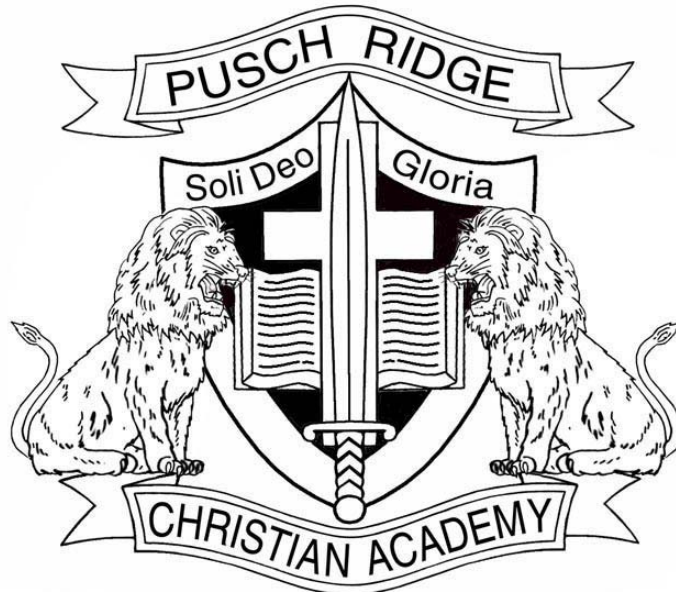


Pusch Ridge Christian Academy



*"Behold, the Lion of the tribe of Judah...
has triumphed." Revelation 5:5*

This planner belongs to:

Name _____
Address _____
Phone _____
Homeroom _____
Grade _____

Pusch Ridge Christian Academy

School Colors: Sapphire Blue and Metallic Gold

Team Mascot: Lions

Telephone: (520) 797-0107

Attendance Telephone: (520) 219-4274

FAX: (520) 797-0598

Web Page: www.cfcsmain.com

Online Grades: www.renweb.com

Staff E-mail Format: first.last@prca-tucson.org

Address: Pusch Ridge Christian Academy
9500 N. Oracle Road
Tucson, AZ 85704-7523

Catalina Foothill Church Schools Board: Mr. Don Tarquin, Board Chairman

Mr. Kerry Graham, Vice Chairman

Mr. Ed Biggers

Mr. Charlie Cajero

Mrs. Sherri Courtney

Mrs. Becky LaMear

Mr. David Mehl

Mrs. Kristin Vick

Rev. Matt Uldrich *ex-officio*



Mr. Dennis O'Reilly, PRCA Principal & Head of Schools

Mrs. Tamara Alexander, Athletic Assistant

Mrs. Judy Davidson, Development

Mrs. Amy Dunmyre, Director of Food Services

Mrs. Andrea Hendrickson, MS Athletic Director

Mrs. Genetta Holt, Development

Mrs. Shannon Houser, Guidance Counselor Assistant

Mrs. Jody Knox, Director of Operations

Mrs. Marie Lowery, Admin. Assistant-Receptionist

Mrs. Carol Mifflin, Business Manager

Mrs. Lupe Moore, Accounts Payable

Mr. Pete Quinonez, Custodial Manager

Mrs. Mary Revie, Registrar and Attendance

Mrs. Teri Rohne, Guidance Counselor

Mrs. Doe Stella, Admin. Assistant-Receptionist

Mr. Lonnie Tvrdy, Asst. Principal/Director of Athletics

Mrs. Cindy Vos, Administrative Assistant/Cashier

Pusch Ridge Christian Academy is an educational ministry of Catalina Foothills Church Schools, PCA.

Pusch Ridge Christian Academy Parent/Student Handbook: 2011-2012

The Parent/Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Pusch Ridge Christian Academy. Although the *Handbook* is not intended as a definitive statement on all subjects, it is written to answer the most frequent questions asked about the policies and procedures of PRCA. It is important to realize that our policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient and consistent approach to problems.

Commitment to these policies and procedures by students, parents and staff enables PRCA to run in a smooth, orderly manner. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore; the ultimate purpose of this book is to allow parents, guardians, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

MISSION STATEMENT

Catalina Foothills Church Schools, a covenantal Christian school system, exists to glorify God and to partner with the Christian home in discipling young men and women in their relationship with Christ and the Scriptures, unfolding to them a unified and Biblical world and life view, equipping them with the tools necessary to pursue a lifestyle and love of learning, exposing them to the classical ideas from our Western cultural heritage, and challenging them to pursue academic excellence.

We desire to see our young men and women, “*increase in wisdom and stature and in favor with God and men*”, in order to live out their faith as servant leaders in every area of society (Luke 2:52).

PHILOSOPHY

Sovereignty of God:

Our Sovereign and eternal God is the author of Truth and the Creator of all life. One God exists eternally in three persons: Father, Son and Holy Spirit, all the same substance, equal in power and glory. Man, made in the image of God is accountable to God in all things. All men are sinful; the penalty of sin is death; Jesus Christ paid the price for our sins through His death on the cross and resurrection. Needing a Savior, we accept the free gift of salvation through grace, by faith, asking for forgiveness and are reconciled to God. (John 14:6) The Holy Spirit indwells the Christian, enabling him to live a godly life, reflective in prayer and outpouring of a thankful heart in good works.

Truth of God’s Word:

God is the author of Truth (John 1:1). We know God through His creation and more specifically through His Word. Psalm 43:3 reads, “*Send forth your light and your Truth, let them guide me; let them bring me to your Holy mountain, to the place where you dwell.*” John 1:17 reads, “*For the law was given through Moses; grace and Truth came through Jesus Christ.*” John 14:6 reads, “*Jesus answered, ‘I am the way and the Truth and the life. No one comes to the Father except through me.’*” We accept God’s Word, the Bible, as the final authority in educating the student in every area of life. John 17:17 reads, “*Sanctify them by the Truth; your Word is the Truth.*” John 8:31 -32 & 15:26 reads, “*When the Counselor comes, whom I will send to you from the Father, the Spirit of Truth who goes out from the Father, He will testify about me.*” John 18:37 also states, “*You are right in saying I am a king... In fact, for this reason I was born, and for this I came into the world, to testify to the Truth. Everyone on the side of Truth listens to me.*” Proverbs 30:5 reads, “*Every word of God is flawless*”.

Knowledge of God:

We believe in our heart and confess with our mouth that there is a single, spiritual being, which we call God - He is eternal, incomprehensible, invisible, unchangeable, infinite, and almighty. He is completely wise, just, and the source of all good.

We know Him by two means: First by His revealing of Himself in the creation, preservation, and government of the universe. The universe is before our eyes. All creatures great and small are able to ponder and witness the things of God, His eternal power, and His divinity. As the Apostle Paul says in Romans 1:20 "*All these things are enough to convict men and to leave them without excuse.*" The second as He reveals Himself to us through the power of the Holy Spirit and His Holy Word.

Statement of Faith:

1. We believe that the Bible, as comprised by the Old and New Testaments, is the only written Word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is our infallible and divine authority in all matters of faith and life.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. These three are one God, the same in substance, and equal in power and glory.
3. We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Jesus Christ is the sole mediator between God and man.
4. We believe that salvation is by God alone as He sovereignly chooses those He will save. We believe His choice is based on his grace, not on any human individual merit or foreseen faith.
5. We believe that salvation is by grace, through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe that at death the souls of believers pass immediately into glory, and that their bodies rest in the grace until the resurrection, when these bodies will be glorified and reunited with the souls in the presence of the Lord forever. Unbelievers will be eternally separated from God in the judgment.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
10. We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His Covenant Promises.

Pusch Ridge Christian Academy
CORE VALUES

CHRIST-CENTERED ENVIRONMENT

“I have been crucified with Christ and I no longer live, but Christ lives in me. The life I live in the body, I live by faith in the Son of God, who loved me and gave himself for me.” Galatians 2:20

A Christ-centered environment means the lives of our staff, the culture of our campus, and the educational program will be a reflection of the Lord’s values and His teachings as revealed in the Holy Scriptures. At Pusch Ridge Christian Academy, Jesus Christ will be at the center of all decision-making and the truth of God’s word will be integrated into academics, athletics, fine arts, and human relationships.

TRUTH

“For the law was given through Moses; grace and truth came through Jesus Christ.” John 1:17

“My prayer is not that you take them out of the world but that you protect them from the evil one. They are not of the world, even as I am not of it. Sanctify them by the truth; your word is truth.” John 17:15-17

We believe that absolute truth exists and is revealed to believers by God through His Holy Spirit and the revelation of His inspired word. We recognize that goodness, truth, and beauty manifest in fine works of literature, art, music, philosophy, history, mathematics, and science. Our hope is that our students will embrace the Christian world and life view, be critical thinkers and diligent truth seekers, strong in wisdom and able to discern falsehood.

EXCELLENCE

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure – if anything is excellent or praiseworthy - think about such things.” Philippians 4:8 “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:23

Excellence is defined as, “Being of the very best quality.” Our desire as an organization is to humbly pursue excellence to glorify and serve God in every dimension of our lives: spiritually, personally, professionally, academically, artistically, and athletically.

VIRTUE

“May integrity and uprightness protect me, because my hope is in you.” Psalm 25:21

We strive to develop observable virtue in the lives of our students that is manifested by: wisdom, justice, courage, perseverance, responsibility, integrity, discipline, and encouragement. We will edify each other as we seek to imitate and conform to the image of Christ.

COMMUNITY

“The body is a unit, though it is made up of many parts, and though all its parts are many, they form one body.” I Corinthians 12:12 “A new commandment I give to you: Love one another; as I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” John 13:34-35

We are a united covenantal partnership of family, school, and church, sharing fellowship, values, and brotherly love. Our desire is to provide a wholesome, Christian environment for our children, discipling and encouraging them spiritually, academically, physically, emotionally, and socially.

