PRINCE
AVENUE CHRISTIAN SCHOOL

# 2018-19
# Family-School Handbook

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**The arrow points to sections that need to be read and reviewed closely as significant additions and/or changes have been made since the 2017-18 Family-School Handbook was published. Other minor changes/additions have been made throughout the handbook and have been highlighted in yellow.**

## POLICY INTERPRETATION

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

## MISSION STATEMENT

To partner with Christian families to provide scripturally based discipleship while pursuing excellence in academics, fine arts, and athletics from a biblical worldview.

## VISION STATEMENT

Guided by God's Word as our foundation, we aspire to be the preferred choice for Christian families in the greater Athens area by providing a premier college preparatory education while discipling students to grow in a personal relationship with Jesus Christ.

## SCHOOL VERSE

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

## ENDS STATEMENT

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

Followers of Jesus Christ…

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

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

***A*** who are ***applying*** knowledge with Godly wisdom as they

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

**C** who are ***communicating*** God's love to others as they

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

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

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

## ACCREDITATION

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

## STATEMENT OF BELIEF

We believe that the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writing, and that they are the supreme and final authority in faith and life.

We believe in one God who exists eternally in three persons:

- the Father Almighty, who created all things, visible and invisible, for His own glory and purpose.
- the Son, our Lord Jesus Christ, who, being one in substance with the Father, came down from Heaven, was conceived of the Holy Spirit, born of the virgin Mary, died as the substitute for our sins, rose bodily from the grave according to Scripture, ascended to Glory to serve as our Advocate, and will come again to judge all humanity.
- the Holy Spirit, who, being equal with the Father and Son, proceeds from them to convict the world of sin, to seal, equip and empower God's people.

We believe that man was created in the image of God by a direct act of God and did not evolve from existing forms of life. The historical Adam, acting as the representative of all humanity, sinned and thereby incurred not only physical death but also spiritual death which is separation from God. Consequently, all humans are born with a sinful nature.

We believe that salvation is by grace through faith apart from works of the law, secured by the finished work of the Lord Jesus Christ, and granted to all who place their faith in Jesus Christ. We further believe in the eternal security of all those who are genuinely saved.

We believe that the will of God is summarized in these two commandments: The first is, "You shall love the Lord your God with all your heart, with all your soul and with all your strength." The second is this, "You shall love your neighbor as yourself."

## STATEMENT OF BIBLICAL MORALITY

When an individual becomes a member of a community, he or she always lays aside certain personal rights for the good of the total community. To this end, it is understood that those who accept positions of leadership, employment, or volunteer service within Prince Avenue Christian School, and enrolled students and their parent(s)/legal guardian(s) are to commit themselves to uphold the standards as cited in this statement.

PACS stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design.

In addition, the Board of Trustees urges parents, leaders and employees to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). PACS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. PACS will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at PACS is contingent upon this same understanding and support by both the student and parents.

PACS is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

PACS believes that humanity's creation in the image of God included ability to choose between right and wrong; thus, individuals were made morally responsible for their choices. Since the fall of Adam, people are unable, in their own strength, to be right. This is due to original sin, which is not simply the following of Adam's example, but rather the corruption of the nature of each mortal, and is reproduced naturally in Adam's descendants. Because of it, humans are very far gone from original righteousness, and by nature are continually inclined to evil. They cannot of themselves even call upon God or exercise faith for salvation. But through Jesus Christ the prevenient grace of God makes possible what humans in self effort cannot do. It is bestowed freely upon all, enabling all who will to turn and be saved. This is validated by Genesis 6:5; 8:21; Deuteronomy 30:19; Joshua 24:15; 1 Kings 20:40; Psalms 51:5; Isaiah 64:6; Jeremiah 17:9; Mark 7:21–23; Luke 16:15; John 7:17; Romans 3:10–12; 5:12–21; 1 Corinthians 15:22; Ephesians 2:1–3; 1 Timothy 2:5; Titus 3:5; Hebrews 11:6; and Revelation 22:17.

PACS believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that this relationship is of one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Genesis 1:27-28; 2:18, 20, 23-24; Isaiah 54:4-8; 62:5b; Jeremiah 3:14; Ezekiel 16; Hosea 2; Malachi 2:14; Matthew 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Corinthians 9:5; Ephesians 5:23-32; 1 Timothy 5:14; Hebrews 13:4; and Revelation 19:7-8.

PACS believes the teachings of the Scriptures regarding marriage and divorce; we affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage, and we regard sexual sin, such as adultery and homosexual behavior, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. PACS abhors the trend to ignore God's laws of chastity and purity and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Exodus 20:14, 17; 22:19; Leviticus 20:10-16; Matthew 5:32; 19:19; Mark 10:11-12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and

spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

**MARRIAGE, GENDER, AND SEXUALITY STATEMENT**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). We believe that in order to preserve the function and integrity of PACS as Christian ministry, and to provide a biblical role model to the PACS families, it is imperative that all persons employed by PACS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

**FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT**

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 PACS's faith, doctrine, practice, policy, and discipline, our Board of Trustees is PACS's final interpretive authority on the Bible's meaning and application.

# EDUCATIONAL PHILOSOPY

## Academic Discipline

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

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

- The Bible curriculum gives students a foundational knowledge of Bible content and a growing desire for spiritual insights into God’s purposes and practical application to their lives.
- The Language Arts curriculum develops skills that students need in order to effectively communicate to others the valuable spiritual truths God has developed in their lives, to understand what the Lord has done in the lives of others, and to understand what He tells them directly from His Word.
- The Math curriculum reflects the orderliness and wisdom of God.
- The Science curriculum establishes God as Creator and Sustainer of the physical world He has provided for us, and in which He illustrates many aspects of His nature.
- The Social Studies curriculum shows how God has been active in every age to accomplish His purposes, thus providing insights and applications for today.

- The Physical Education program is designed to help students understand their physical body and how it fits into God's plan for them as people created in His image.
- The Fine Arts Education program releases the creativity within each student and allows each student to use that creativity to glorify God.

## Instructional Discipline

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

**Spiritual**

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

**Educational**

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

**Relational**

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

**Academically, the school endeavors:**

- to promote high academic standards within the potential of each individual as a unique creation of God and to help students realize their full academic potential (Colossians 3:23)
- to help students gain a thorough comprehension and command of the fundamental processes of reading, writing, speaking, listening, and mathematics (II Timothy 2:15)
- to teach and encourage the use of effective study habits (II Timothy 2:15)
- to teach students how to perform independent research and to reason logically (Proverbs 2:1-10; I Corinthians 14:40)
- to motivate students to pursue independent study in areas of personal interest (I Corinthians 12:14-21)
- to develop creative and analytical thinking and the proper use of Biblical criteria for evaluating and defending one's beliefs (I Peter 3:15)
- to promote effective citizenship through an understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and respect for authority (I Corinthians 12:28; I Thessalonians 4:1-12)
- to discuss world issues and relate them to God's plan for man (I Corinthians 12:28; Isaiah 9:6-7)
- to promote the development of the student's understanding, appreciation, and personal expressions of the fine arts (Genesis 2:8-9).

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

- to teach the Bible as God's inspired Word and to help students develop attitudes of love and respect toward it (II Timothy 3:16)
- to teach the basic doctrines of the Bible
- to lead students to a decision of confessing Jesus Christ as Lord and Savior (Romans 10:9-11)

- to develop a desire to know and to obey the will of God as revealed in the Scriptures (John 14:23)
- to equip students to carry out the will of God in their daily lives (II Timothy 3:17)
- to impart an understanding of each Christian's place in the church and an understanding of the church's worldwide tasks of witnessing, evangelizing, and discipling and to stimulate each student's involvement in such tasks (Matthew 28:19-20)
- to develop the mind of Christ toward godliness and sin and to teach students how to overcome sin (II Corinthians 5:17-21)

**For students' personal development, the school aims:**

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

## Instructional Staff

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

# SCHOOL HISTORY

The school opened in 1978 in downtown Athens as a ministry of Prince Avenue Baptist Church. Former Pastor Bill Ricketts and former children's minister Ray Cearley recognized the need to provide an educational institution that would give students in the Athens area a strong educational foundation based on biblical truths. The school got its start by meeting in the church's facilities, and new grades were added each year with the first class of three students graduating in 1986. Mr. Ray Cearley served as the school's founding headmaster, and Charles Bennett followed him until William Peevy was appointed to the position in 1991.

Prince Avenue Christian School more than doubled in size during Bill Peevy's tenure as headmaster, which ended in 2006. Under his leadership, the curriculum was changed from the Accelerated Christian Education system to traditional classroom instruction. The school's mascot changed from the Minutemen to the Wolverines, and the school earned accreditation by the Association of Christian Schools International (ACSI) and Southern Association of Colleges and Schools (SACS). The athletic teams migrated from the Georgia Christian Athletic Association (GCAA)

to the Georgia High School Association (GHSA), and plans were made to move the school to its present location in Oconee County, Georgia.

Dr. Wendell Murray served as headmaster during the school's transition to the new campus in 2006, and his leadership played a critical role in helping the family-school community assimilate into its new surroundings. Situated on 40 acres in Oconee County, Prince Avenue Christian School serves as an example of what love for the Lord, dedication to prayer, and perseverance can create.

Mr. Danny Howell became the Head of School in 2008 and led the school through many major transitions including new facilities, new staff, and new families. The school grew to a record 847 students in 2014. The middle school began offering honors courses to eighth grade students in math, science, English, and history, and the high school introduced advanced placement and dual enrollment classes. The fine arts program expanded from lower school art, music, and one high school drama class to a program that involved 68% of the student body. Students began experiencing GHSA competitions, concerts, and workshops in locations that included Disney World and Carnegie Hall. With first class athletic facilities on the new campus and playing in GHSA Region 8A, Wolverine teams began earning respect and success with two Wolverine alumni going on to play professional sports. Since the school's early days, athletics has expanded from offering just basketball and volleyball to fourteen varsity sports including lower and middle school athletics.

In the fall of 2015, former PACS administrator Colonel Seth Hathaway returned to lead the ministry. This period was marked by an increased emphasis on the school's spiritual programs, the quality of its scholastics, and building continued. An emphasis on upholding the religious tenants of the school relative to faculty hiring and the acceptance of new students and a reemphasis on the Christian Character Development Program were made. Scholastically, new curricula in Bible, math, and Spanish were incorporated in the lower school; Latin, Professional Life Skills, and technology classes were introduced and expanded in the middle school; and dual enrollment courses in the high school expanded to eleven. The school's athletic programs expanded to fourteen varsity sports, the football team won its fourth consecutive football championship, region championship appearances were made by the softball and basketball teams, and a new 4,500 square foot indoor hitting facility was constructed. Fine Arts programming expanded with theatrical performances moving off campus to accommodate growth, and the band program outgrew the capacity of the school's present classroom creating the need for an expanded facility. Though improvements in scholastic and cocurricular programming were made, the school's leadership, faculty, and staff remained deliberate in placing the primary emphasis of the school on Christian discipleship. As the school approaches its fortieth anniversary, the school's leadership recognizes the importance of safeguarding against mission drift at this time in the school's history.

