

Praise Academy

“Christ First, Self-worth, Academics”



A ministry of Praise Tabernacle

Parent - Student Handbook

www.praiseacademy.com

Accredited by:



Revised: April 29, 2011

(Subject to change without notice)

www.renweb.com

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

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School Hours

K3 – K4	8:20 – 12:00
K5 – 6 th	8:20 – 3:00
7 th – 12 th	8:00 – 3:20
Office Hours	7:30 – 4:00

4052 Hiram Lithia Springs Road

Powder Springs, GA 30127

Phone 770-943-2484 Fax 770-943-9458

office@praiseacademy.com

www.praiseacademy.com

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PURPOSE OF HANDBOOK

The purpose of the Parent/Student Handbook is to give students and parents, both new and returning, a reference guide to better familiarize themselves with responsibilities in the Praise Academy community. The handbook does not include all information about the school. The handbook is a guide to help families become acquainted with the school and its policies. Answers to the most frequently asked questions from students and parents are included. If additional information or clarification is needed, the school administration is always available. Students and parents are held accountable for knowing and following all policies outlined herein.

This handbook gives guidelines to be observed by students and parents. However, since the school cannot possibly address all situations and circumstances in this book, the administration reserves the right to exercise its administrative prerogative in responding to new situations or unusual circumstances. The administration also reserves the right to interpret the written policies of this handbook as it sees fit, and to revise these policies when necessary. This handbook is not to be considered as a legal contract in terms of contract law theory.

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

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

VISION STATEMENT

“Growing Disciples to make Disciples through Christian Education” (Luke. 2:52; Matthew 28:19)

MISSION STATEMENT

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

PHILOSOPHY STATEMENT

Christ First (Colossians 2:3, 6-10)

Self-Worth (Psalm 139:13-16; Jeremiah 29:11)

Academics (Colossians 2:3; Proverbs 4:5, 7; Proverbs 9:10)

CORE VALUES

Love:

We believe that each person should love God and love others as they love themselves. It is our goal at Praise Academy to demonstrate the love of God through a life-style of love and caring for each other.

Family:

We believe in the family as the most important institution that God has created. It is our goal at Praise Academy to partner with our parents in the education of their children.

Biblical Worldview:

We believe that the Bible is immutable, inerrant, and infallible. That all education should begin with God’s Word as its foundation. It is our goal to teach all subject matter from God’s point of view ... a Biblical Worldview.

Kingdom Education:

A life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ!

Glen Schultz, *Kingdom Education* (Nashville: LifeWay Press), 1998

FACULTY AND STAFF

Administration:

Mr. Joe White	Administrator
Mrs. Georgia White	Principal / Academic Dean
Mrs. Judy Mattick	Administrative Assistant
Mrs. Jane Mitchell	Administrative Assistant

Middle and High School:

Mr. Marcus Butler	Bible / HS Lead Teacher
Mr. Robert Kopenski	History
Mr. Rich Mattick	Math / Science
Mrs. Christina Shuman	Language Arts
Mrs. Shauntay Square	Math / Science
Mrs. Melinda Williams	Language Arts
Mrs. Billie Brewer	Math / Art
Mr. Daniel Youngblood	Math / Bible / PE
Mrs. Mary Hage	Media Specialist

Elementary:

Mrs. Nichole Garcia	First Grade
Ms. Cindy Noles	Second Grade / Lead Teacher
Mrs. Jennifer Butler	Third Grade
Mrs. Cindy Runion	Fourth Grade
Mrs. Lynne Wolfe	Fifth Grade
Mrs. Jill Libramento	Sixth Grade

Kindergarten:

Mrs. Tara Thompson	K5 / Lead Teacher
Ms. Jackie Jacobs	K4
Mrs. Melissa Pelter	K3
Mrs. Jill Miller	Aide
Ms. Rebecca Mitchell	Aide

Support Staff:

Mrs. Shelly Ford	Lunchroom
Mrs. Julie Barefoot	Lunchroom
Mrs. Chandra Youngblood	Custodial
Mr. Peyton Hill	Maintenance / Custodial
Mrs. Joyce Chapman	Substitute Teacher

ACADEMIC POLICIES

CURRICULUM

Praise Academy offers a Christ Centered Curriculum from a Biblical Worldview for grades K3 through twelve.