STEWARDSHIP

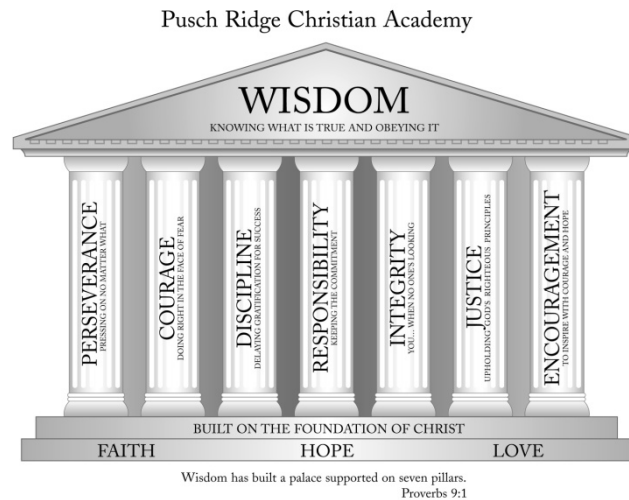
“If you have not been trustworthy in handling worldly wealth, who will trust you with true riches?” Luke 16:11

We are called to honor and glorify God, being wise managers of all He has entrusted to us: relationships, gifts, talents, time, finances, and facilities.

SERVICE

“For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.” Ephesians 2:10 *“As the body without the spirit is dead, so faith without deeds is dead.”* James 2:26

We seek to be Christian servants with compassionate heart attitudes of humility and obedience. Through our acts of service and servant-leadership, we will evangelize, not only by word, but also by example. This attitude of service will be evident among us as we work and learn at Pusch Ridge Christian Academy and as we reach out to serve the Tucson community.



GENERAL INFORMATION

SCHOOL HOURS

High School classes (9th-12th) are regularly scheduled from 8:10am - 2:45pm each day except Chapel day when students are dismissed at 2:55pm. Middle School classes (6th-8th) are regularly scheduled from 8:10am to 3:30pm each day except Chapel day when students are dismissed at 3:35pm. The school is not responsible for students who arrive before 8:00am or remain on campus after 4:00 pm, unless involved in a school-related activity. It is our expectation that middle school students will either be in the parent pick up area, involved in an after-school sport, with a teacher for extra help, or in the library doing homework.

DROP-OFF / PICK-UP

Students may be dropped off no earlier than 7:45 am in the morning; all students need to be picked up no later than 4:15 pm.

OFFICE HOURS

The office is open from 7:45am to 4:15pm, Monday through Friday. Students should go to the office only on business. Because the office phone is a business phone, students will be allowed to use it only with permission. Summer hours are 9:00am to 1:00pm, Monday through Thursday.

CHAPEL SERVICES

High School and Middle School Chapels are held every Wednesday from 9:45am – 10:35am. Chapel attendance is required; it is a time of devotion and worship. Students will hear edifying speakers, including staff members, pastors, missionaries, and those ministering through Christian music.

ADMISSION POLICIES

PRCA does not discriminate on the basis of sex, nationality, race, color or ethnic origin in the administration of its educational policies, the awarding of financial aid, or any of its other school administered programs. The Administration will arrange for a personal interview with each student and the parents before admission, so that there is a thorough understanding of Pusch Ridge Christian Academy's philosophy and goals, its commitment to the student, and the student's and parent's rights and responsibilities. This interview will be scheduled only after the application process has been completed and an admissions reading test has been administered. PRCA does not provide enrollment to students whose special educational or physical needs cannot be met by our existing programs, services, or staff. We do not accept students solely on the basis of their scholastic, musical, or athletic ability. Married students and students who are the parents of children will not be admitted.

PAYMENT OF ACCOUNTS/TRANSFER OF RECORDS

For your convenience, the tuition is divided into eleven payments. Payments are due the first of each month. Payments will be considered delinquent after the 10th of each month and will be assessed a \$25.00 late fee. Even if a student will be receiving financial aid from a STO (such as ACSTO) in the future, the PRCA tuition must be paid on time. Students whose accounts are 30 days or 1 payment delinquent may be withdrawn from school until the account is paid in full or arrangements are made with the administration. It is not our intent to embarrass or place a student in an awkward situation. Parents are responsible for honoring their financial commitment to PRCA and we hope this will prevent any possible misunderstanding. Note: Students may not take semester final exams (December and May) and transcript records will not be released until all accounts are paid in full.

REFUND/WITHDRAWAL POLICY

School expenses continue whether or not every student is present every day. Both the application and the reservation fees are non-refundable. If a student is asked to leave for poor behavior or academics, payment will be assessed through the month in which they leave. If a student is voluntarily withdrawn (including, but not limited to illness or moving), the family will be charged on the following basis:

<u>Withdrawal During</u>	<u>Amount Due</u>
First Semester	50% of annual tuition
Second Semester	100% of annual tuition

INSURANCE

School insurance is available for those who want it. This insurance covers students while at school and at school sponsored activities. Information will be available at Registration and in the school office. If a student participates in any interscholastic sports, personal family coverage or school insurance is required.

SCHOOL SUPPLIES

Students are required to bring notebooks, paper, pens, and pencils to all classes. We partner with MBS Direct as our virtual bookstore supplier. Students may purchase textbooks online at www.mbsdirect.com and then may sell them back to MBS Direct if the book is in good condition and is going to be used the following year. At PRCA, your Bible is an important textbook. All students should bring a Bible to use not only in their Bible classes but in their other classes as well. We require our High School and Middle School students to use the English Standard Version (ESV) which is a "literal" translation Bible. There are many styles of the ESV Bible and all are acceptable.

FUNDRAISING

Fundraising is a reality in private schools. However, in order to try and reign in the constant requests for our families to make donations, the following guidelines and procedures have been put in to place.

Any parent interested in initiating a new fundraiser may obtain a "CFCS Fundraiser Request Form" from the school office. Completed forms may be submitted to the Principal's Office. This includes: PRCA

Parent Teacher Fellowship (PTF), CCA Covenant Parent Fellowship (CPF), CFCS Athletic Department, CFCS student clubs and societies and CFCS academic class fundraisers. System-wide fundraisers (example: Annual Fund, Golf Tournament and Race for Education for 2011-2012) are set in advance; as are Cornerstone's Covenant Parent Fellowship fundraisers (example: apple sales, Christmas bizarre, ice cream sales, etc.).

Any new system-wide or Cornerstone CPF fundraiser suggestions will be reviewed by the Principal, Development Office and the CPF *at the appropriate time and may be considered for the following school year*. Submit any new ideas on the Fundraiser Request form to the Principal's Office.

CFCS Athletic Department, student clubs and societies and academic class fundraisers have a higher likelihood of changing each year. All faculty or parent volunteers in the areas mentioned must make certain that the CFCS Fundraiser Request form is completed and submitted to the Principal's Office in advance of the fundraiser. The Principals and the Development Office will review fundraisers. The Development Office will respond promptly to the faculty advisor or parent volunteer as to the status of the fundraiser.

Mission Projects

Class or school mission projects are to be service related not fundraising driven. Cornerstone has chosen Samaritans Purse for their one all school mission project where items are donated 2011-2012. Pusch Ridge has chosen Angel Tree as their one all school mission project where items are donated for 2011-2012. All other mission projects are to be service and volunteer oriented, not donations of newly purchased items.

REPORT CARDS AND CONFERENCES

Report cards will be available on RenWeb every nine weeks or at the end of every quarter. Progress reports will be emailed home mid-quarter. A summative report card will be mailed at the end of the year. In order to keep a student informed of his/her progress, grades will be regularly posted on RenWeb. Please contact the teacher if you have a question about progress reports or grades. The teachers are usually available for conferences after 3:00pm (high school) and 3:45pm (middle school). Please contact the teacher's voice mailbox or email and leave a message to arrange a conference. All meetings between teachers and parents need to be pre-scheduled in order to respect teacher classroom time.

HOMEWORK FOR MIDDLE SCHOOL

What kinds of schoolwork are students to do at home? Homework is most effective and works best when it does not introduce new skills or new content to a student. Homework at PRCA middle school is normally used to accomplish the following:

- Review and reinforce what has been taught in the classroom
- Practice skills
- Complete long term projects and reports
- Memorize facts, scripture verses, etc...for recitations
- Prepare for classes (reading, quizzes, tests, etc)

Teachers will assign homework on a regular basis. While attempts are made not to overload students, especially on nights when they might be attending church youth group, there will certainly be times when the workload is heavier than others. The time needed to accomplish specific classroom assignments also varies from student to student. Students should plan their schedules, prioritize time appropriately, and use their time wisely. Homework plays a part in the life of a student, and needs to reinforce the learning that is purposed in the classroom by the teachers, but not be an area of life that consumes the child's time after a day of spending over seven hours learning in school. Homework does promote self-discipline, organizational skills, responsibility and larger independence in the life of a child.

How much time should a student at PRCA spend on homework? While the length of time that students need to complete a homework assignment varies widely, the following is a general standard for time to help guide faculty, parents and students:

- 6th Grade students can expect homework three evenings per week (M, T, TH) for an average of 60 minutes per evening. On Wednesday evening, an average of 45 min.
- 7th Grade students can expect homework three evenings per week (M, T, TH) for an average of 75 minutes per evening. On Wednesday evening, an average of 45 min.
- 8th Grade students can expect homework three evenings per week (M, T, TH) for an average of 75 minutes per evening. On Wednesday evening, an average of 45 min.
- Weekends will be unencumbered for families other than some math, reading, and the completion of a particular class project. It is our hope homework will not exceed 60 minutes total on any given weekend.

HOMEWORK FOR HIGH SCHOOL

The CFCS mission statement sets high goals for student outcomes. Classes designed to fulfill those outcomes must be rigorous but not “hard just to be hard.” With this in mind, homework is an activity that must be regularly examined for its effectiveness. Homework is and will continue to be an important factor in the development of responsible students. However, as a covenant school which seeks to partner with the family, we also understand and appreciate the importance of time spent at home with the family and in extracurricular activities as well as the need for adequate rest.

