



STUDENT HANDBOOK

2023 - 2024 | Grades 1-12

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PCA Student Handbook Index Page

1. Statement of Faith.....	1
2. School Purpose.....	1
3. Objectives in Education.....	1
4. Bible Curriculum.....	2
5. Admission Procedure.....	2
6. The School Day.....	3
7. After School Care.....	3
8. Lunch Program.....	3
9. Curriculum/Technology Fees.....	4
10. Standards of Conduct.....	4
11. Discipline.....	4
12. Registration Fees.....	5
13. Tuition Investment.....	5
14. Withdrawals.....	6
15. Suspension or Dismissal.....	6
16. Teacher Communication.....	6
17. E-Learning Days.....	6
18. Absences.....	6
19. Tardies.....	7
20. Make up Work.....	8
21. Report Cards.....	8
22. Homework.....	8
23. Cell Phone Policy.....	9
24. Tablet Device Policy.....	9
25. Inclement Weather.....	9
26. School Dress.....	9
27. Visitors.....	10

Pentecostal Christian Academy (PCA) is sponsored by First Pentecostal Church of Anderson. In addition to being an institution of education, is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Holy Bible. We should combine with that statement a substantive and definitive school purpose.

1. STATEMENT OF FAITH

- 1.1 We believe the Bible to be the inspired, the only infallible Word of God.
- 1.2 We believe that there is only one God.
- 1.3 We believe in the deity of our Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.
- 1.4 We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1) repentance, 2) water baptism (in the name of Jesus and for remission of sin), and the 3) infilling of the Holy Spirit. (Acts 2:38, John 3:5)
- 1.5 We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- 1.6 We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life and they that are lost, unto the resurrection of damnation.
- 1.7 We believe in the spiritual unity of believers in our Lord Jesus Christ.

2. SCHOOL PURPOSE

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead him/her to a personal knowledge of Jesus Christ as Lord and Savior, and help him/her develop the qualities of Christian character and Christian leadership. A biblically based academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at PCA. Careful attention is used in curriculum planning, using Ignitia online Christian curriculum. Our curriculum and standards each year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Elective classes such as Bible Enrichment, Physical Education, and Chapel are included in their general studies throughout the school year.

3. OBJECTIVES IN EDUCATION

Our objectives in the education of your children are as follows:

- 3.1 Prepare children spiritually by instilling in them a personal responsibility to, and appreciation, for the Lord Jesus Christ.
- 3.2 Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.
- 3.3 Offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.
- 3.4 To develop moral, ethical, and spiritual senses.
- 3.5 Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.

3.6 Provide opportunities to develop skills necessary for making a living.

3.7 Offer opportunities to participate in wholesome forms of recreation.

4. BIBLE CURRICULUM

Bible study is recognized in Pentecostal Christian Academy as a fundamental requirement for all students. It augments the subjects of Math, English/Language Arts, Social Studies, Science, Bible and Health/Physical Education. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use both Ignitia online Christian curriculum and Accelerated Christian Education.

Ignitia is a versatile online Christian curriculum with dynamic, Christ-centered lessons and interactive features designed for students in grades 4-12. Ignitia lessons include more than 50,000 multimedia elements including interactive games, audio and video clips, external web links, and off-computer assignments. Most of the lessons are automatically graded with answer keys or guides that make grading easy. Ignitia features easy-to-use navigation, Bible courses for grades 4-12, and a handy notes tool.

- Aligned to national and state standards
- User-friendly for both student and parent
- Text to speech allows students to hear selected passages or entire lessons
- Translates lessons into over 20 different languages
- Powerful easy to use reporting
- Assignment list that shows students what is due each day
- AP courses and over 40 career courses

For grades 1-3, we use the Accelerated Christian Education "School of Tomorrow" curriculum, in the form of paces. Ignitia online curriculum is not offered until grade 4.

5. ADMISSION PROCEDURE

5.1 Application forms are to be filled out completely and returned to the school office. These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.

