students will be encouraged to do their work in advance of the excused absence if possible. Request for an absence submitted less than one week in advance may be denied, unless there are mitigating circumstances.

Procedure for completing a Trip Slip:

- Prior to non-emergency requests, a student should turn in a completed Trip Slip with the parent's signature and the teachers' signatures to the school office for administrative approval; Trip Slips are to be completed ONE WEEK prior to the absence in order to obtain assignments.
- If major assignments will be missed, arrangements to make up work should be made prior to the absence. Students are encouraged to turn in all projects, papers, or tests prior to the trip, although regular guidelines for make-up work are in effect.

If a trip slip is not obtained and processed completely as stated, the absence may be considered an unexcused and not approved special absence. Time missed from school because of a student's participation in school-sponsored activities will not be counted as an absence.

Early Dismissal and Sign-out

A student will be allowed to leave school early when a note signed by a parent is sent to the school on the day he/she is to leave early or when a parent comes into the office to sign the student out. Any student who must leave school or campus during school hours for an appointment, or for any reason, must sign out in the school office and sign in upon return. Absences from class will follow the "Attendance Requirement" guidelines to determine excused or unexcused status. Signing out earlier than 15 minutes before the class ends may be counted as an absence for that class.

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

Working Students

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

Work Missed

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

Parents of absent upper school students should check RenWeb for assignments. If further assistance is needed, please follow the instructions for the elementary students.

It is the student's responsibility to obtain class notes and make-up work. Students should never call their teachers in the evening to get assignments. They should call a classmate instead.

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

Any student who checks out of class before two-thirds of the class is over for any reason other than school-related activities may be considered absent for attendance records.

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

CONDUCT AND DISCIPLINE

Family-School Covenant

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