Research is increasingly demonstrating that the familiar but unproven formula: schoolwork + a large amount of homework = success is not necessarily true. What is becoming increasingly clear is that the quantity of homework is not the key to academic success, but rather the quality and purpose of the assignments. Homework increases in value to the student based on the design of the homework and the feedback provided by the teacher. Homework assignments will be designed as a preparation, practice, or extension of classroom instruction. Homework may include re-working notes, studying for a test, completing a project, preparing for a presentation and required reading. From long-term assignments requiring pacing and managing one’s time to Honors and AP classes calling for more time and effort on the student’s part, many factors affect homework on the high school level. While there is no established guideline for the amount of time that should be devoted to homework at this level, PRCA students on average will spend about 1 and one-half to 2 hours on daily homework assignments. On the night before a major test or in preparation for completion of a major project, a student may spend more time. Additionally, a student’s potential involvement in several extracurricular activities necessitates excellent time-management skills. It is in the student’s best interest for future success to develop such skills. If a student struggles with time-management issues, homework on any given night may require additional time. The student who keeps up his/her work on a daily basis is the most successful. For underclassmen, faculty will supervise the student’s progress on long-term projects.

In scheduling homework and exams, PRCA faculty will be guided by the following norms. These restrictions do not apply to AP classes but these teachers are also encouraged to carefully consider their requirements over holiday periods.

- Students should be notified of major homework assignments and dates for exams at least five days in advance of the due date. Research and other long-term projects should be assigned at the beginning of the semester or quarter.
- Homework assignments (including assigned reading) will not be due as well as any quizzes or exams scheduled during the first three days back in school following a long vacation (ie. fall, winter, and spring breaks)

- Homework assignments (including assigned reading) will not be due as well as any quizzes or exams scheduled during the first two days back in school following long weekend periods (Labor Day, Thanksgiving, Rodeo Days, etc.) Note: This doesn't include ACSI Days or ½ days.
- The four days prior to the semester exams are designated for reviewing for finals. No major assignments should be due nor exams scheduled during this period.
- Teachers will make every effort to coordinate assignments and exams to ensure that students are not being overloaded. In general, students should not have more than two major tests, essays, or projects (counting for more than 25 percent of grade as a category) due on the same day, although on rare occasions students may have three. (Particularly in short weeks leading up to vacations such as Labor Day and Rodeo Days).

COMMUNICATION PROCEDURE

We consider it a great privilege to serve covenant families in educating their children from a Christian perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a temptation to talk about a specific problem or person rather than take direct action to resolve conflicts in a manner consistent with Scripture. We have outlined the proper lines of communication between the school and home according to the Biblical principles found in Matthew 18 and James 3. We believe that Scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved toward the goal of restored fellowship.

Parents to Teacher: If a concern should arise regarding individual teacher rules or procedures, the parents should speak to the teacher before discussing the matter with others. Please remember all meetings between teachers and parents must be pre-scheduled in order to respect classroom time.

Parents to Administrator: If a concern should arise regarding school rules, procedures or curriculum, the parents should speak to the Principal or Counselor before discussing the matter with others. Parents may also present concerns about individual teacher rules or procedures if the matter was not resolved with the specific teacher.

Parents to School Board: If a concern should arise regarding any policy, curriculum, program, or staff member that has not been satisfactorily resolved, parents may present their concerns to the School Board in writing, to be responded to at the School Board's discretion.

Parents to Coach: If a concern should arise regarding any game or player incident, parents must abide by the "24-Hour Rule" which states that parents wait 24 hours before contacting or meeting with a coach or administrative staff.

Pusch Ridge Christian Academy Staff and Administration will abide by these same principles in communicating with parents and students.

MEDICAL INFORMATION

- Communicable Diseases:

A health record is kept for each child. In order to keep this up to date, please inform the office when your child has any type of childhood illness or communicable disease.

- Physical Exams:

A physical exam is required for any student entering PRCA for the first time, and for students entering the 9th grade. In order to protect the student's health, students participating in interscholastic athletics or a physical education class must have an annual physical exam. All examination forms may be obtained in the office or in the re-enrollment or enrollment packets.

- Medicines:

If it is necessary for a student to take any prescription medication during school, parents should complete a school form (Parent Permission) giving the school permission to give the medication. No medication will be given without written permission and instruction from the parents. Permission for office personnel to dispense over-the-counter medicines such as ibuprofen and Tylenol is located on the Emergency Medical

Contact form. Students may not keep medicines on their person or in their lockers. All medications are to be kept in the office.

- **Illnesses and/or Injury:**

If a student becomes ill or is injured at school, the parents will be notified. It is important that the school is notified of any change of address or phone number(s) (home, cell, or work), especially an unlisted number, so parents can be contacted immediately. An Emergency Medical Contact form must be on file for each student. This must include all current home, work and cell phone numbers.

GENERAL CONDUCT

The Bible clearly indicates that parents are responsible for the discipline (training or instruction) of their children. Our school exists to assist parents in their God-given responsibilities. Therefore, PRCA seeks not to assume a task which God gives to parents, but only to serve as parents' appointed and authorized representatives in the child-mentoring process. In formulating a philosophy of education and discipline, PRCA has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training taught at home and training received at school. In that same spirit, PRCA likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that Pusch Ridge Christian Academy might not be the choice in education that suits their needs.

Discipline may be correctly viewed as an opportunity to teach the eternal truths of God. God expects parents or other authorities to discipline children in order to produce a child who consistently behaves in a more self-disciplined (self-governed) manner, requiring less supervision as he/she matures. We want to instill in our children the desire to be obedient to the Lord even when no one is watching. Then, as a self-disciplined (self-governed) adult, the process begins again as that adult, qualified by his/her desire to obey God, assumes the role of training the next generation (Ephesians 6:4). Pusch Ridge Christian Academy's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school-related and school-supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness, in the same spirit that should be present under Biblical standards when they respond to their parents. Our desire is to disciple the student as we discipline. The school expects that parents will support the administration in disciplinary action by at least encouraging obedience and respectfulness to the action of the school. Pusch Ridge Christian Academy seeks to develop within our students Christian character exemplary of one who has been changed by Jesus Christ. PRCA students are expected to demonstrate a Christ-like lifestyle, consistent with Scripture in their school life and in their personal life. We believe that a Christ-like lifestyle is one rooted in obedience to Scripture which teaches us how to relate to others and cope with difficulties successfully. Discipline then becomes a personal issue that places the responsibility on the shoulders of the student. Ultimately, the student is responsible for his/her behavior, not society, parents, teachers, or the school.

Discipline should help students look objectively at their behavior, evaluate it in light of biblical teaching, and determine a redeeming course of action. In school, discipline always involves rules. Not every student needs to agree with every rule, but students must respect and support the rules as reasonable and abide by them.

Pusch Ridge does not support or encourage exclusive romantic relationships between male and female students. For Middle School students, Pusch Ridge encourages close parental supervision regarding the use of the telephone, emailing, texting and facebook among girls and boys.

The school will make every effort to involve parents in the school life of their children, and this includes disciplinary procedures that may be necessary for the proper growth of the student. Disciplinary action may

involve godly counsel, detention, suspension, Saturday School, probation, and even expulsion. The following are some, but not necessarily all, of the areas in which the Administration will take disciplinary actions: bullying (both physical and emotional); threats of violence; stealing; lying; vandalism; fighting; use of language inconsistent with a Christ-like lifestyle; a rebellious spirit; disobedience or disrespect toward faculty or staff; cheating; habitual or excessive absences or tardiness; disrespectful conduct during a school assembly or chapel; consistent irresponsible behavior; lack of consistent effort in academic achievement; lack of respect for spiritual things; continual negative attitude and influence on the school culture; sexual immorality; possessing pornography; using tobacco, alcohol, drugs, or narcotics; misuse of medicines; inappropriate dress; public displays of affection (hand holding, hugging, kissing, etc.); possession of firecrackers, laser pointers, lighters; possession of guns or other weapons. For safety reasons, scooters, skateboards, roller blades and wheelie portion of shoes are not permitted on school property. All prohibited property found on campus may be permanently confiscated the *first* time it is found to ensure that the campus of PRCA stays as safe and Christ-centered an environment as possible. Students may possess cell phones but they must be turned off and concealed during school hours. While cell phones are a valuable feature of modern life, they can be disruptive and undermine our goals of education. Cell phones being used during the school day will be taken and will only be returned to a parent. The subsequent times a cell phone is taken the student will be given progressive discipline that may also include detentions, etc. Cell phones, radios, MP3 players, C.D. players may only be used outdoors (not in the hallways) during non-school hours. Music must be appropriate. Cell phones may be used during the school day with permission from the office. In the interest of safety and aesthetics, it is the policy of the school that backpacks and personal items be kept in lockers or carried to the classes with the student. Continual violation of this policy may result in a detention.

We have identified the following offenses as extremely serious: If a student is caught harassing or bullying others, using and/or possessing illegal drugs, alcohol, pornography or weapons on campus it is grounds for immediate suspension or expulsion. If a student is found using and or possessing tobacco or tobacco products, the first offense may result in a one-day at-home suspension or Saturday School. The second offense may result in withdrawal from school. The final decisions on discipline rest with the school administrators.

The school will intervene immediately when it comes to its attention that students are engaging in sexual immorality. Though PRCA reserves the right to remove a student from the school, students will be disciplined on a case-by-case basis. The purpose of school involvement is intended to bring about repentance and restoration. Therefore, intervention may include counseling, suspension, home schooling, or other discipline methods. When determining what action to take, the school will consider the student's attitude, past and present behavior, support of parents and church, the student's attitude of repentance and the discontinuance of sexual sin.

Pusch Ridge Christian Academy reserves the right to suspend or expel a student for misconduct occurring on or off the school campus and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus behavior. While Pusch Ridge Christian Academy has no control over activity by students off campus which is not school sponsored, off campus misconduct (illegal behavior) may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion. Our desire is that students behave in a way that honors God, and nurtures their living relationship with Jesus Christ.

DISCIPLINE

Students are expected to conduct themselves in a manner that is both Christ-like and conducive to a productive educational environment. They are required to abide by the class rules and standards established by each teacher. Students not meeting these guidelines are outside the bounds of biblical conduct. They will be taught the appropriate Bible principle and may be given an after- school detention.