5.2 An appointment for an interview by the school administrator with the student and parent will be requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an

application for re-admission, the administrator may feel an interview with the returning student and his/her parents may be productive for the student and the school.

5.3 A diagnostic/placement test is required for all students entering PCA, if A.C.E. or Ignitia curriculum has never been used before.

5.4 Final registration is only complete when we have: (1) the child's complete registration forms, (2) health records, (3) the registration fee, (4) curriculum/tech fee, (5) previous school records, (6) and signed statement of cooperation.

Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.

Pentecostal Christian Academy (PCA) reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. PCA maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined in the PCA School Handbook.

6. THE SCHOOL DAY

The school day at PCA begins at 8:30am and dismissal is at 3:00pm Monday through Friday. If your child is not picked up by 3:15pm, they will be considered in after school care, and an additional fee will be charged. *Please have your child/children arrive no earlier than 8:00am or remain no later than 3:15pm, unless previous arrangements are made with PCA.* For security purposes, after 8:30am, please contact the school administrator at the school number, to be admitted into the building.

7. AFTER SCHOOL CARE

After School Care is offered for an additional daily fee beyond regular tuition. Care should be scheduled for the following week the Friday before it is needed. Payment must be submitted on the Monday of the week care is needed. See the fee schedule below for options and prices regarding After School Care.

Anyone registering for the PCA After School Care program must submit pre-payment each week on Monday for that week's services. Receipts will be given each week either in-person or via email. Regardless of which selection you use most often, you will be charged based on your child's attendance.

OFFERINGS	PRICE
1-2 days per week	\$12.50 per student/per day
3-5 days per week	\$8 per student/per day *\$40 maximum fee per student

8. LUNCH PROGRAM

All students must bring a bagged lunch each day. Bagged lunches will be placed in the cooler each morning. Please remember to send lunches each

day. Food for parties must be cleared through the administrator a day in advance.

9. CURRICULUM/TECHNOLOGY FEES

All August curriculum and tech fees must be paid in full by August 1st. Your child's licenses/paces will not be ordered until fees are paid in full. The child will not be admitted to class if fees are unpaid. In the event a student loses his/her chromebook or paces, or fails a PACE test, he/she will be charged a book/pace replacement fee of \$10 per pace, or the replacement value of the chromebook. Each student must provide his/her own school supplies. We suggest supplies not be purchased until the students have an opportunity to find out the supplies required of their grade.

10. STANDARDS OF CONDUCT

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well being (Romans 23:1-2). In order to allow spiritual growth, PCA has adopted the following standards for students in attendance while they are at school and at home.

10.1 Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).

10.2 We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor's note must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.

10.3 Maintain high standards of courtesy, kindness, morality, and honesty.

10.4 Be dressed appropriately and modestly.

10.5 Be kind and helpful to young children and always respect those in authority.

In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Students found to be out of harmony with the PCA ideals of work and life may be requested to withdraw whenever the general welfare demands this.

11. DISCIPLINE

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. Several areas of infractions should be noted:

11.1 Disrespect to teachers or students.

11.2 Disorderly conduct in the classroom, in chapel, or on the school grounds such as: communicating without permission, interrupting the class, throwing objects indoors, chewing gum, running in the building, or cheating of any kind. 11.3 Not completing assigned work.

11.4 Destroying or defacing school property.

11.5 Meddling in other student's property or taking personal things without permission.

11.6 Fighting or pretending to be fighting.

11.7 Leaving the school grounds without permission.

Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.

12. REGISTRATION FEES

The Registration Fee is to ensure a place in the classroom for each student and is non-refundable. Registration fee must be paid when the student application is submitted yearly. Early Registration is offered April-May and is \$45 per student. General Registration is offered June-July and is \$90 per student. Late Registration is \$120 and begins July 27th.