Christian ministry is the legacy of Prince Avenue Christian School. The years of ministry to students culminates in the opportunity to become a ministry of students who reach out to others in the local community and internationally. Acts of service include student participation in nursing home visitations; hurricane relief supply collections; volunteering at the Northeast Georgia Food Bank; canned food drives; Operation Christmas Child; *The Big Thank You* letter writing campaigns to deployed military service members; *Hands for Hunger* meal packing to support international missions; *Hungry Bowls* pottery creation and auction to support local homeless persons; and the senior class international missions trip, which is the capstone student ministry project. For over thirty-eight years, Prince Avenue has been recognized in the Athens area for providing a *distinctly* Christian education. With an increasingly challenging college preparatory curriculum, students from preschool through twelfth grade learn the knowledge and skills to succeed academically. Prince Avenue Christian School's primary goal is to inspire young men and women to become fully devoted followers of Jesus Christ and to challenge them to achieve their highest academic, creative, and athletic potential.

In the 2016-17 school year, the school ministered to 737 students ranging from Pre-K (4 years old or older) to seniors in high school with 273 students in Pre-K through fifth grade, 186 in grades six through eight, and 278 in grades nine through twelve. One hundred and thirty-five employees comprise the teaching and support staff employed by the school with a full-time teacher to student ratio of 12.2 to 1.

# ADMISSIONS

## Admissions Procedures

*Prince Avenue Christian School (PACS) does not discriminate on the basis of race, color, birth gender, ethnic origin or age in its employment or admissions.*

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

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

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

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

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

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

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

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

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

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

**Kindergarten through 12th grade**
During the first grading period of each year, grade level placement will be considered probationary. Within that time, all factors will be reviewed in order to place the child in the appropriate grade. All students must demonstrate age appropriate behavior.

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

## Enrollment Procedures

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

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

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

## Re-enrollment Procedures

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

By February of each year parents will be provided with re-enrollment instructions to re-enroll for the following year. There will be a two-week period during which all returning families may re-enroll and secure their child's place for the upcoming school year. After the two week re-enrollment period has expired, the child is not guaranteed a space

in his or her class. A reenrollment fee per student is required to secure a seat in the upcoming school year. Further details including the fee structure and the reenrollment process will be distributed in January.

## Withdrawals and Dismissals

Initial acceptance and reenrollment contracts with Prince Avenue Christian School represent a binding agreement between a family and the school for the contract period, which is one school year. Because teachers' contracts, school services, and curriculum and supplies are funded and purchased at the beginning of each school year based upon student enrollment, honoring the one year contract period is necessary to ensure the school delivers the services agreed upon after students are enrolled. Exceptions to this contract commitment include:

- Withdrawal following reenrollment prior to first day of school: If a family withdraws a student after completing reenrollment but BEFORE the first day of school, the family will forfeit the non-refundable reenrollment fee and be assessed a $300 withdrawal fee per student. Upon paying the withdrawal fee and settling all other financial balances, the family will be released from the tuition contract for the upcoming school year.

- Withdrawal following first day of school: Prorated tuition for early withdrawal is the exception and any family who desires to withdraw their student prior to the end of the school year is expected to honor the financial commitment for the one year contract period. Exceptions are handled on a case-by-case basis and any requests for prorated tuition must be made in writing to the Head of School. In cases where prorated tuition is awarded, families will be a charged a withdrawal fee of $500 per student.

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

# FINANCIAL INFORMATION

The PACS Business Office is comprised of several staff members who work collectively to assist families with financial questions and concerns. To ensure a timely response to your question, please email businessoffice@princeave.org so that the next available team member can provide assistance.

## Tuition Rates

Please see the current Tuition Schedule located at http://www.princeave.org/admissions/tuition-fees.

## Tuition Discounts (if a family qualifies for multiple discounts, the following order will be used for calculation)

- **Prince Avenue Baptist Church Member and Financial Contributor**
  - A 10% tuition discount is available for families who are active members of PABC who meet the following criteria:
    - Parents or guardians of the PACS student(s) are members of PABC
    - Family church attendance is regular
    - The family has contributed financially to the church in the preceding 12-month period measured April-March an amount that is equal to or greater than the discount amount per student
      - Example: The Johns family has three students at PACS. Using the 10% discount amount with the 2017/18 tuition rates, the minimum financial contribution to the church is calculated as:
        - Student I in 10th grade: $9,876 x 10% = $987.60
        - Student II in 8th grade: $9,876 x 10% = $987.60
        - Student III in 5th grade: $8,736 x 10% = $873.60
        - Total PABC contribution minimum = $2,848.80

    - For families who currently receive the PABC discount, the school will verify membership with the Prince Avenue Baptist Church office and verify that the minimum financial contribution level has been met in April of each year to confirm eligibility to receive the discount for the next school year
    - For families who meet the criteria for the first time and who wish to be considered for the PABC discount, please send an email to businessoffice@princeave.org.
    - Discount eligibility will be determined in April for the following school year for returning families and will be determined at official acceptance for new students.
- **Ministerial Discount**
    - Full-time ministers may receive a 10% tuition discount for each student.
    - A letter from the church governance body (e.g. Board of Deacons, the Session, the Elder Board etc.) is required to verify discount eligibility.
- **Multi-child**
    - A $150 discount is available for each additional child beyond the first student in a family.
- **Lump Sum Advance Payment**
    - A 4% discount off of the tuition balance owed is available for a student whose tuition is paid in full by June 15th.
    - A 2% discount off of the tuition balance owed is available for a student whose tuition is paid in full by August 15th. (For returning PACS families, the June 15th and July 15th payments will be required as if a monthly payment plan was being utilized, but the discount will be applied if the full amount is paid by August 15th.
    - For families with multiple students at PACS, it is possible to use the lump sum payment option for some students and the monthly payment option for others within the same school year.
- **Pre-Kindergarten Pricing**
    - Tuition discounts are not offered for Pre-Kindergarten students.
- **Financial Assistance**
    - Financial aid, scholarships and special programs related to tuition assistance are covered in a later section of this handbook

## Incidental Expenses

In an effort to keep general tuition for all students at an affordable rate, those students who elect to participate in co-curricular activities and use auxiliary services will be assessed incidental fees that are necessary in order to cover the costs of administering each optional activity. Examples include athletic team participation, cafeteria purchases, bus transportation, etc. In addition, services or items that are provided as an "add-on" (examples: field trips, t-shirts, supply fees, graduation fees, technology fees for high school, etc.) will be charged on a student's FACTS account as an incidental expense.

Incidental invoices are generally sent by email every other Monday, and they contain any incidental charges your student(s) incurred during the previous two-week period. Two invoices (four weeks' worth of charges) are due on the 1st day of the following month. A printer-friendly schedule of incidental fees and due dates is available on the PACS website at Admissions > Tuition & Fees.

A summary of incidental fees by grade and by activity is now available. This new resource is being provided to assist families in budgeting for anticipated activities and costs. Visit the PACS website at Admissions > Tuition & Fees.

## Payment

**FACTS**

PACS utilizes the FACTS Tuition Management Company and each family is assigned an account upon acceptance at https://online.factsmgt.com

- The FACTS account is the unified billing and payment mechanism for the school.
    - All tuition charges and payments are processed in the FACTS software

- FACTS provides a streamlined communication process between teachers and parents to assist with collecting funds for co-curricular activities (e.g. field trips, band instrument rentals, athletic apparel, etc.).
- Families who take advantage of auxiliary services including the cafeteria, before/after school program, bus transportation, and Educational Support Services are charged in FACTS and can remit payment for these services.

- Each family has an on-line portal with 24/7 access to:
  - Review customer information
  - Change linked bank accounts and or credit card accounts
  - Make payments
  - Review prior charges, invoices and payments
  - Review upcoming scheduled payments
- FACTS can also be reached by phone at 1(866)441-4637
- FACTS charges an annual fee per family which is NOT included in the base tuition rates:
  - $20.00 for tuition payments that are made in one or two installments
  - $50.00 for monthly tuition payments
  - This fee is due annually when the tuition payment plan is finalized
- FACTS uses the terminology "Payment Plan" for tuition. All other charges including required fees, co-curricular activities and auxiliary services are billed as "Incidental Expenses"

**Payment Methods**

- **Tuition**
  - Link a bank checking/savings account in FACTS to have tuition payments automatically drafted from your account on the scheduled due date(s)
    - There are no fees associated with this payment method
  - Link a credit card in FACTS to have tuition payments automatically charged on the scheduled due date(s).
    - FACTS charges a credit card convenience fee of 2.85%

- **Incidentals**
  - Enroll in auto-pay for incidentals
    - Families will receive invoices by email that provide the details for each charge. A minimum of ten days will pass after receiving an invoice before the payment is due. The invoiced amount will automatically be debited from your bank account or charged to your credit card (fee applies) on the due date.
  - Manually authorize each payment
    - Families will receive invoices by email that provide the details for each charge. A minimum of ten days will pass after receiving an invoice before the payment is due. Using your on-line account, or by calling FACTS at 1(866)441-4637, a family must authorize the payment of each invoice.
  - Send payments by check to FACTS with Prince Avenue Christian School listed on your check as well as your customer name and student name(s):

    FACTS
    PO Box 82527
    Lincoln NE 68501-2527

- **Payments made at the school**
  - If possible, please use the payment options listed above which result in your funds being transferred directly to FACTS without requiring manual processing at the school. Payments received directly at the school will be posted to your FACTS account, however, we kindly request that this payment method be used sparingly due to limited staffing for payment processing in the PACS business office.
  - Payments by Check
    - Checks should be made payable to PACS.

- Payments in Cash
  - Cash is accepted, however, we do not maintain funds on hand to make change.
- Payments by Credit Card
  - PACS will add a 2.5% convenience fee for credit card payments made at the school to cover the bank fees associated with this type of payment.

**Tuition Payment Plan Options**
Families who are new to PACS are provided with the following choices during their initial FACTS set-up. Families who reenroll for the next school year are automatically set-up with the payment option that they are currently using. Families can convert to the alternate payment plan during the reenrollment process by contacting businessoffice@princeave.org

- **Lump Sum Advance Payment**
  - Payments received in full by June 15th are eligible for a 4% discount off the tuition balance.
  - A 2% discount off of the tuition balance is available if payment is received in full by August 15th. (Monthly payments for June and July are still required with this option)
  - If the tuition balance is not paid in full by these dates, the discount will be removed and the family will be contacted to determine if a monthly payment plan is more appropriate.
- **Monthly Payments**
  - The tuition balance is divided into 12 monthly installments with the first payment due in June and the last payment occurring in May at the end of the school year.
  - To assist with family budgeting preferences, you can set your payment due date to either the 1st of each month or the 15th of each month.

- **Students Accepted at PACS after the first payment date in June**
  - For students who are accepted at PACS after the regular first payment date in June, the tuition amount owed will be condensed into fewer monthly payments so that the last tuition payment coincides with the school year end in May.
  - The regular PACS school year spans a ten-month period. Students who are admitted and attend any school days in that month owe the tuition for that month thru the end of the school year.