Students given a detention will have their parents notified by telephone or in writing. The detention must be served on the assigned day after school from 2:55pm to 4:00pm for 9-12 grades and from 3:35pm to 4:30pm for 6-8 grades in the designated detention area. Failure to appear for detention will result in one extra detention.

Upon receipt of the *third detention*, the student may be placed into a “Level 1 Suspension” where the student will be suspended from school activities for one day or be assigned to Saturday School. A \$25.00 fee is assessed for Saturday School. If a student misses Saturday School, he or she will be suspended from school for one day or assigned to another Saturday School. While on suspension, the student may not attend regular classes or any extra-curricular activities. He/she is responsible for all class work missed. Upon receipt of the *fourth detention*, the student may be suspended from school for two consecutive days or assigned to two days of Saturday School. Because of the seriousness of a “Level 2 Suspension” the student will not be allowed to participate in any after-school extra-curricular activities for five consecutive days beginning with the at-home suspension or the day following the infraction. Upon receipt of a *fifth detention*, the student will face faculty review for possible withdrawal or expulsion from school. Students returning the second semester will begin with a “clean slate” unless the student is under terms of a “behavioral contract” or on probationary status.

DRESS CODE

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” – Phil. 4:8

PRCA believes this command by Paul is an excellent approach to the dress and grooming expected of the students. The atmosphere we hope to establish at PRCA is one that honors God in all things, and that includes setting forth guidelines toward clothing for the student that is modest, neat, and appropriate in an educational setting. The school standard of dress for the PRCA student body should adhere to the highest of standards as spoken to in Phil. 4:8 while respecting a young person in today’s world.

It is the understanding of the school that parents and students will partner and cooperate with the school standard of dress. Enforcing the dress code is not the sole responsibility of the school. Parents are asked to work with and assist the school in monitoring their child’s daily attire to help ensure compliance with the dress code guidelines. Furthermore, we ask that students be self governed with regard to the dress code. If parents and/or students have a question regarding whether or not a piece of clothing is appropriate under the school’s dress code guidelines, they may contact administration prior to wearing the clothing to school. The final authority on dress code issues will be the PRCA administration.

Each student is expected to present a good personal appearance at all times. It is important that the dress code is honored and accepted fully by the students and enforced in a consistent manner that shows respect for each individual. The cooperation of students, parents, staff and administration is necessary to maintain the dress code. It is the prayer of the PRCA administration that the student body will look to honor God in the area of dressing each day for school, understanding that we can seek what is “true, right, pure, and lovely” in this area of life which can honor and respect those around us (our brothers and sisters in Christ) but more importantly honor our Heavenly Father.

When a student is observed by a teacher, staff member or an administrator to be in violation of the dress code, the student will be notified and sent to the school office. It will be our intent to address any and all issues concerning the dress code with dignity, respect, and care for the student. It is our hope that a student will have a teachable spirit and demonstrate a willingness to obey the guidelines that are set forth in the

dress code. The following will be the approach by administration toward anyone who does not follow the guidelines set forth in our dress code:

1st Violation in a two week period – Warning

2nd Violation – Loss of Dress Down privilege for the next Friday Jean Day; parents will be notified

3rd Violation – Call home by administration

4th Violation – Loss of Dress Down privilege for the next Friday Jean Day; parents will be notified

5th Violation – Detention

6th Violation – Two detentions

NOTE: Parents will be asked to bring a change of clothes if deemed necessary by Administration only if the violation of the dress code guidelines is observed prior to the end of 1st period. After 1st period, Administration will have a PRCA polo shirt available for a student to change into if necessary. If the dress code violation involves a student's pants, shorts or skirt, and after exhausting all other means to get the student into dress code, PRCA P.E. shorts will be issued to the student. Polo shirts and P.E. shorts must be washed and brought back to the office no later than the following Monday. If not, the family account will be charged the cost of the Polo shirt and/or P.E. shorts. Administration will only call home if the violation is before 1st period or after 1st period if it's considered an extreme violation of the dress code set forth by the guidelines. Our intent will also be to keep students in the classroom throughout the process of handling a dress code violation.

GENTLEMEN DRESS CODE GUIDELINES: The following guidelines address what may be worn and anything not mentioned are not permitted.

1. Pants

◆ Only 100% polished cotton twill, corduroy, docker, cargo, or khaki-style pants are acceptable. Pants may be of a solid color, plaids, or stripes. Stretch pants, yoga pant, sweat pants, blue jeans or jeans of any color are not allowed.

◆ Pants must fit in the waist and not drag on the ground. Pants may not be ripped or frayed. No wide legged or tight fitting pants are acceptable.

2. Belts

◆ Wearing a belt is not required, however, pants are expected to be worn at the waistline. Anyone who chooses to wear pants sagging below the waistline will be asked to wear a belt. A belt will be worn for as long as administration requires.

3. Shorts

◆ Short styles should be the same as the long pants requirement. Only 100% polished cotton twill, corduroy, docker, cargo, or khaki-style shorts. Shorts may be of a solid color, plaids, or stripes. Blue jeans or jeans of any color are not allowed. All shorts must have at least a 6-inch inseam and be worn at the waist. Shorts may not be ripped or frayed. Gentlemen's shorts should not be longer than the bottom of the knee.

4. Shirts

◆ Students may only wear 1) collared polos with a buttoned front placket or 2) collared "Oxford style" dress shirts with short or long sleeves. All buttons except the neck button must be fastened. No zippered or buttonless shirts will be allowed. No spandex blends are allowed. Shirts must be loose fitted, (no tightly fitting styles). Shirts do not need to be tucked in, but they must fall at least one inch below the top of the pants. This is to ensure that a student's midsection doesn't show when he is leaning over a desk or when raising his hand in class. No writing may be on the shirts, except the manufacturer's logo, and this logo may not be larger than three (3) inches in size. No uniform shirts (except Scouts) such as U.S Mail Carrier, etc. may be worn.

◆ Solid colors, plaids, stripes and floral patterns are acceptable. Turtleneck shirts may be worn. Students may wear PRCA school t-shirts on Fridays.

5. Outerwear

- ◆ All outerwear must be loose fitting. Sweatshirts or sweaters may be worn over collared shirts and the collars must be visible. They do not need to be tucked in, but they should be long enough to hang one inch below the waistline. Jackets that are in good repair and made out of material such as corduroy, khaki (cotton twill), nylon, or leather may be worn in class. No: blue jean jackets, military jackets, jackets with large buckles, chains or excessive zippers, parkas, ski jackets, trench coats or ponchos may be worn. No writing may be on the outerwear, except the manufacturer's logo, and this logo may not be larger than three (3) inches in size.

6. Footwear

- ◆ Dress shoes, tennis shoes or solid leather “dressy” sandals or “flip flops” are acceptable. All footwear should be in good repair.

7. Jewelry and Make-up

- ◆ Jewelry should be worn in moderation and in good taste. No earrings or body/facial pierce jewelry including plugs – no exceptions.

- ◆ Boys may not wear make-up or nail polish.

- ◆ No visible tattoos are allowed in any form, permanent or otherwise.

- ◆ No “Goth” style make-up, jewelry or clothing will be allowed.

8. Headwear

- ◆ No bandanas are allowed at any time. Hats and sunglasses are not to be worn at any time during the day except during an outside PE class or athletic event. Hats should never be worn inside the building. Baseball style hats must be worn with the brim forward.

9. Hair

- ◆ Gentlemen’s hair must not cover the eyebrow, shirt collar, or be below the bottom of the ear. Whether it is combed behind the ear or not, it must meet the standard. Sideburns must not extend below the bottom of the ear lobe. Male students must be clean-shaven. Mustaches and beards are not allowed.

- ◆ Unusually styled or hair dyed unnatural colors will not be allowed (this includes, but is not limited to mohawks and “fauxhawks”).

LADIES DRESS CODE GUIDELINES: The following guidelines address what may be worn and anything not mentioned are not permitted.

1. Pants

- ◆ Only 100% polished cotton twill, corduroy, docker, cargo or khaki-style pants are acceptable. Pants may be of a solid color, plaids, or stripes. Stretch pants, yoga pants, sweat pants, blue jeans or jeans of any color are not allowed.

- ◆ Pants must fit in the waist and not drag on the ground. Pants may not be ripped or frayed. No wide legged or tight fitting pants are acceptable.

- ◆ Ladies may wear 100% cotton or polished cotton twill Capri pant. Capris may be of a solid color, plaids, or stripes.

2. Shorts

- ◆ Short styles should be the same as the long pants requirement. Only 100% polished cotton twill, corduroy, docker, cargo or khaki-style shorts. Shorts may be of a solid color, plaids, or stripes. Blue jeans or jeans of any color are not allowed. All shorts must have at least a 6-inch inseam and be worn at the waist. Shorts may not be ripped or frayed.

3. Skirts

- ◆ All skirts must be long enough to touch the knees when standing. Skirts are a very acceptable choice of dress but they must not be too tight or immodest. The skirt must be long enough to adequately cover her midsection while her arms are raised.

4. Shirts

- ◆ Students may only wear 1) collared polos with a buttoned front placket, 2) collared “Oxford style” dress shirts with short or long sleeves or 3) modestly cut blouses with collars. All buttons except the neck button must be fastened. No zippered or buttonless will be allowed. No spandex blends are allowed. Shirts must be loose fitted, (no tightly fitting styles). Shirts do not need

to be tucked in, but they must fall at least one inch below the top of the pants. This is to ensure that a student's midsection doesn't show when she is leaning over a desk or when raising her hand in class. No writing may be on the shirts, except the manufacturer's logo, and this logo may not be larger than three (3) inches in size. No uniform shirts (except Scouts) such as U.S Mail Carrier, etc. may be worn. Solid colors, plaids, stripes and floral patterns are acceptable. Turtleneck shirts may be worn. Students may wear PRCA school t-shirts on Fridays

5. Outerwear

◆ All outerwear must be loose fitting. Sweatshirts or sweaters may be worn over collared shirts and the collars must be visible. They do not need to be tucked in, but they should be long enough to hang one inch below the waistline. Jackets that are in good repair and made out of material such as corduroy, khaki (cotton twill), nylon, or leather may be worn in class. No: blue jean jackets, military jackets, jackets with large buckles, chains or excessive zippers, parkas, ski jackets, trench coats or ponchos may be worn. No writing may be on the outerwear, except the manufacturer's logo, and this logo may not be larger than three (3) inches in size.