Academic Programs and Course Offerings:

Praise Academy offers four (4) preparatory programs of study:

- College Preparatory with Distinction (CP+) (4.0 GPA)
- College Preparatory (CP)
- General Preparatory with Distinction (GP+) (4.0 GPA)
- General Preparatory (GP)

High School Course Offerings:

Bible: Old Testament Survey, New Testament Survey, Life of Christ, Behold Your God (A Study about God), Church History, Timeless Truths (Apologetics), Portraits of a Leader (Leadership Studies). Christ / Culture (Worldview/Ethics)

Mathematics: Algebra 1, Algebra 2, Geometry, Senior Math, Advanced Math (Calculus and Trigonometry), Algebra 1A, Algebra 1B, Basic Math, Personal Finance, Consumer Math, General Math

English: Grammar and Literature, World Literature and Composition, American Literature and Composition, British Literature and Composition, Journalism, Christian Literature

Science: Physical Science, General Science, Environmental Science, Biology, Chemistry, Physics

History: Geography, World History, US History, US Government, Economics, Church History

Foreign Language: Spanish 1, Spanish 2

Fine Arts: Band, Drama, Chorus, Photography, Art

Computer/Technology: Introduction to Computer, Key Board, MS Office Applications

Physical Education: Personal Fitness, Team Sports, Health 1 and 2, PE 1 and 2, Weight Lifting 1 and 2, Aerobic Dance

Electives: Yearbook, Life Skills, Christian Etiquette, Study Skills, Aide (Teacher, Library, Office, Lunchroom)

NOTE: Course offerings are subject to change without notice. Some courses are on a rotation basis. Not all courses are offered every year.

GRADUATION REQUIREMENTS

Praise Academy meets and exceeds the state of Georgia guidelines. If the state of Georgia requires a change in student credits, Praise Academy will adhere to the new requirements when changes are in line with our philosophy.

Praise Academy Graduation Requirements for Class of 2012 and Later

Praise Academy's new Graduation Rule goes into effect for first-time freshman for school year (2008-2009) and future freshmen. Under the new requirements, all students must have 28

credits to receive a diploma, which include:

- Four (4) credits in Bible
- Four (4) credits in Mathematics
- Four (4) credits in English/Language Arts
- Four (4) credits in Science
- Four (4) credits in Social Studies
- Two (2) credits in Foreign Language**
- One (1) credit in Fine Arts
- One (1) credit (½ credit in PE and ½ in Health)
- Four (4) electives

** Any student going to a University System of Georgia college or university must take at least two years of the same foreign language to meet admission requirements.

The New State of Georgia Graduation Requirements

Georgia's new Graduation Rule goes into effect for first-time freshman for school year (2008-2009).

The state sets the minimum requirements for graduation. Local systems can add requirements above and beyond the state requirements. Under the new requirements, all students must have 23 credits to receive a diploma, which include:

- Four (4) credits in Mathematics
- Four (4) credits in English/Language Arts
- Four (4) credits in Science
- Three (3) credits in Social Studies
- One (1) credit in Health/Physical Education
- Three (3) credits in Foreign Language** and/or Fine Arts and/or Career/Technical/Agricultural Education***.
- Four (4) electives

** Any student going to a University System of Georgia college or university must take at

least two years of the same foreign language to meet admission requirements.

HOMEWORK POLICY

Homework is considered in determining a student's grade; therefore, students should make this a priority during the early evening hours. Homework is not given on Wednesday evening in order to allow children to participate in mid-week church services.

Praise Academy uses an agenda so parents can monitor class work, behavior, and homework assignments. **Parents are to read, evaluate, and sign the agenda daily.** Parents can view grading and assignments on the internet at www.renweb.com. Please contact the school office to secure a password.

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

PARENT/TEACHER CONFERENCE

At least one parent will be required to attend a conference after the first 9 weeks. Please call the school office to set up an appointment. Additional conferences may be requested by the parent or teacher.

REPORT CARDS

Report cards are issued every nine weeks. Progress reports are issued at the mid-quarter (4 ½ weeks). Report cards and mid-term report may be accessed through Renweb or you can call the school office and request a hard copy.

Grade Scale

A	90 -100	C	74 – 79	NI	69 - Below
B	80 - 89	D	70 – 73		

Conduct Areas:

1 – Satisfactory 2 – Needs Improvement

All seventh through twelfth grade students will take mid-term

exams (9 weeks) and semester finals (18 weeks). Students who have an “A” average and no more than “3” absences will be exempt from MID-TERM FINALS.

All students are required to take semester finals. No student will be exempt from semester finals.

The following criterion is used to determine eligibility for honor roll status.