    This table summarizes tuition owed based on the first day a student attends:

| | |
|---|---|
| August | Full tuition divided into 10 payments |
| September | 9/10ths of tuition divided into 9 payments |
| October | 8/10ths of tuition divided into 8 payments |
| November | 7/10ths of tuition divided into 7 payments |
| December | 6/10ths of tuition divided into 6 payments |
| January | 1/2 of tuition divided into 5 payments |
| February | 4/10ths of tuition divided into 4 payments |
| March | 3/10ths of tuition divided into 3 payments |
| April | 2/10ths of tuition divided into 2 payments |
| May | 1/10th of tuition made in 1 payment |

## Early Withdrawal
Initial acceptance and reenrollment contracts with Prince Avenue Christian School represent a binding agreement between a family and the school for the contract period, which is one school year. Because teachers' contracts, school services, and curriculum and supplies are funded and purchased at the beginning of each school year based upon student enrollment, honoring the one year contract period is necessary to ensure the school delivers the services agreed upon after students are enrolled. Exceptions to this contract commitment include:

- Withdrawal following reenrollment prior to first day of school: If a family withdraws a student after completing reenrollment but BEFORE the first day of school, the family will forfeit the non-refundable reenrollment fee and be assessed a $300 withdrawal fee per student. Upon paying the withdrawal fee and settling all other financial balances, the family will be released from the tuition contract for the upcoming school year.

- Withdrawal following first day of school: Prorated tuition for early withdrawal is the exception and any family who desires to withdraw their student prior to the end of the school year is expected to honor the financial commitment for the one year contract period. Exceptions are handled on a case-by-case basis and any requests for prorated tuition must be made in writing to the Head of School. In cases where prorated tuition is awarded, families will be a charged a withdrawal fee of $500 per student.

## Returned Payments and/or Overdue Balances

Prince Avenue Christian School relies on each partner family to pay student tuition and incidental charges in a timely manner.

- **Returned Payments**
  - FACTS charges a $30 NSF (non-sufficient funds) fee for returned payments in addition to charges that your bank may assess.
  - For returned tuition payments, FACTS will automatically reschedule the payment to be withdrawn/charged 15 days from the date the check is returned. Payments will be automatically scheduled and attempted a total of three times.
  - PACS charges a $25 fee per occurrence on late tuition payments and assesses a 2% per month late fee for unpaid incidental balances.
- **Payment Accommodations**
  - In order to stop or make a change on a FACTS tuition or incidental payment, please make this request by email at least three (3) business days prior to the due date. Send an email to businessoffice@princeave.org.
  - If at any time you are unable to meet your financial obligations, please contact the business office to see if a plan can be arranged that will enable your student to continue at PACS.
  - Requests for removal of charges and/or refunds are subject to administrative approval.
- **Delinquent Accounts**
  - PACS administration reserves the right to discontinue auxiliary and/or co-curricular activities for accounts that are greater than 45 days overdue.
  - No student will be allowed to return to classes after Christmas Break if their FACTS account is delinquent and accommodations have not been made with the business office.
  - Seniors will not be permitted to participate in the graduation ceremony unless accounts are paid in full.
  - Report cards and transcripts will not be released until FACTS accounts are paid in full.
  - Students may not attend classes without an active tuition payment plan.
  - Students will not be permitted to attend classes at the beginning of the school year if there is an outstanding balance in FACTS from the previous school year.
  - Both FACTS and PACS business office staff will make attempts to notify families of overdue amounts. In the event that a payment plan arrangement cannot be met and adhered to, the balance owed to the school will be turned over to a collection agency.

## Tuition Assistance

(including financial aid, scholarships and other programs)

### Financial Aid

Prince Avenue Christian School (PACS) provides financial aid to families based on need, which is computed by a mathematical formula utilizing the FACTS system. The funding is a combination of resources taken from the school's

operating budget and the Georgia Private School Tuition Tax Credit Program (a re-allocation of state tax dollars awarded to PACS by families that contribute to the program). Families who want to request financial aid must do so, annually, by completing one financial aid application per family. The application can be found at https://online.factsmgt.com/aid

The following criteria must be satisfied in order to be considered for financial aid tuition assistance:

- Demonstrate the need for financial aid by completing a financial aid application (FACTS charges $30 per application) and by supplying all required documentation - PACS utilizes the FACTS Grant & Aid Assessment Service to facilitate the application and verification process. FACTS uses a mathematical formula to evaluate a family's household income and expenses. This service calculates an estimated need which is then compared against the need from other families who are also requesting aid to arrive at an equitable distribution of available funds. Instructions for submitting an application for FACTS Grant & Aid is covered in further detail in the next section.
- Enrolled for the upcoming school year - to be considered for financial aid a student must be a returning PACS student in good standing from the previous year OR a student who has successfully completed all steps in the application process and has been formally accepted to PACS for the upcoming year.
- FACTS account current - to be considered for financial aid, families with delinquent FACTS balances (those with overdue balances of 45 days or greater) will NOT be considered for financial aid until the account is paid in full.
- No Pre-K financial aid is available - Financial aid is not offered for students at the pre-kindergarten level

The deadline for applying for financial aid is at http://www.princeave.org/admissions/financial-aid

- The financial aid application will be available in late January for consideration for the upcoming school year.
- Financial aid will begin being awarded in March and will continue until July 1st or until funds are no longer available. The earlier you apply the better likelihood of receiving aid.
- To receive aid prior to the first tuition due date, please apply for financial aid by May 1st.

Steps for applying for aid:

- Complete the financial aid application at https://online.factsmgt.com/aid
- There is a one-time non-refundable fee of $30.00 per family to submit a financial aid application. This can be paid by any major credit card (Visa, Master Card, American Express, Discover). This fee covers the cost of the manual review that a FACTS employee will perform to certify that the documents you submit in support of your application match the stated amounts.
- Send copies of required supporting documents to FACTS either by fax 1(866)315-9264 or by US Mail to:
  FACTS Grant & Aid Assessment
  P.O. Box 82524
  Lincoln, NE 68501-2524

Note: Depending on your application, some or all of the following documents may be required:

- Copy of your most recent IRS Federal Form 1040, 1040A, or 1040-EZ Individual Income Tax Return
- Corresponding W-2 Wage and Tax Statements
- Copies of supporting tax schedules (see specific list within the application)
- Copies of all supporting documentation for household non-taxable income such as Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

All recipients of financial aid are expected to remain in good academic standing, exhibit exemplary behavior and remain current in their financial obligations to the school. Failure to comply with any of these expectations may result in the termination of the financial aid award. If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262.

## Scholarship Opportunities

Prince Avenue Christian School is pleased to announce that, through the faithful generosity of friends and alumni, the following needs-based scholarships are available. These are primarily awarded to students who possess scholastic aptitude and display Christian character traits. If you are interested in applying for these scholarships, visit http://www.princeave.org/admissions/scholarships for an application and for application submission deadlines. Only students who are reenrolled for the following school year will be considered for a scholarship.

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

2. **Jon Desso Scholarship**
   - Established in memory of Jon Desso, PACS alumnus
   - Awarded to one male and one female 9th through 12th grade student in good standing
   - The award is $4,500 per student
   - Based on financial need, scholastic achievement (min. 2.5 GPA), discipleship, committed
   - personal relationship with Christ and loyalty to friends
   - Application, financial information and grade report required

3. **The Shoff Foundation Scholarship**
   - Established by Richard Mason and family in loving memory of Shelton T. Shoff
   - Awarded to one or more Kindergarten through 12th grade students in good standing
   - Full or partial tuition for the school year
   - Based on financial need
   - Application and financial information required

4. **Ruby Evelyn Brown Memorial Scholarship**
   - Established by the Brown Family in memory of Ruby Evelyn Brown
   - Awarded to one 1st through 12th grade student in good standing
   - $1,000 awarded annually
   - Based on financial need
   - Application and financial information required

5. **Kathy Stamatinos Geyer Memorial Scholarship**
   - Established in memory of Kathy Stamatinos Geyer, former teacher & parent of PACS
   - Awarded to one or more 1st through 12th grade student with at least 3.5 GPA in good standing
   - $1,000 awarded annually
   - Based on scholastic achievement and financial need
   - Application and financial information required

6. **Chick-fil-A Christian Service Scholarship**
   - Established by Shane and Carri Leigh Todd and family
   - Awarded to one 1st through 12th grade student in good standing
   - $2,000 awarded annually
   - Based on extraordinary Christian service in the community and financial need
   - Application and financial information required

7. **Christopher Lee Newcomer Memorial Scholarship**
- Established by an anonymous donor in memory of Christopher Lee Newcomer, former PACS student
- Awarded to one Pre-K through 5th grade student in good standing
- $200 awarded annually
- Based on Christ-like characteristics and a passion for learning
- Recipient will be nominated by the faculty and selected by the scholarship committee
- No application required

8. **Reg Gattie "Sing Strong" Memorial Scholarship**
- Established in memory of Reginald Gattie, music minister at PABC
- Awarded to 9th through 12th grade student in good standing
- $1,000 awarded annually
- Based on students' desire to use their God given musical talent to glorify the Lord Jesus Christ in an extraordinary way through their leadership and Christian character; this student should plan to major or minor in music
- Application required

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

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

11. **Melissa Stokes and Michael Kirby Tyler Memorial Scholarship**
- Established in memory of Melissa Tyler, Former PACS Director of Finance, and her husband, Michael Kirby Tyler
- Awarded to 1st through 12th grade student in good standing
- $1,000 awarded annually
- Based on students' work ethic and determination to succeed in academics
- Application and financial information required.

12. **Candace Coles Todd "Climb Every Mountain" Scholarship**
- Established in 2015 by Prince Avenue Christian School to Honor the Perseverance of Candace Coles Todd, former teacher, mentor, and friend
- Every student in good standing is eligible for this scholarship.
- Based on a spirit of joy through trials and perseverance
- $1,000 scholarship will be awarded annually.

13. **Megan Twist Memorial Scholarship**
- Established in 2017 by an anonymous donor in memory of Megan Twist, PACS Alumnus

- Nominees must have a minimum 3.5 GPA, strong work ethic, perseverance through trials, loves people, sensitive to other's needs, quick to forgive, a team player, and a clear communicator
- $10,000 scholarship will be awarded annually
- Recipient will be nominated by the faculty and selected by the scholarship committee
- No application required

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

# ACADEMIC INFORMATION

## Overview

- Christ-centered Education
- Variety of subjects offered

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

## Bible Teaching/Chapel

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

All students are required to have a traditional translation of the Bible for classes. Acceptable translations are King James Version, New King James Version, New American Standard Version, New International Version, Holman Christian Standard or New Living Translation.

## Lower School (Pre-K-5$^{th}$)

**Pre-K & Kindergarten**

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

**1st - 5th Grades**

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

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

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

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

Physical education, health, music, art, foreign language and computer help round out a superior education with a Christian perspective.
Guided discussion in all subject areas provides students an opportunity to extend their thinking skills and apply their learning to other situations.

## Middle and High School (6th -12th)

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

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

## Co-curricular Eligibility

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

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

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

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

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

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

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

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

## Academic Probation

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

## Educational Support Services

*Psalm 139:14 - I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.*

**What is it?**

The Educational Support Service (ESS) Program is designed to provide academic support to students with diagnosed learning differences in a college preparatory setting. Our program most often includes students with the following:

- Mild to moderate challenges in reading (dyslexia)
- Mild to moderate challenges with written expression (dysgraphia)
- Mild to moderate challenges with math (dyscalculia)
- Attention Deficit Hyperactivity Disorder (ADHD)

We only provide accommodations taken from the psycho-educational recommendations, but may not include every recommendation. Additionally, students must demonstrate the intellectual potential to master a college-preparatory curriculum.

The goal of the program is to provide personalized support in order to maximize strengths in each student. We strive to help students realize that struggles in life are a way that God works in us and through us. We also focus on strategies to help students become self-advocates and guide them through the process of self-awareness. We encourage our students to grow as Jesus did – in wisdom, stature, and favor with God and man (Luke 2:52).