6. Footwear

◆ Dress shoes, tennis shoes, or solid leather "dressy" sandals or "flip flops" are acceptable. All footwear should be in good repair.

7. Jewelry and Make-up

◆ Jewelry should be worn in moderation and in good taste. No body/facial pierce jewelry including plugs - no exceptions.

◆ Ladies' make-up should be used in moderation.

◆ No visible tattoos are allowed in any form, permanent or otherwise.

◆ No "Goth" style make-up, jewelry or clothing will be allowed.

8. Headwear

◆ No bandanas are allowed at any time. Hats and sunglasses are not to be worn at any time during the day except during an outside PE class or athletic event. Hats should never be worn inside the building. Baseball style hats must be worn with the brim forward.

9. Hair

◆ Unusually styled or hair dyed unnatural colors will not be allowed.

FRIDAY JEAN'S DAY: The 1st calendar Friday of the month will be a free Jean's Day. On the 3rd calendar Friday of the month, students can purchase a Jean's Pass from the Senior class for \$1.00. Jeans must be neat in appearance and without rips, holes or frays. If your student chooses to not participate in Jean's Day, he/she must be in regular dress code.

ATTENDANCE AND TARDY POLICIES

It is important that parents and students recognize the direct relationship that exists between regular school attendance and academic success. A student coming in tardy interrupts the class and the learning of other students. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replaced; the benefit of lectures, discussion, and participation is lost forever.

General Policy

In keeping with the scriptural mandate of faithful stewardship in making good use of our time (I Cor. 4:2, Luke 16:10) regular, on-time attendance to all classes is expected. Timely attendance is essential for academic success. Since most of the benefits of being in class can never truly be made up. The following conditions apply to absences:

A. Absences

1. Absences shall not be counted against the student for the purposes of this policy when they result from the student's participation in a school-related activity.

B. Attendance Criteria

1. To receive credit for being present to a class a student must be physically present

- from 15 minutes past the tardy bell to the end of class. Students not in class for at least 30 minutes will be marked absent.
- C. Absence Limits
1. Students are allowed to be absent eleven (11) class periods in any particular class in a semester. Upon the twelfth (12) absence, credit for that particular class(es) may be withheld: the principal, on a case-by-case basis, may grant exceptions. Routine medical and dental appointments during school hours **will** count as an absence. Extended absences due to severe illness/injury, with a doctor's note, or verified family emergencies of 3 or more days, will not count toward this absence limit.
- D. Pre-arranged Absences
1. Advanced, 24-hour minimum written notice to the office is required for any absence that a parent or legal guardian deems necessary. This could include, but may not be limited to, doctor/dental appointments, family weddings, funerals, etc. Students will be required to fill out a pre-arranged absence form. These are available in the office.
- E. Extended Absences
1. If a student is going to be absent for an extended period of 2 or more consecutive school days, the following conditions will apply:
 - a. Written notification (pre-arranged absence form), signed by a parent or guardian, should be provided to the teacher and school office prior to the absence.
 - b. All make-up work will be arranged and obtained prior to the absence.
- F. College Trips
1. Juniors and Seniors are encouraged to take days during the year to visit college campuses.
 - a. These days are not to be used as "vacation" days or for any other purpose than the one stated.
 - b. The student must submit a college-visitation request form, obtained from the Guidance Center or registrar, at least 24-hours in advance of the planned visitation.
 - c. Upon the student's return, the completed verification form, signed by the Guidance Counselor, must be turned in to the school office.
 - d. At least 24-hour, written notification from the parent/guardian stating the days requested and college visited should be provided to the teacher and school office.
 - e. All make-up work should be obtained prior to the absence.
- G. Make-up Work Guidelines
1. The student will have as many days as he/she was absent to make up work (with the exception of long-term assignments).
 2. All tests and quizzes will be made up either at lunch or after school at the teacher's discretion. Teachers may keep a student from athletic practice to make up work.
 3. It is the responsibility of the **student** to arrange a time to make up tests and work.
 4. If tests were assigned prior to the absence, the student is responsible for the test upon returning to school. **Long-term assignments are due on the date assigned.** Make arrangements for someone to bring it in on the due date.
- H. Leaving School Early
1. All students must sign out of the office prior to leaving school early. No student may leave early without a note with explanation signed by a parent/guardian, telephone contact or personal contact from the parent/guardian.
 2. No off-campus lunch passes will be issued unless the student is signed out with a parent, or adult relative or adult friend (parent permission required). When a student returns, he/she is to sign in at the office and is expected to be to class on time.
 3. If a senior on early release is involved in athletics, he/she may stay on campus as long as his or her behavior is courteous and non-disruptive. This is a senior privilege.
- I. Truancy
1. A student is considered truant when he/she is absent from a class or school without permission.

2. Any student who is more than 15 minutes late to a class without a valid written excuse may be considered truant.
 3. Any student who is found to be truant will have his/her parents notified and may serve a Saturday School or work day detention.
- J. Parental Monitoring: Parents are responsible for monitoring the attendance of their student(s) through RenWeb.

ATTENDANCE TELEPHONE 219-4274

If your child is absent for any reason, please call the attendance office by 9:00am at 219-4274. If the school has not received a call from a parent or guardian by 9:00 a.m., the office will try to initiate contact to verify the student's absence. No written excuse is needed if the telephone call is made, received and recorded. If the parent calls to notify the school of a student's absence, then a written note is not required for a student to be re-admitted to school. Parents must call each day that a child will be absent. If a student is so late to Period 1 that an absence is incurred, please call the office or send a note with your student. If the parent fails to call, then a written note or a phone call is required on the day the student returns to school. If a student knows he/she is going to be absent, a note (or phone call) is to be brought to the Attendance Office. All long-term assignments are due on the date assigned; otherwise refer to the Make-up Work Guidelines above. If a student is going to be absent, please make arrangements to have the work delivered to the school.

If the absence is not verified by written note or telephone, the student will be held out of class until verification is received from the parent or guardian.

P.E. EXCUSES

If a student is ill and needs to be excused from P.E., a note from home is sufficient for the first four days. If the problem persists, a doctor's written statement must be brought to the office. Students not following this procedure, or who do not dress out or participate, will be marked for non-participation which results in a zero grade for that day.

TARDY REGULATIONS

There are no excused tardies, except if arriving late from a scheduled appointment or car trouble confirmed by the parents or guardian. A person arriving late (after 8:10 a.m.) is counted tardy and **must** sign in at the office. Students are expected to be in class when the tardy bell rings. A student arriving after the bell has rung is considered to be tardy, unless he/she has a pass from another teacher or a staff member.

The following disciplinary measures are in place to teach responsibility and good stewardship:

1. On the fifth tardy per **quarter**, one detention will be assigned and a detention form is sent home with the student for parental signature to be returned to the school.
2. Every fifth tardy afterwards, the student will be assigned a Saturday School. A \$25.00 fee is assessed for each Saturday School.
3. After the fifteenth tardy per quarter the student will be assigned two Saturday Schools with a \$25.00 fee for each, or be suspended from school activities for two consecutive days.
4. After the eighteenth tardy per quarter, the student will be suspended for two consecutive days and a faculty review will be conducted to determine if the student should continue at PRCA.
5. Any student athlete arriving back to PRCA after 11:00pm, from a mid-week game, must sign in at the office and be in class at the start of Period 2. If the student arrives to school after the start of the second period, they will not be able to attend practice or participate in a game for that day unless otherwise approved by the athletic director.
6. If a student does not attend a detention, or is late, he or she must serve an extra detention. All tardies and absences will be reported on report cards. Now is the time to establish a record of responsibility. We encourage employers to ask for a copy of a student's transcript before hiring.

LOCKER REGULATIONS

Each student will be assigned a locker. Authorized school personnel may open lockers, book bags, and vehicles on our campus at any time. Students will be assigned a combination lock, which will be registered in the office. Personal locks may not be used. Defacing a locker in any manner, including the use of decals and stickers, is considered vandalism. Marking on walls, lockers, desks, etc., may lead to dismissal. One's name should be put on all personal belongings. When a student goes to the gymnasium, all valuables should be locked in his/her P.E. locker with the assigned P.E. lock in order to protect their personal items. If locks are not returned a \$10.00 fee will be assessed.

PRCA is not responsible for missing items from lockers.

This includes locks left on or in lockers at the end of the year.

CAFETERIA/LUNCHESES

A hot or cold entree is available daily along with a wide variety of a la carte food items. Students also may bring lunch from home. Students must confine eating and drinking to the cafeteria or the outside dining area. Students are expected to demonstrate common courtesy and will be responsible for the cleaning the cafeteria tables and the outside dining area on a rotating basis. It is the duty of each student to clean up after himself or herself after lunch. No food or drinks (water is acceptable) are allowed in the classrooms (teacher discretion may apply in the classroom for special occasions such as Bible studies) or the hallways. Students must remain on campus during the lunch hour. No off-campus lunch passes will be issued unless the student is signed out with a parent, guardian, relative or a parent approved adult. When a student returns, he/she is to sign in at the office and is expected to be in class on time. All off-campus visits during lunch need to be pre-arranged and pre-approved by administration; student needs to give administration 24 hour advance notice for any lunchtime request for a visitor. Same day request for a lunchtime visitor will not be honored by administration.

NOTICE OF LIABILITY

The school will take reasonable steps to insure the safety of personal property at PRCA. However, the school will not assume liability for damage to, or theft of, any personal belongings of students, staff, faculty members, volunteers, or visitors.