13. TUITION INVESTMENT

Tuition is set up on a ten-month payment plan (Aug-May) for your convenience, and the first payment is due August 1. Payments must be made monthly and are due on the 1st of each month. A late payment fee of \$25 per student MUST BE PAID if the payment is received more than a week late. Tuition may be paid in advance if a parent chooses to do so, but monthly payments ARE REQUIRED. All bills must be paid in full at the end of each quarter, if the student is to continue on schedule for the next quarter.

There is also a service charge for returned checks. Post-dated checks cannot be accepted. Checks MUST BE made payable to First Pentecostal Church. If your student misses a day, or a week of school, whether for sickness or family vacation, tuition must still be paid in order for school staff payroll to be met. There are no exceptions to this rule.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the new school year. If an account becomes delinquent at any time during the school year (past the week grace period), the student will not be allowed to attend classes until the past due balance is paid. If a grading period should end and an account is not current, grade cards will be withheld until the past due amount is paid. Thirty days before school ends, parents whose accounts are not current will be notified and no grade cards, diplomas, or other records will be given until the amount owed is paid in full.

14. WITHDRAWALS

Withdrawals from school must go through the school administrator. Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full nine-weeks tuition will be charged. Report cards and other records will not be issued to a transferring student whose account is not current. You will be charged full tuition for the grading period your student is in, regardless of the time withdrawal happens.

15. SUSPENSION OR DISMISSAL

A student may be suspended or dismissed from school at any time he is found out of harmony with the rules and policies of PCA. In the case of suspension, the opportunity of make-up work will not be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

Pentecostal Christian Academy (PCA) expects full cooperation from both students and parents in the education of the student. If at any time PCA feels that this cooperation is lacking, the student may be requested to transfer.

16. TEACHER COMMUNICATION

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of PCA to be of service to both parents and students. *We must ask that visits be made by appointment with the teacher at a convenient after-school hour. Please do not come into the classroom to talk about an issue without an appointment. PCA policy is that teachers do not communicate with parents concerning school issues by text message. Please do not text your child's teacher concerning school related matters that require direct communication.*

Regarding any other school-related matter, parents and/or students should not contact teachers on their cell phones before or after school hours. Furthermore, DO NOT CONTACT teachers via their cell phones on the weekends.

17. E-LEARNING DAYS

During scheduled (or unplanned) e-Learning days, students are to observe the normal, full schoolwork schedule at home. Teachers are available during normal school hours to assist, answer messages, unblock work, etc. Virtual attendance/working on these days is required by all students. These are not vacation days, and if regular schoolwork is not completed, students will be considered absent.

18. ABSENCES

In case of absence, the parent or guardian is required to call the school

administrator at (765)-649-1806, by 8:45am, to explain the absence. When the student returns to school, he must bring a note from a parent or guardian informing us of the absence. This note is for our files. Excessive absences may result in dismissal from school. No refunds on tuition are made because of absences. Any student that misses 10 or more days per semester, excused or unexcused, will automatically be reconsidered for the next semester. Please Note: 3 tardies equal 1 absence. PCA will accept 10 days of absence per year on a parent's note. After 10 days, the student must have a written doctor's note to be admitted back to class. The State of Indiana recognizes the following as excusable absences:

18.1 Sickness of the student whose attendance would endanger his health and the health of other students. (Doctor note must be returned with the student for excessive days missed.)

18.2 Serious illness of a member of the student's immediate family, which would necessitate absences.

18.3 Death in the family may be excused for a reasonable period of time.

18.4 Pre-approved absence by the administrator.

When absences are excusable, the teacher will permit the student to make up any work which was missed. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. Additional vacation days must be approved in advance. Activities that are recreational in nature (i.e. hunting, fishing, other sporting etc.) are not considered excused absences.

We strongly urge that dental and medical appointments not be made during school hours. If an appointment is necessary during school hours, we must have one day's notice, and students must return with a written notice from a doctor. After exceeding 10 days of absences for the year, the student must complete all current course requirement work, and have it reviewed by the school administrator, before being re-admitted to Pentecostal Christian Academy.