In order to create an educational support plan, a psycho-educational evaluation is required. This document must include the following:

- Administered by a clinical, school, or educational psychologist
- Current (within 3 years)
- State a specific learning difference or diagnosis
- Multiple battery of assessments

To continue enrollment in the program, a new diagnostic report is required every three years. Enrollment in the program is limited. Upon acceptance, a mandatory, yearly fee is required. Admission to the program is permitted throughout the year. A student's enrollment is automatically renewed each school year if testing is current, unless

the parent requests removal. If a student withdraws from the program, but later requests admittance, the original enrollment process must be completed.

At Prince Avenue Christian School, we understand the importance of connecting with students and collaborating with parents. It is the strong partnership we establish with our families that allows us to meet the needs of our diverse learners. Our Educational Support Service Program instills a remarkable degree of confidence, creates a love of learning, and teaches students to advocate for themselves. ESS is housed in our on-campus Learning Center and the Director of ESS will review all psycho-educational testing reports and monitor the use and implementation of accommodations.

**What Does the Learning Center Provide?**

**Accommodations**
The Learning Center provides assistance to students with learning differences by reviewing all psycho-educational testing reports and monitoring the use and implementation of accommodations. This is all administered through the Director of ESS, Kelly Vandagriff.

**Separate Test-Taking Environment**
Test-taking services are also available in the Learning Center to qualifying students. Test taking accommodations are provided based on a student's learning difference and at an additional fee. Tests must be scheduled with Kathy Stamey, Testing Coordinator, at kstamey@princeave.org in advance.

**Tutorial Services**
Tutorial services are available to all Prince students who may need a temporary period of intervention to augment skills not mastered in the classroom. It is NOT designed as a study hall or homework lab. On-campus tutoring is arranged through the Learning Center Director, Kelly Vandagriff. Tutoring sessions are scheduled based on availability and only during non-academic classes. Students are encouraged to first utilize the supports provided by the regular classroom teachers such as help sessions, tutorials, etc. Tutoring does not replace the need for students to study on their own, nor does it guarantee an increase in a student's grade. We expect our students to continue to be responsible for their learning while receiving tutoring services. A tutorial form is required and should be completed **prior** to any tutoring session.

**Speech Services**
Speech Services are provided through the Learning Center with our SLP, Carla Holt. Please contact Kelly Vandagriff with any speech needs. Speech is open to all students.

## Homework

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

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

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

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

## Exams

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

High School (9th-12th) students may be given exams in all core subjects. These exams will be comprehensive, testing/evaluating material covered during the semester. During semester exams, high school students will be permitted to leave school after the class of their exam has ended. Students who have an "A" average in a class will be exempt from taking the semester exam. Advanced Placement students and seniors do not take second semester exams. If a student accumulates eight absences in a specific class during one semester, he/she will be required to take the semester exam regardless of his/her final semester average (see attendance policy sections).

Any make-up exams will be given as designated by the teacher or administration. Students who are late to their exam will have points deducted as determined by the principal and the time the student has to complete the exam will be limited to the assigned time for the exam.

## Course of Study

**Kindergarten-5th Grade**

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

**6th-8th Grades**

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

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

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

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

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

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

**9th-12th Grades - College Preparatory Diploma**

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

Carnegie units may be earned by:

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

Courses that are offered at Prince may not be taken at another institution.

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

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

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

**General Diploma**

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

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

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

- 4 units of English*
- 3 units of Math*
- 3 units of Science*
- 3 units of Social Studies****
- 1 unit of Health/P.E.
- 4 units of Bible** - Students must be enrolled in Bible each semester of high school
- 6 electives
    - .5 credit for Speech***

* Core course

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

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

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

## Classification

Below are the minimum requirements for classification:

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

## Grading Scale

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

| Letter Grade | Grading Scale |
|---|---|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 0-69 |

Lower school classes may receive a letter grade on the following scale:

| Letter Grade | Grading Scale |
|---|---|
| I | Incomplete |
| E | Excellent |
| S | Satisfactory |
| N | Needs Improvement |
| U | Unsatisfactory |

### Grading System

For AP classes, 10 numerical points (1.0 additional quality points) are added to the passing semester grade and for Honors classes, 5 numerical points (0.5 additional quality points) are added to the passing semester grade for determination of awards and honors. No additional points are given to a failing grade. For Dual Enrollment classes, 10 numerical points (1.0 additional quality points) are added to the semester grade.

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

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

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

**Middle School (6th-8th)**

Final Grade:
1st Semester Grade x 50%
2nd Semester Grade x 50%

**High School (9th-12th)**

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

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

| 1st Semester Final Grade without exams: | 2nd Semester Final Grades without exams: |
|---|---|
| 1st Quarter Grade x 50% | 3rd Quarter Grade x 50% |
| 2nd Quarter Grade x 50% | 4th Quarter Grade x 50% |

## Graduation Requirements

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

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

## Hope and Zell Miller Scholarship Requirements

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

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

## Student Records/Transcripts

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

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

## Physical Education

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

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

## Student Recognition and Awards

**Honor Roll (4th-12th Grades)**

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

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

**Graduation Honors**

Honor Graduate: College Preparatory or College Prep with Distinction students, who have a final numerical average of 90 or above in core high school courses will be deemed honor graduates. For AP classes, 10 numerical points (1.0 additional quality points) are added to the passing semester grade and for Honors classes, 5 numerical points (0.5 additional quality points) are added to the passing semester grade for determination of awards and honors. No additional points are given to a failing grade. For Dual Enrollment classes, 10 numerical points (1.0 additional quality points) are added to the semester grade.

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

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

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

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

No other regalia or accessories may be worn during graduation.

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

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

***Academic Honors and Awards Summary***

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

# High School Courses

**Advanced Placement Courses**
Prior to enrolling in an AP course, a student must:

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

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

For AP classes, 10 numerical points (1.0 additional quality points) are added to the passing semester grade for determination of awards and honors. No additional points are given to a failing grade. This includes on-line courses approved by Prince Avenue**.**

Because of the increased rigor and college credit implications of AP and Dual enrollment courses, these courses may have policies on work completion, acceptance, and makeup of missed assignments that are different from the school policy for all other courses. Differences in these policies will be clearly stated in the syllabus for the course.

**Dual Enrollment Courses**
Prior to enrolling in a dual enrollment course, a student must:

- Be a high school junior or senior and meet TMU admission requirements
- Have a 3.0 overall GPA or higher
- Be on the "college prep" or "college prep with distinction" diploma track
- Earn an 88 or higher in the previous year's subject area course
- Fulfill all PACS prerequisite requirements or pre-course work assignments
- Meet all prerequisites required by the college

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

For Dual Enrollment classes, 10 numerical points (1.0 additional quality points) are added to the passing semester grade for determination of awards and honors. This includes on-line courses approved by Prince Avenue.

Because of the increased rigor and college credit implications of AP and Dual enrollment courses, these courses may have policies on work completion, acceptance, and makeup of missed assignments that are different from the school policy for all other courses. Differences in these policies will be clearly stated in the syllabus for the course.

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

For honors classes, 5 numerical points (0.5 additional quality points) are added to the passing semester grade for determination of awards and honors. No additional points are given to a failing grade.

## Report Cards and Interim Reports

**Report Cards (Kindergarten-12th Grades)**
Report cards are sent home at the end of each quarter (four times yearly).

**Interim Reports (4th -through 12th Grades)**
Students receive an interim (mid-term) report, which is available through RenWeb in the middle of the grading period, to inform parents of their child's progress.

## Retention/Promotion Policies

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

**Kindergarten-2nd Grades**
It is the desire of the PACS lower school staff to feel confident in a child's readiness to promote to the next grade level, academically, socially, and emotionally. The school will determine the promotion or retention of a student based on the results of tests, as well as overall daily performance in the classroom.

**3rd-5th Grades**
Promotion is based on the yearly average of each core subject. The failure of more than one core subject may result in retention.

**Middle School (6th-8th)**
Retention is recommended when a student fails more than one academic subject (Bible, English, Science, Math, or Social Studies) and/or lacks developmental social skills. If a student fails one class, he/she will be required to make it up in summer school in order to be promoted to the next grade level. The administration will then determine whether the student should be retained.

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

## Subject/Course Changes

High School parents/students may petition the administration via scheduling@princeave.org to drop/add a course, which must be done within the first two weeks of each semester. Students have two weeks to drop a College Prep course and three weeks to drop an AP or dual enrollment course. Online and dual enrollment deadlines to withdraw without academic penalty may be subject to the online provider or university deadline if it precedes the school deadline. Please note: Providers who offer online classes generally have a tiered refund policy based on the course drop date. PACS must adhere to the provider's refund policies; therefore, refund options may be limited for online courses.

## Achievement Tests

**Testing Program -** Achievement Tests are administered to grades Kindergarten – 9th each year.

**Duke Tip Testing**
Each year, a select number of lower and middle school students earn the opportunity to participate in the Duke University Talent Identification Program based on their superior achievement test scores. The Duke University Talent

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

**College Admissions Testing**

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

- In 9th, 10th, and 11th grades, all students will take the PSAT (first test in the SAT series).
- In 10th grade, all students will take a practice ACT test.

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

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

## Textbook and Instructional Materials

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

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

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

## Transfer Students

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

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

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

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

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

## Transcripts – High School

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

# SCHOOL AND OFFICE HOURS

## School Hours

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

**Regular Day**

| | | |
|---|---|---|
| Pre-K (1/2 day) | 8:10 am – 12:00 pm | |
| Pre-K (full day option – Must be 5 years old or older) (includes morning Pre-K & afternoon Extended Day class) | 8:10 am – 2:50 pm | |
| Kindergarten through 5th grade | 8:10 am – 2:50 pm | |
| 6th-8th grades | 8:10 am – 3:18 pm | Car line begins at 3:25 pm |
| 9th-12th grades | 8:10 am – 3:18 pm | Car line begins at 3:25 pm |

**Early Dismissal (1/2 days)**

| | |
|---|---|
| Pre-K | 8:10 am – 10:45 am |
| Kindergarten through 5th grade | 8:10 am – 11:15 am |
| 6th-8th grades | 8:10 am – 12:00 pm |
| 9th-12th grades | 8:10 am – 12:00 pm |

**Student Sign-in and Sign-Out**

- Pre-K – 8th grade students who are tardy to school or leave school early must sign in and out in the front office.
- 9th – 12th grade students who are tardy to school or leave school early must sign in and out in the high school office.

## School Closings

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

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

## Office Hours

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

# ATTENDANCE 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.

**Lower School (Pre-K through 5th)**

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

**Middle School (6th through 8th) and High School (9th through 12th)**

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

- 2 point reduction will be given for the eighth day, and each subsequent day, as determined by the high school principal
- High school students are not permitted to exempt the semester exams regardless of the student's semester average.

Special circumstances involving death of an immediate family member, surgery, hospitalization, or physician-documented illness will be handled on a case-by-case basis. We strongly encourage appointments to be made outside of normal class time.

## Co-curricular Absences

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

## Senior End of the Year Attendance

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

## 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 semester grade average and/or a detention/suspension. A student who is continually truant will be referred to the authorities who handle truancy problems which may include revocation of his/her driver's license.

## Tardiness

**Tardy to School – Lower School**

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

**Tardy to Class - Middle and High School**

Students are allotted four unexcused tardies per quarter without penalty. On the fifth and each subsequent unexcused tardy in a quarter, the student will generally receive a detention.