VISITORS ON CAMPUS

1. All visitors must sign in at the office. PRCA graduated alumni and prospective students are the only student visitors allowed, unless approved by the principal.
2. No visitors will be allowed on campus during the day. Exceptions are PRCA graduated alumni and individuals having the Principal's permission. PRCA alumni may visit for lunch no more than once a month.
3. No guests will be allowed on campus during semester "finals" week or during the week when students are taking standardized tests.
4. Former students who have withdrawn for disciplinary reasons are not allowed to visit or attend extra curricular activities at PRCA.

VEHICLES

All students who drive a vehicle to school must register that vehicle with the school office on or before the first day they plan on parking on campus. Student drivers will be charged a \$10 parking registration fee. Students will be provided with a parking permit that they must display while on campus. Permits for additional vehicles may be purchased for \$2 each. In order to obtain this permit, the student will need a signed parental permission form, proof of insurance, and valid driver's license. They will also be required to provide the office with information regarding their license plate number, and model and make of the vehicle they will be driving. Students may park only in the designated student parking sections. Students must exercise caution and careful driving practices, as well as obey all applicable traffic laws. There is a 15 mph speed limit on campus and in the parking lot of our neighboring church.

Vehicles are to be parked immediately upon arrival at school and are not to be moved or visited until the close of the school day. Students will not be able to access their vehicles during school hours without permission from the front office. Violation of driving rules may result in the suspension of on-campus parking privileges. PRCA reserves the right to search property, including vehicles, brought on to the school premises if given reasonable justification. PRCA will take reasonable precautions to provide security of vehicles, but will not be liable for items stolen from vehicles.

Violations: Permit Not Visible - \$5; Parking in Wrong Area - \$5; Parked Improperly - \$5; Handicap-Permit/License Not Visible - \$5; Speeding, Unsafe Driving - \$15

DROP OFF AND PICK UP

For safety reasons, students must be dropped off and picked up only in the designated “parking loop” south of the school buildings. Students should have permission from parents when receiving a ride from someone other than their own parents. Although the parking lot is supervised for orderly arrival and dismissal, each individual student is not monitored when entering or exiting vehicles. Drivers must use the far right or far left lanes of the loop for pick up and drop-off. The center lane is reserved for through traffic only and should not be blocked.

CRITERIA FOR HIGH SCHOOL PERFORMING ARTS COURSES

1. The Performing Arts courses include Band, B.O.W. (Built on the Word), Ensemble, Orchestra, and Voice of Praise.
2. Students enrolled in Performing Arts courses must participate in all scheduled performances. The performance dates appear in the course syllabi and the monthly school newsletter. Teachers will also provide families a memo of the dates and times of these performances.
3. Major scheduled activities for Performing Arts courses (such as tech week or rehearsals, concerts, play performances, and band competitions) take precedence over athletic activities including state playoff games. Students are required to notify their coaches when they will have to miss a game due to a Performing Arts course activity.

STUDENT LEADERSHIP ELIGIBILITY

In order to be eligible to run for a student leadership position students must meet the following requirements.

- ◆ The student is currently enrolled at PRCA and is registered with PRCA for the following school year.
- ◆ The student has maintained a minimum overall GPA of 2.5 and as well as a minimum GPA of 2.5 for the previous semester.
- ◆ The student has completed an application file to include the student leadership application and three character references (two from PRCA teachers and one from a PRCA administrator). Concerns expressed in the character references may lead to the student being declared ineligible for student leadership. (at the discretion of the leadership teacher and/or PRCA administration).

The Student Leadership Team will consist of the following:

Elected Positions

The Associated Student Body (ASB) Team

This team representing the entire student body will consist of a president, vice-president, secretary and treasurer. The president and vice-president must have at least one year of previous PRCA student leadership experience. Previous leadership experience is recommended for the secretary and treasurer positions but not required. The ASB Team will be chosen by their classmates (grades 8-11) in a simple majority vote.

Class Officers.

Each Class (Freshman through Senior) will have a student leadership team consisting of a president, vice-president/treasurer, secretary, and student representative. The first three positions will be chosen by their respective classmates in a simple majority vote. The student representatives will be chosen by teachers in a

simple majority vote. Preference to get on the ballot will be given to students who ran for another position and were not elected, but the final ballot will be at the discretion of the student leadership teacher.

Non-Elected Positions

PRCA Chaplains will be chosen by a panel consisting of the leadership teacher, the current student chaplains and at least one other staff member. The number of chaplains will range between 2 and 4 (including the worship leader) depending upon the number of qualified candidates and the make-up of the team.

Media-Technicians. This student/students will be chosen by the leadership teacher. They should demonstrate effective teamwork skills as well as technical skill and experience in areas such as computers, video, sound, etc. Each year's student leadership team will have at least one but no more than two media-technicians.

Maintaining Leadership Eligibility

Student leaders are expected to be examples in all areas of their lives including academic, spiritual and behavioral. Student Council members, class officers, club presidents and publication editors must maintain a (2.5) grade point average. Any student who fails to maintain grade eligibility for any quarter will be placed on probation for his/her leadership position. If his or her grades do not improve, the student may be removed from leadership. Upon receipt of a detention for any reason, the student leader will be considered warned. Upon receipt of the second detention for any reason, the student will be placed on probation for his/her leadership position. Upon the receipt of the third detention the student may be removed from his or her position. Our desire is not to embarrass any student but to help them understand the Biblical accountability associated with leadership.

EXTRA CREDIT

PRCA recognizes that teachers may desire to give students extra credit for extra work done. When this extra credit is given the following principles should be adhered to:

- ◆ Extra credit should be academic in nature and of an educational value. The number of points given should reflect the difficulty of the assignment. Extra credit should not be worth more than five percent of the total quarter grade.
- ◆ Extra credit should extend, stretch and expand the student's understanding of a concept.
- ◆ Extra credit should be just as it is labeled, "Extra credit" and not, "In place of credit". Consequently, students must have all other assignments in before they are allowed to receive points for extra credit.

CURRICULUM

The curriculum of PRCA exposes the students to the classical ideas from our Western cultural heritage, challenging them to pursue academic excellence and complies with all the standards of the State of Arizona. One-half unit of credit is earned for each subject successfully completed in each semester.

STUDY HALLS

Only 11th and 12th grade students will be eligible to enroll in a study hall. A student in a study hall must maintain a studious, on-task work ethic. No credit is given for study hall. 9th and 10th grade students who are participating in sports that travel extensively such as volleyball, basketball, softball, baseball, soccer and tennis will be given consideration for a study hall on a case by case basis.

LATE WORK

It is our desire to train our students to be dependable people of integrity in preparation for Christian adulthood. Hebrews 12:11 tells us, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

It is our expectation that all assignments will be turned in on time. In the rare case where this is not possible, then one of the following alternatives will be applied:

- ◆ The teacher will make a professional decision based on the context of the situation and personal discretion.

- ◆ Students will contact the teacher before the due date when work cannot be handed in on time, and they will work out an alternative plan.
- ◆ Students will hand in whatever work is completed for partial credit.
- ◆ Work turned in late, but within a time limit set by the teacher, may receive passing credit. If work is turned in after the late time limit set by the teacher it may receive a zero.

ELECTRONIC RESOURCES - Acceptable Use Agreement

The goal at Pusch Ridge Christian Academy is to promote academic excellence by providing students Internet access. PRCA endorses the Internet as an educational tool and encourages the use of databases and educational websites. Email access is also allowed as a tool for saving and sending student work. PRCA does not allow students to use computers to play games or for social networking on sites such as Facebook or MySpace, as they do not represent academic use of school time. Reasonable precautions have been taken to limit inappropriate use and restrict access to offensive or questionable material through our web filtering software, however, due to the nature of technology, absolute control of all online activities is impossible. Therefore, the ultimate responsibility of Internet activity rests in the hands of the user. All PRCA students will be held to the standard that computer usage is a privilege, not a right, and each is responsible to hold himself/herself to using computers at school for academic usage only. This also applies to laptop computers and hand held devices brought by the student onto campus. Pusch Ridge reserves the right to log and monitor the use of all systems. Students must not attempt to circumvent the web filter to access sites deemed in appropriate or seek to harm, modify or destroy hardware or any system relating to electronic information or resources. Students are prohibited from downloading or uploading any executable file on the School's network. Infractions of these standards may result in termination of access privileges and/or appropriate disciplinary action as deemed by the administration. If parents do not wish their child to have access to the Internet or email, they must notify the School Office.

ACADEMIC INTEGRITY

Pusch Ridge Christian Academy's goal is to foster academic excellence in a Christ-centered environment. It is our desire to shape our students into people of integrity. Cheating in any form will not be tolerated. Academic dishonesty is defined as follows:

1. Misrepresenting the work of others as one's own. Plagiarism occurs by taking credit for "ideas or writings" of another and claiming them as one's own thoughts and works. Failing to give credit through footnotes or the proper use of quotes will be viewed as cheating.
2. Copying answers from another's test, quiz, worksheet, homework or any other assignment.
3. Allowing one's work (test, quiz, worksheet, homework, etc.) to be copied by another.
4. Submitting the same essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, unless prior approval has been obtained.
5. Using computers, watches, calculators, cell phones, facebook or any other form of technology in an unauthorized or inappropriate way to achieve coursework, examinations, assignments, or disrupt networks or set-ups.

Consequences:

- ◆ On the first offense the teacher will contact the student's parents, notify the administration, and the student will receive a zero on the assignment. The student will also be assigned to a Saturday School detention. (If student is in National Honor Society, the matter will be presented to the NHS Faculty Council for disciplinary action. Student will lose eligibility to be tapped for NHS for one year.)
- ◆ On the second offense, the student will receive a zero for the assignment, a grade of "F" for the semester, (if in the same subject within a twelve month period), and be referred to the administration. The student will be given a suspension from school as determined by administration. The teacher will notify the student's parents. (If student is in National Honor Society, the matter will be presented to the NHS Faculty Council for disciplinary action.)
- ◆ On the third offense, while attending PRCA (grades 9-12), cheating may result in the expulsion of a student.

ACADEMIC PROBATION

Please note: “*Academic Probation*” is a separate issue from “*Athletic Ineligibility*”. For information on Athletic Ineligibility, please see the section in this handbook labeled “Athletic Eligibility”. Also note: Academic Probation for new students is explained below.