“A” Honor Roll & No conduct issues

“A-B” Honor Roll & No major conduct issues

STUDENT – ATHLETE ACADEMIC POLICY

Students must pass five (5) or more subjects to be eligible for the following semester. Seniors must take at least 4 subjects. The Athletic Director may allow the student to participate if the average is brought up before the 4 1/2 weeks; however all exceptions must have prior approval from the Athletic Director and the administration.

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

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

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

TEST SCHEDULE

Monday – quiz only

Tuesday – Science and Language Arts

Wednesday – Social Studies

Thursday – Math

Friday – Bible, Spelling, Electives

TESTING

SAT (Stanford Achievement Tests) and OLSAT (Otis Lennon School Ability Tests) are administered the second semester of alternate years to students in grades K5-12. PSAT testing is offered to sophomores and juniors in house during the month of October.

ACCIDENT INJURIES

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

ADMISSIONS

The family should agree without reservation with the Statement of Faith, Vision, Mission, Philosophy, and Core Values of Praise Academy.

Praise Academy requires at least one parent and the child(ren) applying to be faithful to a local church and to be a follower of Jesus Christ.

Enrollment Process:

Contact the school office for the initial interview with the principal and/or the administrator. The child(ren) applying for acceptance should be at the interview with their parents.

Parents should bring:

1. Completed application or complete at the initial interview
2. A copy of transcript
3. Discipline records (Behavioral report).
4. Most recent report card (please include current quarter or semester grades).

Upon acceptance to Praise Academy the family must provide the following information:

- Certified copy of student's Birth Certificate. Students entering K3 (must be 3 years of age), K4 (must be 4 years of age), K5 (must be 5 years of age), or 1st grade (must be 6 years of age) before September 1st to enroll in the appropriate Kindergarten program. ***All Kindergarten students must be potty trained.***
- Copy of student's Social Security Card
- Georgia Certificate of Immunization - Form #3231 (K3-12th Grades)

- Georgia Certificate of Ear, Eye and Dental Exam - Form #3300 (K5-12th Grades)
- Pastor Recommendation Form
- Administrator / Counselor Questionnaire
- Release Authorization Form for students entering grades 1 - 12
- Copy of student's most recent report card, discipline and testing records (Stanford, SAT or other accepted testing data).
- 7th – 12th Grade Student Agreement Form
- Emergency Information

Once records are received, the administration will review the application. Middle School and High School applicants will also be interviewed by the Administrator. Notification of acceptance or denial will be made as soon as possible after all steps of the application process have been completed. All newly enrolled families/students are accepted on a one (1) semester probationary period.

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

ACCREDITATION

Praise Academy is accredited by:

- **Association of Christian School International (ACSI)**
- **Southern of Colleges and Schools (SACS)**

Praise Academy is a member of:

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

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

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

ATHLETICS

(Refer to the Athletic Handbook for detailed information)

Praise Academy offers a wide range of athletic opportunities for the student body. A list of sports is listed below; however, we can't guarantee that all sports will be offered each year. Team sports require a specific number of students to field a

team and are dependent upon participation.

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

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

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

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

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

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

Praise Academy Sportsmanship Statement

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

Profanity, racial, ethnic, or sexist comments, or other intimidating actions will not be tolerated and are grounds for removal from the event and school grounds.”

Eligibility

STUDENT – ATHLETE ACADEMIC POLICY

Students must pass five (5) or more subjects to be eligible for the following semester. Seniors must take at least 4 subjects. The Athletic Director may allow the student to participate if the average is brought up before the 4 1/2 weeks; however all exceptions must have prior approval from the Athletic Director and the administration.

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

Fifth year high school students are not eligible and students must NOT turn 19 before May 1 preceding the school year of participation.

ATTENDANCE

If a student is marked “absent” from homeroom, an email notice will be sent to the parents as early as is practical that morning, to help maintain accountability for student attendance.

Arrival/Dismissal

Students should not arrive on campus before 7:30 am unless a teacher or sponsor has a planned activity. Early morning care is available and starts at 7:00 am to 7:30am; however, a fee is charged. **Students are not allowed to sit in their car or leave campus once they arrive on campus.** K5 through 6th

grades are dismissed at 3:00 pm. Parents should pick up their children at that time. After 3:20 pm students will be sent to the After School Program (fee applies). 7th through 12th grades are dismissed at 3:20 pm. Parents should pick up their children at that time. After 3:30 pm students will be sent to After School Program (fee applies). No students are allowed on campus after school hours without adult supervision. Students are to leave the school buildings and campus immediately after school dismissal unless they are with their parent, approved adult supervision, faculty advisor, or coach. Students on campus must always be under adult supervision.