## Daily Attendance Requirements for Participation in Co-Curricular Activities

In order for a student to participate in co-curricular activities, he/she must be in school by 9:30 am and may not check out before 2:00 pm. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies. If a student is late and arrives after 9:30 am or checks out before 2:00 pm, he/she will generally be ineligible to participate in any co-curricular activities that day. If a student is too ill to be in school by 9:30 am, then a student is too ill to participate in any co-curricular activity that day, unless a doctor authorizes in writing that the student is able to participate.

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

## College Visits

Juniors are allowed two days and seniors are allowed four days for college visits. Pre-arranged Absence form must be completed prior to each visit.

## Pre-Arranged Absence Form

An absence for any reason other than those listed above must be approved in advance. These may include attendance at a Christian retreat, educational travel, court proceedings, and immediate demands of the home. The purpose of the Pre-Arranged Absence form is to ensure that teachers and administration are aware when a student will be absent for non-emergency purposes. Students should check RenWeb for assignments. Students are encouraged to do any work they can prior to leaving; however, all guidelines involving make-up work are in effect.

## Early Dismissal and Sign-out

A student will be allowed to leave school early with parental consent. Any student who must leave school or campus during school hours for an appointment, or for any reason, must sign out in the appropriate school office and sign in upon return. Signing out earlier than 20 minutes before the class ends may be counted as an absence for that class. Students who are not part of a team as player or manager will not be permitted to travel with the team to away games unless approved by the administration.

## Working Students

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

## Work Missed

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

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

Work missed due to an absence is expected to be completed. The time allowed to complete the work for absences is equal to the number of days absent. The calendar begins on the first day the student returns to school. An incomplete homework assignment may be recorded as a zero. (Pre-K through 12) Homework that was assigned prior to the absence is due the next time the class convenes.

Because of the increased rigor and college credit implications of AP and Dual enrollment courses, these courses may have policies on work completion, acceptance, and makeup of missed assignments that are different from the school policy for all other courses. Differences in these policies will be clearly stated in the syllabus for the course.

# CONDUCT AND DISCIPLINE

## Family-School Covenant

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

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

- ***Eternal Values***: We are to live with the perspective of eternity, focusing not on temporary, material, self-serving gain, but on the glory of God. We are to pursue the treasure that is of eternal value. Matthew 6:19-21, 33; James 4:14
- ***Godly Living****:* By the grace of God we are to be committed to growing in the character and values of Jesus Christ, so that the outworking of our faith will be seen in conduct that is consistent with the principles of God's Word and reflective of His holiness. We seek, by the power of the Holy Spirit, to walk in obedience and flee the desires of the sinful flesh. Galatians 5:16-26; 1 Peter 1:13-16, 2:9-10; 1 Corinthians 6:12-20; Romans 8:6-8
- ***Integrity****:* We are to have a testimony that is above reproach. We are to be honest, forthright, morally sound, and trustworthy in all of our relationships. Our word should be our bond. Titus 1:7-9; Job 27:5; Proverbs 11:3, 20:11; Psalm 15
- ***Obedience****:* We are to live with an attitude of submission that is manifested in cheerful obedience. The Lord God, who is Sovereign over all, is the absolute and final Authority of our lives. As our Creator and Savior, He deserves our whole-hearted obedience. Our obedient submission manifests our love for Him and trust in Him. Likewise, as He places human authority over us, we are to cheerfully obey that authority as unto the Lord. John 14:21; Ephesians 6:1-4; Proverbs 6:23
- ***Respect****:* We are to honor others and value the contributions they bring to our lives. Especially within the family of God, where we are instruments to edify and build others up in our walk with Christ, we are to treat others as we would want to be treated. 1 Peter 2:13-21; 1 Thessalonians 5:12, 13
- ***Responsibility****:* We are to faithfully carry out what God has for each of us to do. Because we are accountable to love one another, encourage one another, bear one another's burdens, and share with one another, we are called to a sense of responsibility that will enable us to faithfully fulfill the work of the Kingdom. Initiative, discipline, diligence, and a desire for excellence should mark all that we do as we serve God and relate to one another. Matthew 18:15-17; Galatians 6:1-5; Ephesians 5:29-32
- ***Self-Discipline****:* We are to live, as a result of the Spirit's fruitfulness in our lives, with self-control, enabling us to delay immediate gratification that comes at the expense of obedience. With self- discipline we can learn to control those thoughts and attitudes that dishonor God and lead to ungodly behavior. Galatians 5:22-26; Proverbs 16:32; 1 Timothy 4:7, 8
- ***Servant spirit****:* We are to live with humility and selflessness that focuses on putting others first and ministering to their needs in the name of Christ. The ultimate example of a servant spirit is found in Jesus Christ, who set aside the glory of Heaven, became a man, and died on the cross for our sin. We are to imitate that selfless, giving spirit as we live for Him. Philippians 2:1-11; Ephesians 5:21; James 4:6, 10
- ***Gratitude****:* We are to live with a genuine spirit of thanksgiving, recognizing the Lord as the source of every good thing in our lives. Gratitude comes from recognizing that God uses all things in our lives to further His good purpose of growing us after the image of Christ. That spirit of thanksgiving also extends to those people whom God uses to bring blessing into our lives. 1 Thessalonians 5:18; Philippians 4:6-7; Colossians 2:7
- ***Wisdom****:* We are to live, not just with knowledge, but with wisdom as well. Wisdom means seeing life from God's perspective and using knowledge in the way that most honors God and accomplishes His purposes. We develop wisdom by spending time in God's Word and prayer and by living with a teachable spirit. Proverbs 1:7, 20-23; 2:1-22

## The Honor Code

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

- ***Lying:*** A student lying or purposely misrepresenting the truth violates the Honor Code.
- ***Cheating:*** A student giving or receiving unauthorized help on a test or graded assignment, or a student submitting the work of another as his/her own, violates the Honor Code.
- ***Stealing:*** To take (the property of another) without right or permission. To present or use (someone else's words or ideas) as one's own.
- ***Defaming others:*** A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.
- ***Intentionally damaging the property of another:*** A student deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.
- ***Remaining silent when a student has knowledge of these actions:*** When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).

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

## Commitments

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

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

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

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

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

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

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

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

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

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

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

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

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

- ***The Honor Code Commitment:*** Because I believe that honor toward God and man is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions.

- ***The Commitment from the School:*** The faculty and staff of PACS pledge by God's grace to uphold the principles of this covenant and guidelines as we assist the parent in training your child.

## Statement of Cooperation

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

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

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

I understand that for enrollment to be complete, the full registration and enrollment fees must be received and that these fees are non-refundable. I also understand that the operating expenses of PACS are fixed, and a loss is realized if any vacancy occurs during the school year. In support of the School's obligation to its staff, I agree to keep my son/daughter enrolled for the school year if at all possible. I understand prorated tuition is the exception and not the norm, and any requests for prorated tuition must be submitted to the Head of School in writing. I am responsible to pay any tuition and fees due, and records cannot be forwarded to another school until all financial obligations have been satisfied. I understand that the school, at its discretion, may withhold transcripts of grades, final exams, diplomas, etc. due to non-payment of bills. I also understand that if my child's tuition is 45 days late, my child will not be allowed to stay in class until my overdue balance obligation has been met.

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

## Corrective Discipline

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

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

## Behavior and Conduct

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

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

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

- Titus 3:9-10 deplores quarreling and divisiveness.
- Revelation 2:1, 14, 20 uncovers false teaching, false apostles, and false prophets.

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

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

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

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

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

## Discipline Categories and Consequences

Misconduct has been classified and divided into three categories, depending on the severity of the violation. The category and the consequences are at the discretion of the teachers and/or the administration. Principals in consultation with the Head of School have the ability to modify consequences at their discretion.

**Category III**

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

- Violation of U.S., state or local laws
- Fighting
- Sexual and racial harassment
- Threats of any kind: verbal, written, or implied
- Stealing
- Using or possessing a weapon at school or at a school activity
- Blatant disrespect of authority
- Sexual misconduct, to include (but not limited to) fornication and homosexuality
- Defacing or destroying school property or personal property
- Using or possessing drugs, alcohol, tobacco, or electronic cigarettes
- Possession of pornography
- Possession and/or use of flammable devices such as matches, cigarette lighters, fireworks, etc.
- Use of profane or vulgar language
- Use of electronic media inconsistent with the school's educational philosophy
- Excessive detentions and/or suspensions for Category I and Category II offenses
- Leaving school grounds without permission

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

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

- Cheating and Plagiarism
- Using inappropriate language
- Misconduct
- Disrespect of authority
- Defacing or destroying school property or personal property
- Cutting class
- Lying
- Use of electronic media inconsistent with the school's educational philosophy
- Excessive detentions and/or suspensions for Category I offenses

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

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

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

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

## Definition and Expectations Concerning Conduct and Discipline

**Pre-K Discipline Policies**
PACS Preschool classrooms are positive and safe learning environments in which each child is able to reach the potential God has given him/her. The children are expected to obey right away . . . completely from the heart.

Each teacher has a set of rules and consequences for her respective classroom that will be enforced as deemed necessary by the teacher.

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

With an exciting curriculum and a stimulating and organized school environment, discipline problems are usually kept to a minimum. Our Pre-K strongly supports building the child's self-confidence and encourages the development of respect for self and others. All our behavior management actions are directed toward these goals and, consistent with our developmental approach; our teachers use a variety of methods to help the children learn appropriate

behaviors. With the support and guidance of the teacher, each child is encouraged to try to work out his problems. Acceptable behavior is reinforced with verbal praise and other incentives and rewards from the teacher.

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

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

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

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

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

**Lower School Disciplines Policies (Kindergarten-5th)**

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

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

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

**Middle and High School Discipline Policies (6th-12th)**

- **Warnings:** Students involved in misbehavior will often be given the opportunity to correct their behavior by the teacher. In some cases, students may be seen by a member of the administration to remind them of the school guidelines and to let them know what actions will occur if such behavior continues.
- **Parent Notification:** A parental notice is a verbal or written notification to parents sent by the teacher/administrator to the parent(s) to inform them of a misbehavior situation. This affords the opportunity for the family and school to work together to correct a potential behavioral problem before it develops into something more serious.
- **Detention:** A detention consists of detaining a student before school, after school, or during lunch for a time period not to exceed 60 minutes. Failure to serve detention on the date assigned may result in additional disciplinary action. Specific times for detention will be assigned by the school principal.

- **Suspension:** Attendance at Prince Avenue Christian School is a privilege with certain responsibilities. One responsibility is to maintain a consistent standard of behavior both at school and away from school, which will reflect the student's commitment to Christ and respect for Christian education. Therefore, any use of, or involvement with, tobacco, drugs, alcohol, unwholesome language/entertainment/behavior, gambling, cheating, fighting, stealing, lying, disrespect, immorality, possession of a weapon, or an accumulation of detentions, may result in the student's immediate suspension or expulsion from Prince Avenue Christian School. Other types of behavior, including (but not limited to) defacing school or personal property or leaving school without permission, may also be grounds for suspension or expulsion.

  Suspended students will generally serve out-of-school suspensions. Receiving a suspension is a serious occurrence and could jeopardize a student's future enrollment at Prince Avenue Christian School. A suspension can also impact a student's membership in student government and honor societies. The bylaws or charter for student government and each honor society contain the impact corrective discipline has upon a student's membership in these organizations.