A student is considered to be on *Academic Probation* when one or more of the following is present in their grades and/or conduct for a single semester:

1. One or more grades of “F” in core classes. (For these purposes a core class is defined as Bible, English, History, Math, and Science)
2. The overall semester GPA falls below 2.0.
3. A student’s cumulative GPA falls below 2.0.
4. A student receives a conduct grade of “U” (unsatisfactory) in two or more classes.

If a student reaches probationary status based upon first semester grades and/or conduct, then he/she will be placed on Academic Probation for the second semester. If a student reaches probationary status based upon second semester grades and/or conduct, then he/she will be placed on Academic Probation for the first semester of the following school year. If a student is placed on Academic Probation he/she must meet the following criteria in order to be restored to good standing with the school:

1. GPA for the next semester, as well as cumulative GPA, must be 2.0 or above with no failed courses. (Please note: The cumulative GPA is assessed at the end of each semester when grades are posted to transcript.)
 2. All failed core classes must be successfully made up through correspondence or in a summer school with a grade of “C” or above. PRCA does not have summer school courses.
 - a. For students in grades 9th through 11th all make-up courses must be completed and in the school office no later than the first day of the next school year in order for a student to be considered re-enrolled. For extenuating circumstances individual arrangements must be made with the Guidance Counselor or Principal.
 - b. For students in the 12th grade who fail a semester-one class, all make-up courses must be in the school office no later than May 1, in order for the student to be able to attend senior trip and participate in graduation activities and ceremonies.
 3. A student’s conduct/effort grades must be “S” (satisfactory) or better.
- If a student is placed on *Academic Probation* the student and parents will be notified in writing. If a student is placed on *Academic Probation* it will be for no less than one semester. Each case will be considered individually as to the length of the probation. At the end of the probationary period the student and parents will be informed either by letter or phone as to whether: 1) He or she will be allowed to return to full standing, 2) He or she will continue on academic probation, or 3) He or she will need to withdraw from school.
 - Per school standards, in most cases a student may not remain on *Academic Probation* for more than two consecutive semesters. If a student has not successfully been restored to good standing within this time limit, he/she may be required to withdraw from school. However, when making decisions about a student’s standing at PRCA his/her civic, spiritual, and academic performance will be considered.

ACADEMIC ACHIEVEMENT STANDARDS

Students are required to pass the core subjects and applicable elective classes that are necessary for graduation. The core subjects are: Bible, English, Math, Social Studies, and Science. Students receiving a failing grade in any of these five core subjects will be placed on probationary status and the failed class must be made up before the beginning of the next school year. If a student receives a C- or D (65%-72%) in a math class he/she will receive credit toward graduation but will not be able to continue in the math sequence until that class is retaken and passed with a “C” or better (73%). On an individual basis, administration may choose to progress a student in math. Students must complete their assigned class, or receive a failing grade, if the 2-week drop/add deadline has passed. If a student receives a “D” or “F” in a core class and it is not improved in a summer or correspondence class, the student will not be eligible for the PRCA College Preparatory Diploma (or Graduate with Distinction-classes 2013 or later). Only high school semester grades are reported on transcripts. Each semester grade is composed of two quarters, worth 40% each, and a final

exam worth 20%. Second semester seniors who achieve 89.5% to 100% in the 3rd and 4th quarters of a particular class are exempt from having to take the final exam in that same class.

HONOR ROLL

Lions List - Any student earning a grade point average of 3.75 or better in all subjects and no unsatisfactory citizenship grades "U".

Honors List - Any student earning a grade point average of 3.5 to 3.74 and no unsatisfactory citizenship grades "U".

General Criteria for Honors and AP Classes:

- Student must desire to be in an Honors or AP class
- Previous teacher's recommendation (New Students) – Completion of recommendation form from student's previous teacher in the subject area.
- Previous teacher's recommendation (PRCA Students) – Teacher's recommendation is submitted to the Guidance Center. Students must receive a recommendation from the previous teacher in order to be placed in Honors or AP classes.
- Previous grades (New and PRCA Students) - A student should have received a 90% or better in the previous associated class. In order for a student to remain in an AP or Honors class, the student must receive an 80% or better. A student who receives lower than 80% may remain in the AP or Honors class on a probationary status with instructor's approval.
- Minimum cumulative unweighted GPA of 3.3 (All Students)
- Attendance is critical – Students that have habitual problems with attendance may not be recommended for AP classes.

Specific Subject Criteria:

- Honors or AP English (New Students) – A score of 4-6 (6-point rubric) on a timed-writing assessment given and evaluated by the English department.
- Honors or AP English (PRCA Students) – Recommendation by previous English teacher and 90% or better in previous English class.
- Honors Social Sciences (New and PRCA Students) – Recommendation by previous Social Sciences teacher and must have 90% or better.
- Honors Chemistry – Students must have completed Alg II with 80% or better, or be currently enrolled in Algebra II and have 90% or better in Alg I.
- AP Chemistry – Completed Chemistry with 90% or better, or Honors Chemistry with 80% or better.
- Honors Biology – Previous science teacher's recommendation and 90% or better.
- Honors Geometry – Previous math teacher's recommendation and 90% or better in Algebra I.

Please Note:

AP courses require a significant time commitment outside of the classroom as they are considered college-level courses. Students willing and able to make this time commitment and who meet the above criteria can sign up for AP classes.

Students taking AP courses are encouraged to take the AP Exam at the end of the school year, the cost of which they will be billed. A student who earns a score of 4 or 5 (on a 5-point scale) on a particular AP exam will be reimbursed by the school for the cost of that exam. Students who choose not to take the AP Exam will be required to take a final exam in the course.

Honors and AP courses (H) and (AP) will be filled on a first-come first-served basis. Students are not guaranteed placement in an honors class, even if they qualify. Please note that the deadline for making ANY course request changes (that includes switching from an honors to regular class) is in April. All staffing decisions and master schedules are created based on course requests. Please take the time to ensure that you request what you really want! If you are borderline, but really want Honors, request it. You will be notified before summer if you do not qualify and must be placed in a non-honors course.

Study hall/TA not allowed concurrently

Because it is our goal that students become as well-rounded as possible, try new learning opportunities, challenge themselves, and expand their knowledge as we develop lifelong learners, students will not be allowed to be enrolled in a Teacher's Aid position or Study Hall concurrently. A student taking a college course off campus during the school year, however, may opt to have a TA position and/or a study hall.

PRCA Honors Course Expectations

This document is a general description of honors coursework expectations. Because the distinctions can vary dramatically across the disciplines, for more detailed course descriptions please refer to the Course Catalogue. In addition, the syllabus for the individual class will further elaborate upon the student expectations.

Because students are receiving a higher merit in terms of academic grade scale for taking honors coursework, they will also be expected to perform at a higher level than non-honors students. Honors courses will emphasize the rhetoric stage of learning, meaning that students should be able to wrestle with large and complex ideas and learn to express their understanding of difficult concepts with words as well as through successful calculation and experiment. Honors students will also be asked to demonstrate a higher proficiency in oral and written communication as well as biblical worldview integration. In addition, honors students will be expected to demonstrate a greater expertise in research, writing and individualized-extended learning. Although the basic curricular content of honors and non-honors courses will be similar, honors students will be asked to demonstrate a higher level of understanding. Honors courses will generally move at a faster pace. On days during which the other classes review for exams, the honors class may be engaged in additional learning. Therefore, students must be more independent in their review time. Honors exams will be more essay-based and will require students to have a deeper and broader understanding of the content, as well as the ability to synthesize, analyze, and evaluate the connections between the themes and objectives being learned.

In general, students who are planning on advancing to the AP level in a particular discipline should plan on enrolling in the honors level courses in the respective discipline. Although the honors course is not a prerequisite, the experience will leave students better prepared for the academic rigor of the AP coursework.

CORRESPONDENCE CREDIT AND SUMMER SCHOOL

Students must make up failed classes through summer school, correspondence school or by retaking a course at PRCA (See *Grade Replacement Opportunity*). Approval must be given through the administration or guidance office before the course is taken. Students failing classes in any given school year totaling two or more credits in core subjects may find it necessary to withdraw. Seniors who fail more than one core class in the 1st semester may have to withdraw from school. A senior entering his/her second semester must have 20.5 credits in the required classes to continue at PRCA. This policy insures that students are maintaining at least the minimum academic progress needed to be moving toward graduation. If the school administration determines it is unlikely a student will graduate from PRCA due to failed classes, that student may be withdrawn from school.

Grade Replacement Opportunity (GRO)

As part of our desire to educate redemptively, each high school student will be given the opportunity to replace grades for a maximum of two classes during their high school career at Pusch Ridge Christian Academy. Both grades for a course will *appear* on the transcript, but only the higher of the two will calculate into the GPA and only one will be counted for credit toward graduation. For courses taken off campus, the same rule will apply; however if a student should receive a grade lower than they had received at PRCA, the school or the student may opt to not declare this grade on their PRCA transcript (most colleges will require an official transcript from all learning institutions where grades were received upon admissions). The exception to this rule is middle school students who take a high school level course and then retake that same course in high school. In this case, the grade earned while in middle school will not appear on the high school transcript. Transfer students cannot apply the GRO policy to work taken and

retaken at another institution. Students *must receive prior approval from the Guidance Counselor before retaking a course at PRCA or other approved learning institution* (i.e. Marana Distance Learning, Pima, etc.). This policy will be retroactive for 2012 graduates provided a form is submitted per course. The deadline for Seniors to submit the GRO form to be considered in ranking for Valedictorian or Salutatorian is the end of the 1st semester of their senior year.