Absences

Students must be in school at least ½ of the school day to be counted present.

According to state law, the school is required to notify the Department of Motor Vehicles when a student accumulates more than 10 unexcused absences during the school year, resulting in suspension of the student's driver's permit or driver's license. Parents and students should monitor student absences closely to insure that driving privileges are not revoked by the state.

Excused Absences – In accordance with the State Compulsory School Attendance Law, the following reasons may temporarily excuse children from school:

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

Parents may request pre-arranged excused absences

with the administration for their child. Permission will be granted if the reason is sufficient.

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

Make-up work for excused absences will be as follows: The student has five school days upon returning to school to make up any and all assignments. It is the responsibility of the student/parent to get all information to make-up assignments, test, quizzes, etc. For assignments made before the student was absent, due on the first day the student returns to school. Exceptions to this policy must be approved by the principal or administrator.

Unexcused Absences – Students absent with parent consent for any reason other than those listed above are categorized as “unexcused.”

Truancy – When a student is sent to school and his parents expect him to be in school, but he does not attend school for other than excused reasons, he is considered truant.

Cutting (skipping class) Classes – When a student is on campus but not in the assigned class, he is considered to be cutting class unless he has administrative approval.

When a student is absent from school, his parents will be notified via email.

A student returning from an absence must bring a written note to the office from the parent or guardian indicating the reason for the absence, the dates of the absence, and a phone number at which the parent may be reached.

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

Absences that exceed fifteen (15) days per semester or thirty (30) days per school year will result in no credit being given for that school year. Appeals can be made to the School Board.

Early Dismissal

If a student is planning to check out of school early:

Student must bring a written note to the school office before homeroom.

All notes from home must include the student's name, date, and check out time, a brief explanation why the student checking out early, parent signature and phone number (to verify with the parent) before check out time.

The student will then be issued an early dismissal slip which must be signed by each teacher of the classes the student will miss. The classes missed will be counted as an absence. If a student has more than 15 absences in a class per semester the student will not receive credit for that class.

At the designated time of release, the student must go to the school office and be signed out by a parent or an authorized adult. (Authorized adult must be listed on the student's records.)

Parents will be called immediately for any student who leaves campus without permission. Student will be suspended.

Tardy Policy

Tardy to Class - A student is "tardy to class" when he/she arrives to class after the tardy bell.

Excused tardy - includes events that are physically out of your control such as: an accident, road closed due to an accident, power outage, etc.

Unexcused tardy - includes: over-sleeping, traffic too heavy, errand for parents, delayed at train crossing, etc.

Any elementary student arriving after 8:20 a.m. is considered tardy. Students with five (5) unexcused tardies will have a note mailed to parents plus a phone call to notify them of action taken.

Any student in grades 7th—12th arriving after 8:00 a.m. is considered tardy. Students with five (5) unexcused tardies will have a note mailed to parents plus a phone call to notify them of action taken. Five (5) unexcused tardies count as one day's absence

Unexcused tardies include but not be limited to:

Oversleeping, parents bringing you to school, stopping for breakfast, going to see someone, over-sleeping, traffic too heavy, errand for parents, delayed at train crossing and other like situations.

CALENDAR

School calendars are available in the school office, at the end of Student Agenda, on our website www.praiseacademy.com. There is also a calendar available on www.renweb.com, which will list important updates. Items posted on www.renweb.com form the official information of Praise Academy.

CARE OF FACILITIES

God has blessed us with wonderful facilities. Any property damaged will be replaced at the expense of the student (family).

CHAPEL

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

CHAPERONES / VOLUNTEERS

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

CLASS SCHEDULE

Kindergarten and Elementary class schedules can be obtained from the teacher of each class.

Middle High School

	Monday, Tuesday, Thursday, Friday	Wednesday
Homeroom	8:00 – 8:10	8:00 – 8:10
Period 1	8:10 – 9:03	8:10 – 8:49
Chapel		8:55 – 9:55
Break	9:08 – 9:27	No Break
Period 2	9:32 – 10:20	10:00 – 10:39
Period 3	10:25 – 11:13	10:44 – 11:23
Lunch	11:18 – 11:48	11:28 – 11:58
Period 4	11:53 – 12:41	12:03 – 12:42
Period 5	12:46 – 1:34	12:45 – 1:34
Period 6	1:39 – 2:27	1:32 – 2:27
Period 7	2:32 – 3:20	2:32 – 3:20
Dismissal	3:20	3:20