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

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

  The student shall not participate in any co-curricular event on the days suspended and may not attend a school activity without administrative permission. The final decision on suspension from co-curricular activities will be determined by the school administration.
  - The student may be required to do in-school or out-of-school research and/or work related to the violation.
  - All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work.
  - For dual enrollment courses, one point will be deducted from the semester grade for every day of suspension, with a maximum 3 point deduction
  - For each day of suspension, two percentage points from the current nine-week grade may be deducted in every subject. The maximum number of percentage points that may be deducted from the quarter average for any suspension is six. If the suspension is due to a cheating infraction, the grade in that particular subject will not be lowered because the student has already received a significant grade reduction (usually a zero) for the assignment which has lowered the overall grade.
  - The student may be permitted or requested to go before the student body or a group of peers to ask forgiveness for the wrong committed. Upon suspension or expulsion of a student, the administration may give the rest of the student body an appropriate statement regarding the basic nature of the offense and purpose of discipline. This action will be designed to:
    - Protect the reputation of the student(s) involved from the conclusions others might draw if gossip were the only channel of information.
    - Solicit prayer for those involved.
- **Expulsion:** A student may also be expelled or asked to withdraw for Category III violations or repeated Categories I and II violations. In cases involving pregnancy, students (girls *and* boys) who conceive a child while enrolled will customarily be dismissed from PACS; however, the administration will evaluate each situation for extenuating circumstances on a case by case basis. Recommendations for expulsion will require the approval of the Head of School.
- **Committee:** In situations involving serious behavioral issues, the administration will seek counsel from a Discipline Committee consisting of PACS teachers and/or staff. This committee will generally be convened in situations where level two or three offenses have occurred.

## Prohibited Items

Items that are not permitted on campus, such as skateboards, playing cards, laser pens, etc., will be collected by the

teacher and may not necessarily be returned. Skateboards, roller blades, go-carts and mini-bikes should not be used on school property at any time due to the high risk of injury and liability for the school. Lower school students should not bring toys to school except on designated days.

## Guidelines for Permitted Electronic Items

**Cell Phones:** These are permitted at school but should not be seen or heard following the first bell until the last bell of the day. Exemptions to this rule are granted on a case-by-case basis by faculty or staff. Failure to follow these guidelines will result in disciplinary consequences. Parents who need to contact students during the school day should call the School Office.

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

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

**Laptops**

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

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

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

# UNIFORM/DRESS CODE

## Overview

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

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

The PACS uniform consists of the:

- Daily uniform

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

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

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

## Purchasing Information

**Daily and Dress Uniforms**

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

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

**PE Uniform**

PE uniforms may be purchased through the ***Wolverine General Store*** on campus.

**Outerwear/Sweatshirts**

Outerwear and sweatshirts may be purchased from the ***Wolverine General Store*** or ***Lands' End***.

## Daily Uniforms for Kindergarten-12th

- **Shirts:** Any style polo, oxford, or turtleneck shirt ***with a Prince Avenue shield logo*** may be worn from the ***Lands' End*** **School Uniform catalog** or the ***Wolverine General Store*** as long as it is from the following color choices: blue, light blue, classic navy, chambray blue, white, chamois, maize, and gray heather. Boys long sleeve shirts: white, blue, French blue, and blue/white striped. (A logoed ***Lands' End*** polo or oxford shirt must be worn at all times. You may layer approved ***Lands' End*** or ***Wolverine General Store*** outerwear over the shirt at your discretion.)
  *All lower school students must have a classic navy blue polo shirt ***with a Prince Avenue shield logo*** to be worn on "Field Trips"
- **Pants, Crops, Skirts, Skorts and Shorts *(Uniform shorts may be worn by all students - Kindergarten – 12th grade):*** Any style pants, crop pants, skirt, skort, and shorts may be worn from the ***Lands' End School Uniform catalog*** or the ***Wolverine General Store*** as long as it is from the following color choices and meets the following requirements:
  - Classic navy, khaki, gray, blue pin cord/pinstripe and classic navy plaid (no corduroy or jersey knit)
  - Shorts, skorts or skirts may not be worn any shorter than 2 inches above the top of the knee cap
  - ***Lands' End*** has all the measurements for skirts, skorts, and short lengths so that the correct length skirt, skort, or short may be purchased for your child
  - No sweat or wind pants may be worn under skirts or skorts

- **Jumpers with Peter Pan shirt** (Kindergarten-5th grade girls):
  - Classic navy, khaki, and classic navy plaid ***with a Prince Avenue shield logo***
  - Jumpers may be no shorter than 2 inches above the top of the kneecap. ***Lands' End*** has all the measurements for jumper lengths so that the correct length is purchased.
  - White or blue short or long sleeve Peter Pan shirt only to be worn underneath jumper
- **Dresses** (Kindergarten-5th grade girls): Classic navy, chambray blue and gray heather polo dress **with a Prince Avenue shield logo**
  - Polo dresses may be no shorter than 2 inches above the top of the kneecap. ***Lands' End*** has all the measurements for dress lengths so that the correct length is purchased.
- **Sweaters:** Any style sweater ***with the Prince Avenue shield logo*** may be worn from the ***Lands' End School Uniform catalog*** or the ***Wolverine General Store*** as long as it is from the following color choices: Classic navy, white, maize, and pewter heather (no argyle)
- **Sweatshirts:** ***Must have Prince Avenue shield logo*** (***Lands' End***) or ***Prince Avenue graphic*** (***Wolverine General Store***) and be either classic navy, white, maize, or gray heather.
- **Outerwear*:*** Only the following may be worn during school hours:
  - Navy Prince Avenue logo wind jacket
  - Prince Avenue Christian School Letter Jacket – Varsity Athletes Only
  - Any style fleece jacket, vest, sweater or sweatshirt ***with the Prince Avenue shield logo*** may be worn from the ***Lands' End School Uniform catalog*** or the ***Wolverine General Store*** as long as it is from the following color choices: classic navy, white, gray heather, maize
  - Other Prince Avenue Christian School approved outerwear items sold through the ***Wolverine General Store***
- **Accessories:**
  - **Belt:** Black or Brown with a conservative belt buckle (If an article of clothing has belt loops, then a belt must be worn)
  - **Socks:** Socks should be navy, gray, white, black or brown. Socks from the ***Wolverine General Store*** are also approved.
  - **Tights/leggings*:*** White, navy, black or gray (no lace or patterned tights)
- ***Shoes:*** All shoes should be of a conventional and closed-toe style
  - Dress shoes/Boots: Must be black, brown, gray or navy in color.
  - Athletic shoes: Must be white, gray, black, brown or blue (not neon), with minimal accent colors.
  - Backless shoes, sandals* or casual styles such as "Crocs" and "Paws" are not allowed.
  - Rain boots may be worn on rainy days only.

  *Sandals are an additional option on Spirit Days for middle and high school students only.

## Dress Uniforms for Kindergarten-12th Grade

***The purpose of the dress uniform (or chapel dress) is for special occasions, chapel days, picture day, and other designated special days. Students should be prepared to wear this uniform each week on the day of chapel. Shorts, casual polos, or tennis shoes (6th-12th) are NOT to be worn on these days. Therefore, all students should be prepared to purchase at least one uniform that meets the dress uniform code.***

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

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

**Shoes:**

- Kindergarten – 5th grade students must wear shoes with closed toe and no backless shoes (to allow for recess activities)

- 6th - 12th grade students must wear shoes with closed toe: black, gray or brown (no tennis shoes on chapel day)
- Rain boots may be worn on rainy days only.

## Physical Education Uniforms

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

**Middle and High School:** All students in 6th-12th grades who are enrolled in PE or Strength and Conditioning, must wear an official Prince Avenue PE Uniform during these classes. 6th-12th grade students must "dress out" for PE and then change back to school uniform for class. All students must purchase a Physical Education from the ***Wolverine General Store*** located on campus. Any official Prince Avenue PE or Wolverine shorts issued through the athletic department may be worn. Socks and tennis shoes are also required. Navy cotton sweat pants may be worn in the winter.

## Spirit Day for Kindergarten-12th

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

Students will have the option to wear a Prince Avenue shirt with jeans in school colors only - navy, white or gold (no rips or tears, or "jeggings") or their uniform pants, shorts, skirts or skorts. Lower school students (only) have the option to wear their PE shorts or badger grey shorts purchased through the ***Wolverine General Store***. (girls/women's running shorts are not acceptable for Spirit Day wear.)

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

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

- Remember the <u>too</u> rule – not too tight, not too loose, not too long, and not too short
- Approved shoes - no crocs, no flip-flops
- Sandals are an additional option on Spirit Days for middle and high school (6th-12th grade students only)
- Traditional jeans (in keeping with school colors) are acceptable (no jeggings, leggings or form fitting jeans, no holes, no frays, neat in appearance)
- All students may wear ***Lands' End*** uniform shorts or pants with a Prince spirit wear t-shirt
- Students may not wear sweat pants
- Students who do not want to participate in Spirit Day must wear a school uniform

## Special Occasion Dress

**Junior/Senior Banquet, Graduation and Other Special Gatherings**
All special gatherings and banquets sponsored by the school will have an acceptable dress code communicated by PACS administration. This communication will be given when all other details are given pertaining to the event.

**Homecoming Week, Thing-a-Thon, other theme related days**
All attire must be neat, clean, and appropriately sized. Nothing should be worn that is too tight, too loose, too long, or too short.

- Leggings may not be worn without shorts

- Shorts must be worn with leggings or must be below fingertips in length standing straight. Shirt should not completely cover shorts.

## Field Trip Attire

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

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

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

## Hair Code

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

## Jewelry

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

## Piercings and Tattoos

Body piercing or permanent tattoos are not permitted.

# HEALTH AND SAFETY

## Immunizations/Physicals

It is a requirement of PACS and the state of Georgia that the school have on file a Certificate of Immunization indicating the current status of immunization for each student. It is the responsibility of the parent(s) to keep these files updated. All students entering sixth grade are required to have a second Measles, Mumps, and Rubella (MMR) immunization. All incoming 7th graders and any new entrants into the Georgia school system will be required to have two immunizations, one for tetanus, diphtheria, and pertussis (Tdap) and one for meningitis (Meningococcal disease) before starting school. An updated Certificate of Immunization needs to be submitted to the school office at this time. The administration has the option to not permit any student (regardless of grade) to begin classes until the appropriate records are on file.

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

## Illness

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

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

- Fever – defined as having a temperature of 100°F or higher. Students should be fever-free (without fever-reducing medications) for at least 24 hours prior to returning to school.

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

If a student becomes ill during the school day, a staff member will escort the student to the office/sick room. The parent/guardian or emergency contact person (authorized individuals only) will be notified. PACS does not have the facilities or staff to supervise sick students, therefore, arrangements should be made to pick up the student within one hour. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100 degrees, the child is vomiting, has diarrhea, and /or is unable to function normally at school.
NOTE*:* ***If your child is being treated with an antibiotic for any condition, he/she must have received treatment for at least 24 hours before returning to school.***

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

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

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

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

## Medication

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

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

- Child's name

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

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

If a child requires medication during school hours and the required authorizations are not on file, it will be necessary for the parent/guardian to stop by and personally administer the medication to the student.
***The medication forms are available through the school office and must be signed in the appropriate areas by the physician and parent/guardian.***

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

After taking the medication, if the teacher in charge notices or the child complains of itching, swelling, nausea, shortness of breath, or loss of consciousness the teacher is to notify the front office immediately. If the child is still conscious, the child should be brought to the front office. The child's parents will be contacted to notify them of the adverse reaction to the medication.