19. TARDIES

A student arriving after 8:35 a.m. shall be considered tardy, and must report to the school teacher before they will be cleared to begin school work. A student leaving early (before 3:00 p.m. dismissal) will be treated as a tardy, unless an excused absence is provided in advance. PCA will recognize 2 tardies as excused per year. Three unexcused tardies within any grading period will be assessed as one unexcused absence. All excused absences must have notes from a doctor/parent for student file. Excessive tardies may result in dismissal from school. We are required by Indiana state law for students to be schooled 180 days. All students must adhere to this policy.

If a student rides to school with someone other than their parents without permission, the student must contact the parent by phone in the office. Please advise the school teacher if your student will be arriving at school, or being picked up from school, by someone other than their parent or guardian.

Regarding tardies, or any other school-related matter, parents and/or students should not contact teachers on their cell phones before or after school hours. Furthermore, DO NOT CONTACT teachers via their cell phones on the weekends.

20. MAKE-UP WORK

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school.

21. REPORT CARDS

The purpose of our report card system is to give parents and students an indication of the progress, or lack of progress being made. Each child's ability, attitude, and application are taken into account in grading. The teacher will be using a number grade when issuing the report card. Some electives will receive a credit.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non- motivated student.

If a student is falling behind in their studies, participation in electives will not be permitted.

22. HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments. Homework is given for the following express purpose:

22.1 For practice. It is given so that the material will be mastered.

22.2 For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident, therefore homework following instruction is given to overcome such difficulties.

22.3 Teaches the student responsibility to finish unsupervised tasks or goals.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention

We request parent's full cooperation to see that assignments are completed. Repeated delinquent work will result in a less acceptable grade.

23. CELL PHONE POLICY

All cell phones must be turned off and turned into the designated storage area during the school day (8:30am-3:00pm). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension.

24. TABLET DEVICE POLICY

All tablet devices must be turned off and in the child's backpack during the school day (8:30am-3:00pm) Laptops, tablet devices, and smartphones are not allowed in the classroom unless directed by the instructor for specific class-related activities. Students may not video or take pictures during the school day (8:30am-3:00pm) with their phone, laptop, or tablet device.

25. INCLEMENT WEATHER

In case of bad weather conditions, we will follow the Anderson Community School cancellation schedule. If ACS is closed/delayed, PCA will be closed/delayed also, unless otherwise stated. The only exception: bus stop temps, and we will forgo cancellation at that time.

26. SCHOOL DRESS

ALL STUDENTS WILL FOLLOW A UNIFORM DRESS CODE.

- Boys shall have their hair cut neatly above the ears and collar.
- Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted.
- Long pants, shirts, and shoes are required. Athletic pants permitted only on Gym day. Absolutely no sweatpants are permitted.
- No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.
- Girls shall wear dresses or skirts that cover the knee.
- No pants, pant dresses, shorts or sundresses are allowed.
- No open-toed shoes are allowed.
- No see through lace clothing permitted without something worn underneath.
- Sleeveless or brief cap sleeves are not permitted.
- The wearing of jewelry (with exception of one ring of purpose) and makeup, including colored nail polish on fingernails or toenails, is not permitted.

On Fridays, appropriate Chapel Attire must be worn. For boys, this should include (but is not limited to) a dress shirt/sweater, slacks/khakis/suit pants, tie, and dress shoes. For girls, this should include a dress/skirt outfit covering

the knee when seated or standing, appropriate-length sleeves, and dress shoes/sandals.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, field trips, and programs. PCA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein. If your child is out of compliance with the school dress code he/she will be sent home or parents will be required to bring appropriate clothing.

27. VISITORS

All persons needing to enter the school campus must report to the school teacher on duty immediately. Parents will need to write a note of permission, or call the teacher on duty, in advance, for a person to visit their child.