High School

	Monday, Tuesday, Thursday, Friday	Wednesday
Homeroom	8:00 – 8:10	8:00 – 8:10
Period 1	8:10 – 9:03	8:10 – 8:49
Chapel		8:55 – 9:55
Period 2	9:08 – 9:56	10:00 – 10:39
Break	10:01 – 10:20	No Break
Period 3	10:25 – 11:13	10:44 – 11:23
Period 4	11:18 – 12:06	11:28 – 12:07
Lunch	12:11 – 12:41	12:10 – 12:40
Period 5	12:46 – 1:34	12:45 – 1:34
Period 6	1:39 – 2:27	1:39 – 2:27
Period 7	2:32 – 3:20	2:32 – 3:20
Dismissal	3:20	3:20

CLEANING

We do have personnel who clean the school on a regular basis. However, it is up to the students and faculty to maintain the school in a proper manner. We expect all students and faculty to do their part in keeping the buildings and grounds clean and neat, and are not littering or creating unnecessary trash. As needed, students serving detention may be asked to engage in cleaning the school as well.

COMMUNICATION

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

If we post something on www.RenWeb.com, we consider that to be proper notification of important events and policies, so please refer to it often.

We pray for good communication and relationships between students, teachers, and parents. However, if an occasion should arise where there may be an apparent conflict, the parent should contact the teacher involved or vice versa. If the problem remains unresolved, the issue will be brought to the attention of the principal who will then preside in a meeting of all the conflicted parties. If necessary, the administrator will be consulted for final resolution. Should a resolution not be reached, a written appeal may be presented to the Board. This approach follows the biblical direction of Matthew 5:23, 24 and Matthew 18:15, 16. We apply the following order: Parent/Teacher, Lead Teacher, Principal, Administrator and finally School Board.

PROBLEM SOLVING:

During the school year there are often questions, or perhaps a problem will arise. Praise Academy strives to deal with these individual issues according to the principles in the chapter 18

of Matthew. We apply Matthew 18 in the following order: Parent/Teacher, Lead Teacher, Principal, Administrator and finally School Board.

DISCIPLINE POLICY

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

DEMERIT – DETENTION PROGRAM Grades 7-12

Detentions are served each Wednesday 3:30 to 4:30 pm. Students may be asked to clean the school facilities during the detention.

With 6 demerits accumulated in one week (Monday-Friday), a 60 minute (one hour) detention will be issued to be served on the following Wednesday.

Failure to attend detention will result in a paddling or a suspension. Only exception is a written doctor's excuse and administration approval.

Each Monday all students have a clean slate. Demerits do not carry over to the next week.

6 demerits = one hour detention

7 demerits = a paddling or one day suspension

Over 7 demerits = Parent conference

Demerits will be recorded on the parent Renweb site under behavior and in the student's agenda to inform the parents.

Note: please check the parent Renweb site daily and sign the agenda each day so you will be informed about your child's progress.

1 (one) demerit is issued for the following:

- Disturbing others
- Gum on campus
- Candy/Food in classroom
- 6" Rule / Horseplay
- Dress Code Violation (See Dress Code)
- Unexcused Tardy to Class
- Breaking classroom procedures

2 (two) demerits for no Agenda or agenda signed by parent.

Chewing gum is an automatic 1(one) hour detention.

Also, any blatant or repeated violations could result in more than one demerit given for any offense.

PHYSICAL CONTACT

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

PROPERTY DAMAGE

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

GUM

Gum is not permitted on the school grounds at any time. If gum is brought to school it will be confiscated and the responsible student will be disciplined accordingly. Chewing gum during school hours is 1 (one) hour detention.

TOBACCO, DRUGS, AND ALCOHOL

The use or possession of drugs or alcoholic beverages on or

off campus will result in an automatic expulsion. The possession or use of tobacco on or off campus will result in an automatic suspension. A student will be expelled from Praise Academy on a second offense. The school shall reserve the right to search students or their property, including their vehicles, book bags, purses, lockers, or other items at any time without prior notice.

SEXUAL IMMORALITY

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

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

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

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

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

Even though our current culture is saturated with sexual suggestion and innuendo, Praise Academy cannot allow such

behavior in the school community. Obscene, offensive, vulgar, crass, or pornographic materials, whether on notebooks, clothing, automobiles, in lockers, or post on website (i.e., facebook and other like website), will not be allowed. Consequences for such items will be determined by the administration, but will most often result in suspension.