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

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

## Insurance
The school no longer provides student accident insurance.

# BUS TRANSPORTATION

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

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

## Bus Rules

- No pushing or shoving while entering or exiting the bus
- No standing while bus is in motion or en route
- No hand gestures to other vehicles
- No signs placed on or in windows
- No screaming or yelling permitted
- No whistles or noisemakers allowed by students or teachers
- No tampering with emergency exit doors or windows
- Seats will be assigned if needed
- No window, except the driver's, may be opened more than 50% of its capacity.
- Additional rules may be given to students at the time of the trip.

## Bus Service and Routes

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

***Athens/Watkinsville Morning Route***

| | |
|---|---|
| 7:00 am | Pick up at the Watkinsville Fire Station #1 |
| 7:15 am | Pick up at the Lowe's on Lexington Road |
| 7:35 am | Pick up at the Kroger at 29 and 72 |
| 7:45 am | Pick up at the Homewood Hills Shopping Center |

***Athens/Watkinsville Afternoon Drop Off Route***

| | |
|---|---|
| 3:50 pm | Drop off at Watkinsville Fire Station #1 |
| 4:05 pm | Drop off at the Lowe's on Lexington Road |
| 4:20 pm | Drop off at the Kroger at 29 and 72 |
| 4:30 pm | Drop off at Homewood Hills Shopping Center |
| 4:45 pm | Drop off at the Southern Mutual Building |

***Monroe/Loganville Morning Route***

| | |
|---|---|
| 7:10 am | Pick up at the Praise Center (1857 US 78, Monroe) |
| 7:25 am | Pick up at the Kroger in Loganville |
| 7:40 am | Pick up at the Home Depot in Monroe |

***Monroe/Loganville Afternoon Route***

| | |
|---|---|
| 3:50 pm | Drop off at the Home Depot in Monroe |
| 3:55 pm | Drop off at the Praise Center (1857 US 78, Monroe) |
| 4:05 pm | Drop off at the Kroger in Loganville |

***Social Circle/Monroe Morning Route***

| | |
|---|---|
| 7:15 am | Pick up at 140 North Cherokee Road, Social Circle |
| 7:40 am | Pick up at Grace Fellowship on Spring Street, Monroe |

***Social Circle/Monroe Afternoon Route***

| | |
|---|---|
| 3:45 pm | Drop off at Grace Fellowship on Spring Street, Monroe |
| 3:55 pm | Drop off at 140 North Cherokee Road, Social Circle |

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

For more information, or to register for bus service, contact Linda Lavender at llavender@princeave.org.

# MISCELLANEOUS

## Before School and After School Programs

***Before School Program***

The school offers supervision for students of all ages who arrive at school from 7:00-7:45 am. The program is staffed by a PACS employee/teacher as the lead supervisor and vetted high school student assistants. Students who arrive at school during the stated window of time are expected to be dropped off at the gym door and checked in by the lead supervisor. At 7:45 am, 2nd grade and above students are excused to report to their classrooms. Pre-K through 1st grade students are escorted by a high school student assistant to their classrooms in the cottages. Parents' FACTS accounts are billed for these services according to the number of days per month a student utilizes the service.

***After School Program***

The school contracts with the Athens YWCO for the After School Program. The program is staffed by a lead counselor and one additional counselor for every 10 students in attendance. Counselors are vetted and subject to the same employment standards as all PACS employees. Fees for attendance are posted on the school's website and payable through parents' FACTS accounts. The program offers supervision of students ages five through 8th grade and provides a healthy snack, homework assistance and supervision, as well as a variety of well-planned and supervised age-appropriate group activities. Hours for this program are 2:45-6:00 pm daily or from 11:15 am-6:00 pm on early release days.

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

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

## Birthday Celebrations

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

## Car Line Safety and Etiquette

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

- Be patient, careful, and watchful
- Go slowly
- Face forward when moving
- Stop at least six feet from the car in front of you
- No cell phone use at the curb as this can be a *significant* distraction
- Do not pass cars on the left unless directed to do so by school personnel
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle
- For student safety purposes, Uber/Lyft services are NOT allowed to be used to get to or leave the school campus. Using these services may subject students to disciplinary action.

## Care of Property

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

## Chaperones

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

***Overnight Chaperones for Middle and High School Trips (Teachers/Staff/Parent Volunteers)***

1. Must be an adult 26 years of age or older who is willing and able to supervise and care for the general welfare of students and demonstrate personal conduct consistent with our school's Spiritual Life Commitment Statement.
2. Must have a criminal background check completed prior to serving, and all background checks must be within 12 months of the end date of the trip.
3. At no time shall a parent chaperone or teacher sleep in the same room with students. As a general rule, students sleep in rooms with students, and chaperones sleep in rooms assigned to chaperones. Exceptions to this rule include, but are not limited to: a parent chaperone or teacher who sleeps in a room *alone with their own child* or if chaperones and students are sleeping in a common area (campground bunk house, gymnasium, and etcetera.
4. Only chaperones of the same gender may be assigned to the same chaperone room unless the chaperones are a married man and woman.
5. The possession or use of alcohol or tobacco while serving as a chaperone is prohibited.

## Communication with Students

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

### Employee and Volunteer Use of Social Networking Sites

Prince Avenue Christian School (PACS) respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the school's reputation, its employees, its students, or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent. Employees of PACS are *strongly encouraged* to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, an employee may not include current students as "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or participates in a PACS-sponsored online community that extends to persons who are parents, alumni, or other constituents, s/he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, which are consistent with PACS' workplace standards on student/parent/alumni relationships, conduct, professional communication, and confidentiality:

- Employees may not disclose any confidential information about the school obtained during the course of his/her employment, which includes information about students, parents, alumni, coworkers or information about individuals or organizations associated with PACS.

- Employees must uphold PACS' values and respect for the individual and avoid making inflammatory or defamatory statements about the school, its employees, its students, their families, their religious denominational affiliation, or their church leaders.
- Employees should not post personal material to social networking sites during normal school day hours.
- Employees should not post photos, videos, or any identifiable information about students or co-workers on their personal social networking accounts. However, reposting or sharing these types of items *from official school sites* is approved.
- An employee should not make statements that would violate any of the school's policies including its policies concerning discrimination or harassment.

If the school believes that an employee's activity on a social networking site, blog, or personal website may have violated the school's policies, adversely affect the employee's ability to fulfill their duties, or adversely affected the school's mission, the school's administrative leadership may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to administrative or disciplinary action.

## Creating and Maintaining Official Prince Avenue Christian School Social Networking Sites

All "official" Prince Avenue Christian School social networking sites must be approved by the PACS Director of Marketing and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school.
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within PACS guidelines and is appropriate to the subject matter of the page.
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the PACS network.

Unauthorized pages that have not been approved by the PACS Director of Marketing will be treated as personal pages, and will therefore be limited to the standards provided above.

## Guidelines for the Use of Social Networking Sites

- Use of social media for marketing/ alumni relations purposes
    - The school has an official presence on multiple social media sites under the management of the Director of Marketing; as such, employees may not engage in official marketing through their personal social media accounts without the expressed approval of the Director of Marketing. For example, an employee, on his or her own, may not create an alumni page for the school on his or her personal blog.
- School-related uses of social media
    - Per the Family Educational Rights and Privacy Act (FERPA), official academic information, such as grades, can only be stored in and displayed via the school's official Student Information System, RenWeb, not in a social media platform.
    - Class blogs, Facebook pages, Twitter accounts, wikis, podcasts, or other social media tools used by a teacher for academic or co-curricular purposes must be actively monitored for proper online etiquette and adherence to U.S. copyright laws, the PACS Employee Handbook, and the school's student conduct standards contained in the PACS Family-School Handbook.
    - Class blogs, Facebook pages, Twitter accounts, wikis, podcasts, or other social media tools used by a teacher that are not hosted on an official school platform should be approved by the teacher's principal and have at least two adult administrators.
    - Parent notification should be given regarding their student's use of social media for school-related activities. For example, if class projects are to be posted to YouTube or if the class uses a Facebook Group, this needs to be communicated on the Course Syllabus and annotated in Renweb under the homework section so parents can see it.

Note: The remainder of the guidelines below apply to personal social media uses rather than official school purposes.

- "Friending" of alumni and parents –
    - Employees are *urged to use extreme caution* in connecting to alumni and parents using social media. There are legitimate reasons and uses for these connections, but personal boundaries all around need to be respected.
    - Employees must be mindful of the power dynamic involved in making "Friend" requests and should leave that to alumni and parents to initiate.
    - Employees should remind students, alumni, and parents of their moral and legal obligations as an educator, especially in the use of social media.
- Co-worker "Friends" - Employees should use good judgment when making and/or accepting connections to or from colleagues. All employees are encouraged to use caution when making "Friend" requests of their supervisors or those that report to them due to the potential for both parties to feel pressured to accept the request and potentially impact the work relationship. Such courses of action can also raise conflicts of interest, feelings of unequal treatment, discrimination, or other concerns with employees.
- Non-school-related "Friends" - Remind other members in your social networks of your position as an educator with PACS and that your profile may be accessed by other members of our school community. You are responsible for the posts made to your personal site(s) and you should manage your site(s) accordingly.
- Exercise care with personal profile data and posted content to ensure this information does not reflect poorly on your ability to serve as a role model at PACS or otherwise create a conflict of interest. The posted content associated with your account(s) should not contradict the school's Christian values and beliefs nor the requirements documented in employment contracts, the PACS Employee Handbook, or PACS Family-School Handbook.
- Privacy settings - Inherent in social media technology is the capability to limit access to profiles and posted content. Employees are encouraged to check their privacy settings on a regular basis to ensure that they are revealing only what they wish to and only to those they wish to reveal it.
- Time on social sites - As a general rule, teachers should not utilize social media for personal use during school hours in order to model appropriate behavior for students.
- Protecting confidential information - Per the Family Educational Rights and Privacy Act (FERPA), all confidential information must be protected and disclosed pursuant to school policy or as otherwise required by law. No social media posts may communicate any confidential information.
- Use of logos, trademarks, and intellectual property - Employees are not permitted to use the PACS logo, trademarks, official photographs, or any other intellectual property of proprietary materials in any postings to social media without the written consent of the PACS Director of Marketing.
- Online identity and posting to blogs - As a vibrant, Christ centered, academic and cocurricular community, the school encourages active engagement in a range of activities, intellectual pursuits, and causes. At the same time, an individual's right to participate in these groups must be balanced with the school's right to manage public communications in its name, and on its behalf, inasmuch as it reflects on the school's image as an institution dedicated to excellence.

## Employee Electronic Communications

- Employees are NOT allowed to "text" students (SMS – Short Message Service), and instead must use an official Prince Avenue Christian School service to communicate with students. School case law litigation has made the practice of texting students too great a liability for employees/teachers and the schools that employ them.
- Employees are NOT to text parents for school related business, and that Official Prince Avenue Christian School social networking sites, e-mail, or phone calls are approved to communicate with parents. The school's administration and faculty should be consistent in relaying that texting is not an approved official form of communication with parents.

This policy will be reviewed periodically and revised based upon emerging technology and changes in the use of technology that supports the school's vision and mission statements.