GRADUATION REQUIREMENTS

Twenty-four (24) units of credit are required for graduation if a student attends PRCA all four years. Adjustments are made for transfer students by waiving Bible credits for any previous years in other schools. Transferring students will have their transcripts evaluated in light of our requirements. The following is an explanation of how transcripts are evaluated:

- ◆ While a student must complete a minimum of twenty-four (24) credits for graduation, they must also complete the minimum requirements within each discipline of study, including electives.
- ◆ PRCA students will not receive units of credit for taking public HS summer school classes except when making up a D or an F. With permission from the principal or guidance counselor and completion of the Grade Replacement Opportunity (GRO) form, credit toward graduation may be granted if a course is taken from an approved institution (i.e. Pima College). Students that do not receive prior permission to take a course off-campus run the risk of jeopardizing the impact of class rank or credit completion. Students may not substitute English or social studies courses at alternate institutions for PRCA classes.
- ◆ Students taking high school-level math in middle school will show their math course with the grade on the high school transcript, however, they will not receive credit toward graduation, nor will their grade positively or negatively affect their cumulative high school GPA.

GPA Transfer Policy

PRCA accepts transferring grades as indicated on the official transcript. This school has the final discretion as to whether or not to accept the transferring course. All transferring course grades will be weighted consistent with PRCA standards.

MINIMUM STATE OF ARIZONA AND PRCA GRADUATION REQUIREMENTS - CAREER/JUNIOR COLLEGE PROGRAM

Twenty-four (24) units of credit are required for graduation if a student attends PRCA all four years. The following table shows the minimum Arizona requirements for graduation, university entrance requirements and Pusch Ridge Christian Academy graduation requirements. For a student to receive a PRCA College Preparatory Diploma he or she must qualify for an unconditional acceptance to a state university. "D's" in core subject areas will not qualify a student.

Subject Area	AZ State Minimum Graduation Requirements		PRCA College Preparatory Diploma Requirements (*4 year University Entrance Requirements)	PRCA Standard Diploma (PRCA Min. Requirements)	
	2012	2013+		2012	2013+
Bible	None		4 units	(*None)	4 units * 4*
English	4 units	4	4 units	(*4 units)	4 units 4
Math	3 units**	4***	4 units	(*4 units)	3 units 4
Social Studies	3 units	3	4 units	(*4 units)	4 units * 4*
Science (lab science)	2 units	3	3 units/4 units+	(*3 units)	2 units 3
Fine Arts	1 unit	1	1 unit	(*1 unit)	1 unit 1
Foreign Language	0 units	0	2 units	(*2 units)	0 units 0
Electives	7 units	7	2 units	(*1 unit)	6 units 4

*Indicates requirements to graduate from Pusch Ridge Christian Academy that are above minimum requirements for the state of Arizona.

**Must include Algebra 1, Geometry, and one other course.

***Must include Algebra 1, Geometry, Algebra 2 and one other approved course.

+4 units are required for students pursuing the Graduate with Distinction diploma

- ◆ Students unable to graduate their senior year will be notified before the end of the second semester of their senior year. Any senior who does not meet graduation requirements will not be allowed to go on the Senior Trip or walk at graduation.

GRADUATION DIPLOMA REQUIREMENTS FOR THE CLASS OF 2014 and beyond

Pusch Ridge has implemented a new diploma for this and subsequent graduating classes that will honor those students that challenge themselves by taking a rigorous course load, fully preparing them for college. There are three different diplomas: Standard diploma, College Prep, and Graduate with Distinction.

Standard Diploma:

	Class of 2014:
English	4 credits
Math	4 credits (must include Algebra 2)
Science	3 credits
Social Science	4 credits*
Fine Art	1 credit
Bible	4 credits*
Foreign Language	0 credits
Electives	4 credits
	<hr/> 24 credits

*Indicates requirements to graduate from Pusch Ridge Christian Academy that are above minimum requirements for the state of Arizona.

College Prep diploma:

- ◆ Meets minimum state requirements (standard diploma) with the addition of 2 years of foreign language and one math course beyond Algebra 2
- ◆ Meets grade minimum requirements by obtaining a C- or above in every core or credited course

Graduate with Distinction:

- ◆ Meets all of the College Prep Diploma requirements, along with:
 - Minimum of 12 honors/AP courses throughout the 4 years of high school
 - Must be enrolled as a full time senior at PRCA (full time is defined as 6 courses for seniors)
 - Must take 4 years of Science
 - Will be noted on the student’s final transcript

Valedictorian/Salutatorian Calculations

Beginning with the Class of 2012, all four years of high school (and only courses taken during the four years of high school) will be manually calculated using the 5 core classes; Bible, English, Math, Social Science, Science. In the event that a student chooses not to take 5 core classes, an elective will be used as the 5th class. Transcripts will reflect rank based on the manual calculation, but the GPA will show an accumulation of ALL classes taken in high school. All classes will be worth the GPA points assigned the grade earned. A weighted GPA will be used for ranking. For the class of 2014 and later, Valedictorian and Salutatorian must be a “Graduate with Distinction” (see Graduation Requirements for further information). Only students that have attended PRCA for their Junior and Senior years are eligible for these honors.

GRADING SYSTEM

<u>Grade</u>	<u>Numerical Equivalent</u>	<u>GPA Point</u>
A+	97 - 100	4.3
A	93 - 96	4.0
A-	90 - 92	3.7

B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	65 - 66	1.0
F	64 and Below	0

“**P/F**” (Pass/Fail) will be given to students serving as teacher’s aides and for study halls. Students receive a credit for teacher aide, but not for study hall.

“**INC**” (Incomplete) will be given to students who fail to fulfill the minimum essentials required, but whose deficiencies are such that they can be made up either by special examinations or some other manner rather than by repeating the course. This grade automatically becomes a failure at the end of two weeks after the grading period unless the student has completed the additional work assigned. The responsibility for removing the “INC” is placed entirely on the student.

Withdrawing from PRCA

Students who withdraw from PRCA with a failing grade for any reason will be given a WF on their transcript. Pusch Ridge will not be able to assist or continue to provide course materials for a withdrawn, failing student.

“**W**” (Withdrawal with No Grade) will be given only with Administrative Approval for students that Withdraw while passing a course.

“**WF**” (Withdrawal with Failing Grade) will be given to students that withdraw from PRCA *for any reason* with a failing grade.

ATHLETIC ELIGIBILITY

Pusch Ridge Christian Academy is a member of the Arizona Interscholastic Association, which monitors all high school competition events. We follow the mandates that have been set by the AIA. Therefore, to be eligible to participate in interscholastic athletics (including cheerleading), student athletes must meet the following:

1. Maintain a 2.0 grade point average (GPA) for all subjects with no failing grades (“F”), as determined by each progress report (mid-quarter) and quarter grading period. Any student who fails to maintain grade eligibility for any quarter grading period will be placed on ineligible status for the next marking period, normally three weeks. This ineligible status will begin on the first school day after the grades are posted. If the student athlete’s grades fail to meet the required standards at the end of the first period of ineligibility, he/she will remain on ineligible status for a second marking period. If at the end of the second marking period, he/she remains below required standards, he/she will be removed from the team roster for the remainder of that season and will not be permitted to participate in any other sport that may currently be in season. Student athletes can return to eligible status only at the end of each marking period.
 - While ineligible, the student may not participate in practices or games.
 - Ineligibility carries over from the fourth quarter of the spring semester to the first quarter of the following fall semester. It also carries over between 8th and 9th grade. Students deemed ineligible based on 4th quarter grades will be ineligible during the first marking period of the following year.

Each student athlete must have on file in the school office the following documents in compliance with the AIA requirements for eligibility:

1. An original Birth Certificate shall be submitted with a copy being made by the school and retained in the student’s file.
2. A Record of Physical Examination performed and signed by a doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or

a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners in Medicine & Surgery stating that the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. This examination will be conducted at the parent's expense. A physical examination for the following school year shall be given on or after March 1. AIA Form 15.7-B shall be used.

3. The student's parent or guardian must complete a Student Health History. AIA Form 15.7-A shall be used and kept on file by the school.
4. An Insurance Waiver form signed by the parent or legal guardian, which will be kept on file by the school.
5. An Emergency Medical Treatment Permission Slip signed by the parent or legal guardian, which will be kept on file by the school.
6. The AIA Parent or Legal Guardian Consent form must be signed by the parent or legal guardian and kept on file by the school.
7. Pay the Athletic Participation Fee for that particular activity.

In addition, please be aware that:

1. Major scheduled activities for Performing Arts courses (such as concerts, play performances, and band competitions) take precedence over athletic activities including state playoff games. Students are required to notify their coaches when they will have to miss a game due to a performing arts course activity.
2. On the days the student athlete leaves school early for an athletic contest, the student must have completed any previous requirements for the classes he /she will miss, and make up any missed tests at the teacher's discretion.
3. Any student athlete missing any class period for any reason other than medical appointments or situations that may be classified as "emergencies" by school administration will not be allowed to practice or compete in a game on that same day. A tardy does not constitute missing class.
4. Any student athlete arriving back to PRCA after 11:00pm from a mid-week game, must be in class at the start of the 2nd period. If the student arrives to school after the start of the second period, they will not be able to attend practice or participate in a game for that day unless otherwise approved by the athletic director.
5. All student athletes must travel to and from away contests in school-provided transportation driven by school-approved drivers. Possible exceptions to this would be the following:
 - An in-town game scheduled on a non-school day, i.e. official school holiday, ½ day of school, a Saturday, or with special permission from an administrator.
 - Students may ride home with their parents from any away contest. A parent should have direct contact with the head coach before leaving with their son or daughter.
 - Providing a written note or verbal consent from the parent of an athlete giving permission for their son/daughter to ride home from an away contest with the parent(s) of a teammate. This permission must be given to the head coach prior to the departure of the team from school for that trip. This permission applies only to the ride home from that contest and for that date only.
6. Any student athlete who sees a medical professional for treatment or advice concerning an injury or illness must present to the head coach of his or her sport a medical release indicating that the individual has permission to return to activity. This release will be kept on file in the office and a copy of the release will be attached to the Athletic Injury Report that was completed by the coach at the time of the injury and submitted to the Athletic Director.

Students are encouraged to attend the games. However, only those students participating in a particular sport will be granted permission to leave early from school to attend the games. The only possible exception to this rule is during state play-off games. Go Lions!

**Lions, “Stand firm and hold to the teachings we passed on to you,
whether by word of mouth or by letter.” II Thessalonians 2:15**