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

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

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

## Holidays and Seasonal Emphasis
Prince Avenue Christian School recognizes the following holidays in its school calendar: Labor Day, Columbus Day, Thanksgiving, Christmas, Martin Luther King Jr. Holiday, President's Day, Good Friday, and Easter. Year-round employees will also observe Memorial Day and Independence Day.
Prince Avenue Christian School will recognize certain seasons that are compatible with Biblical principles. Classroom decorations will honor Christ during the Christmas and Easter seasons. Halloween will not be recognized, with the exception of harvest or autumn themes.

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

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

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

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

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

## Lost and Found

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

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

## Lunch and Snack

***Snack Time***

Students are encouraged to bring a healthy snack from home each day. Middle and high school students are permitted to purchase snack items from the cafeteria during pre-determined times. Purchases are charged to the student's FACTS account when they show their student ID at checkout. No cash is accepted.

***Lunch***

Students may bring a lunch from home or may purchase a hot lunch from the school cafeteria. When bringing a lunch from home, please note that there is no cold storage available. Students who wish to purchase a school lunch will need to sign-up with their homeroom teacher. The lunch menu is posted on the school website and the prices for full meals and a la carte items are posted in the incidental fee listing. Food purchases are charged to the student's FACTS account and cash is not accepted.

## Parent Access

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

## Parent Involvement

We believe our school will be effective to the degree that we have parent involvement. Parents are encouraged to volunteer as teachers' aides, chaperones, special dinner workers, coaches, etc.

We want to promote the highest standard of home and school life for the spiritual, mental, social, and physical welfare of our children. We encourage each parent to be involved for his/her family's sake. Depending on the type of work a volunteer is involved with in the school, he/she may be required to complete a background check before assisting at the school.

## Parent Teacher Fellowship (PTF)

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

## Parent-Teacher Grievances

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

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

- Seek to gain knowledge of all sides of a problem before passing judgment on a matter.
- Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.
- If the problem cannot be resolved with your child's teacher, then go to the teacher's principal and discuss the issue. The principal may or may not decide that the teacher's involvement in the discussion is required.
- If the problem cannot be resolved by the principal, then go to the Head of School to discuss the issue. The Head of School may or may not decide that the principal and/or teacher's involvement in the discussion is required.
- If you feel that the issue has still not been handled in a proper and fair way by the Head of School, you may bring your concern to the School Board. All concerns referred to the Board must be done in writing, either by e-mail or letter, and addressed to the Chairman of the Board. The letter must explain the issue in detail, the steps that have been taken to resolve the issue, and how your concerns were handled at the teacher, principal, and Head of School levels. The submission of your letter to the Chairman of the Board means it will be earnestly considered, but not guaranteed, for placement on the Board's agenda for discussion. All parent complaints submitted in writing and discussed on the Board's agenda will be responded to in writing no later than 14 days after the Board hears the issue.

***NOTE: Anonymous letters or phone calls will not be considered or accepted.***

## Parent or Teacher Initiated Conferences

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

## Safety Patrol

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

## School Colors and Mascot

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

## School Trips

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

## Search Policy

Prince Avenue Christian School reserves the right to invite Law Enforcement personnel on campus to provide assistance in searches at any time. Lockers are school property and are subject to search by school officials at any time. Personal possessions, such as book bags, gym bags, and automobiles, while on campus, are subject to search by school officials at any time.

## Student Drivers

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

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

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

## Student Drop-off and Pick-up

**Drop-off**
Students must be dropped off in the mornings following the traffic flow plan (posted at www.princeave.org). Any Kindergarten – 12th grade student dropped off before 7:45 am must go to the Before School Program in the gymnasium. The outside doors will be closed each morning at 8:10 am, and all students dropped off after this time must be checked in at the front office.

The Pre-K, Kindergarten, and 1st grade morning car line will also begin at 7:45 am. PACS staff members will assist the children out of the cars and then escort them to their respective classrooms. Please refer to the traffic flow plan for drop-off and pick-up (posted at www.princeave.org). Pre-K, Kindergarten, and 1st grade students dropped off after 8:10 am must be signed in at the front office and then walked to the classrooms in the cottages. The front office staff will call the classroom to notify the teacher that the student is on his/her way. Parent should remain with the student until a PACS staff member lets them in the building.

**Pick-up**
The Pre-K pick-up line will begin at 12:00 pm. The Pre-K teachers will escort the children to the cars at which time the parents will receive their child and securely fasten them in their car seats. Pre-K students should be picked up no later than 12:10 pm.

Lower School students in Pre-K (Extended Day, must be at least 5 years old) through 5th grade should be picked up no later than 3:10 pm.

Middle School and High School pick-up lines begins at 3:25 pm.

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

## Supervision After School Hours

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

## Suspected Child Abuse

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

If a teacher or staff member has reasonable cause to believe that a child is being abused or neglected (mentally or physically), he/she must make a report immediately to the Head of School and/or their direct supervisor if the Head of School is not available. A report must then be made to the local DFCS office or law enforcement agency no later than 24 hours. Failure to do so is subject to criminal penalty. Administration will document the report.

## Telephone Use

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

## Tobacco Free Campus

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

## Visitors on Campus

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

Visitors permitted during the school day are:

- Parents, legal guardians, or adults approved to pick up current students
- PACS graduates
- YoungLife/WildLife leaders who have active ID badges in the school office
- Pre-Approved Church youth ministers

All other visitors will need to be pre-approved twenty-four hours in advance. Proper attire is required for all parents and visitors. The administration has the right and responsibility to refuse any visitor from entering the campus or facility at any time.

Visitors who wish to purchase food from the cafeteria during lunch should purchase a voucher from the school business office prior to picking up food items. Cash and credit/debit cards are not accepted in the cafeteria.

# PLEDGES

### Pledge to the American Flag

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

### Pledge to the Bible

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

### Pledge to the Christian Flag

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

# APPENDIX A

## Student Sexual Harassment Policy
**(Employee-Student and Student-Student)**

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

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

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

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

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

### EMPLOYEE-STUDENT SEXUAL HARASSMENT
Employee-student sexual harassment is prohibited.

### STUDENT-STUDENT SEXUAL HARASSMENT
Student-student sexual harassment is prohibited.

### WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT
Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

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

All complaints will be promptly investigated.

### WHERE TO REPORT SEXUAL HARASSMENT

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

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

### CONFIDENTIALITY

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

### PROTECTION AGAINST RETALIATION

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

### PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION

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

### STUDENT DIGNITY POLICY

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

## Student Technology Acceptable Use and Safety Procedures

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

### PACS Internet/Network Guidelines:

A. Students are responsible for their behavior and communication on the Internet.
B. Students may only access the Internet by using their assigned Network/Internet account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their accounts.

C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
D. Students may not use the Network/Internet to engage in "hacking" or other unlawful activities.
E. Transmission of any material in violation of any State or Federal law or regulation is prohibited.
F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
G. Students are expected to abide by the following generally accepted rules of network etiquette:
    a) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through Prince Avenue Christian School's computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
    b) Do not transmit pictures or other information that could be used to establish your identify without prior approval of a teacher.
    c) Never agree to get together with someone you "meet" on-line without prior parent/guardian approval.
H. Use of the Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate or contrary to Prince Avenue Christian School's Code of Conduct, are also prohibited.
I. Malicious use of Prince Avenue Christian School's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use Prince Avenue Christian School's computers/network in such a way that would disrupt their use by others. Students should refrain from intentionally wasting limited resources.
J. All copyright issues regarding software, information, and attributions of authorship must be respected.
K. Any and all downloading of information must have permission from the Director of IT or his designee in advance. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded with permission. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.
L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, Prince Avenue Christian School reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using Prince Avenue Christian School's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
M. Use of the Internet and any information procured from the Internet is at the student's own risk. Prince Avenue Christian School is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Prince Avenue Christian School is not responsible for the accuracy or quality of information obtained through its services.
N. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
O. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Technology Resources Acceptable Use and Safety Agreement Form."
P. Proprietary rights in the design of web sites hosted on Prince Avenue Christian School servers remains at all times with Prince Avenue Christian School.
Q. The transfer of communications to personnel to whom that information is not pertinent is defined as Spamming. (i.e. mass mailing or global distribution of information of a function such as a play held at one school site.) Spamming is prohibited.
R. Chat rooms and other forms of direct electronic communications (i.e., Instant Message services) are prohibited.
S. Use of any hardware or software (such as proxies) to circumvent the school's content filters is prohibited.
T. Students are not allowed to use computers designated for teacher use.
U. Students may use personal devices (such as laptops, iPads, Smart Phones, etc.) on the school's Public Wireless Network. All traffic on these devices is subject to all the policies written above. Students may not use data connections such as cell phone data plans that bypass the school network during normal school hours.

V. Students' school email accounts are subject to school policy. Students may face disciplinary actions if emails are found to be contrary to Prince Avenue Christian School's Conduct and Discipline standards, State or Federal law or regulation is prohibited.

## Personal Social Networking and Website Guidelines:

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

### *Laptops*

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

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

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

# APPENDIX B

**FACTS Incidental Billing & Due Dates 2018/19 School Year**
**Two invoices per month, payment due on the 1st of each month**

| Beginning of Billing Period | End of Billing Period | Invoice sent on Mondays | Payment Due Date |
|---|---|---|---|
| July 1, 2018 | July 13, 2018 | July 16, 2018 | **August 1, 2018** |
| July 16, 2018 | July 27, 2018 | July 30, 2018 | **September 3, 2018** |
| July 30, 2018 | August 10, 2018 | August 13, 2018 | |
| August 13, 2018 | August 24, 2018 | August 27, 2018 | **October 1, 2018** |
| August 27, 2018 | September 7, 2018 | September 10, 2018 | |
| September 10, 2018 | September 21, 2018 | September 24, 2018 | **November 1, 2018** |
| September 24, 2018 | October 5, 2018 | October 8, 2018 | |
| October 8, 2018 | October 19, 2018 | October 22, 2018 | **December 3, 2018** |
| October 22, 2018 | November 2, 2018 | November 5, 2018 | |
| November 5, 2018 | November 23, 2018 | November 26, 2018 | **January 2, 2019** |
| November 26, 2018 | December 7, 2018 | December 10, 2018 | |
| December 10, 2018 | January 4, 2019 | January 7, 2019 | **February 1, 2019** |
| January 7, 2019 | January 18, 2019 | January 21, 2019 | |
| January 21, 2019 | February 1, 2019 | February 4, 2019 | **March 1, 2019** |
| February 4, 2019 | February 15, 2019 | February 18, 2019 | |
| February 18, 2019 | March 1, 2019 | March 4, 2019 | **April 1, 2019** |
| March 4, 2019 | March 15, 2019 | March 18, 2019 | |
| March 18, 2019 | March 29, 2019 | April 1, 2019 | **May 1, 2019** |
| April 1, 2019 | April 12, 2019 | April 15, 2019 | |
| **Senior Balances are due on Monday, May 13, 2019** | | | |
| April 15, 2019 | April 26, 2019 | April 29, 2019 | **June 3, 2019** |
| April 29, 2019 | May 10, 2019 | May 13, 2019 | |
| May 13, 2019 | May 21, 2019 | May 21, 2019 | |

**View details on individual charges: https://online.factsmgt.com**

Once logged in, click "View Details" (located above your current balance) The Schedule tab shows all outstanding amounts and when they are due. Drill-down to review individual charges by clicking on any of the blue invoices in the description column.