GUNS, KNIVES, OR ANY TYPE OF WEAPON

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

ITEMS NOT ALLOWED ON CAMPUS

The following communication and electronic devices are not allowed on campus or at school functions including home and away athletic events. All other devices must be approved by the school administration:

Cell phones or any electronic device (All electronic devices and phones must be turned into homeroom teacher)

Magazines or Paperback Books (Unless approved by the administration)

**Any object could be used as a weapon

**Any item deemed unacceptable by the administration.

**Items are not allowed on the school premises or at any school related functions.

Any of these items that do appear on campus will be confiscated and returned to the parents upon their visit to the office. Students will be disciplined accordingly.

DISCIPLINARY PROCEDURES

The disciplinary procedures includes the following

Student/Teacher Conference

Parent/Student/Teacher Conference

Administrator Conference

Detention

Corporal Punishment (paddling)

Behavioral Probation Contract

Suspension

Expulsion

Students are expected to exhibit a genuine, submissive, and obedient spirit in their lives. The following are actions that may result in corporal punishment, suspension, expulsion, or a combination.

Defiance

Disrespect to Faculty or Fellow students

Cheating or Plagiarism

Fighting

Defacing of School Property

Profanity, Racial Slurs, or Sexual Harassment

Lying

Repeated violation of school or classroom rules

Leaving school early without checking out properly

Unauthorized phone use

Unauthorized items

Dress Code violations

Late for School / Tardy

Excessive detention

Failure to serve detention

Skipping school or class

CORPORAL PUNISHMENT

The following are guidelines for the staff of Praise Academy in handling specific disciplinary problems:

The administrator or teacher will make sure that the student knows what he/she did wrong and what they should have done to uphold the standard God has placed before them.

Parents will be notified by phone before any corporal punishment is administered.

We encourage parents to come to the school and administer the corporal punishment.

A corporal punishment form will be sent home at the end of the day after a corporal punishment has been administered to be signed by a parent.

The student and the teacher will pray together asking God to help him/her in the future.

The students should have confidence that through Christ's help they can change their behavior.

The teacher will in future weeks praise the student for proper behavior.

DRESS CODE

Most successful organizations do have a dress code or dress standards. It is not our intention to be legalistic or controlling. Our goal is to provide the best environment possible for learning. Christ has stated in Luke 16:10, "he who is faithful in a very little thing is faithful also in much; and he who is unrighteous in a very little thing is unrighteous also in much". Even though a Dress Code may seem like a small issue, and it is in light of the whole concept of Christian Education. If a student decides to manifest rebellion over an insignificant issue such as hair or clothing, they usually end up being rebellious when a major issue does come up. On the other hand, if they faithfully submit to the dress/hair code, then we can all work together, without having to battle over this small area. Therefore, we are asking each parent and student to work with us in every area to build their lives for the glory of God.

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

DRESS CODE: Grades 1-12

All shirts, skorts, pants, shorts, and skirts must be purchased from the authorized vendors. NO EXCEPTIONS WILL BE ALLOWED. See School Uniform Criteria/Requirements for items that require school logo and emblem. www.praiseacademy.com has link to uniform store.

Girls' Dress Code: Grades 1-12

1. Skirt and jumper colors are navy blue, khaki or plaid. Skirts and jumpers are to be worn to the top of the knees.

2. Khaki or navy blue pants (No jeans)
3. **First through FIFTH GRADE only may wear Navy Blue or Khaki shorts.** Privacy shorts may be worn under jumper and skirt.
4. Knit shirts are red, white and navy blue with school logo. Girls are **NOT** required to tuck their school shirts in; however, the shirts must be neat and with an appropriate length ... not too long or short.
5. Chapel day, girls must wear a navy blue, khaki or plaid jumper or skirt.
6. First through sixth grade only may wear white oxford style shirts or Peter Pan style shirts may be worn with jumper.
7. Girls may have pierced ears of a modest style. No more than two modest earrings in each ear. Make up should appear natural. Girls may not wear black or dark color finger nail polish or lipstick.
8. Socks, hose, leggings and tights are to be solid white, red, or navy blue. Hose may be of a natural flesh color.
9. **Outer Wear: Jackets, coats, sweaters, vests, and sweatshirts (hooded or not):**

What can be worn in the classroom and chapel? (Hoods may not be worn inside)

Jackets, coats, sweaters, sweatshirts must be removed upon entry to the classroom and chapel.

The only exceptions are:

A. Praise Academy sweatshirts, sweaters, and jackets, which have the solid school colors or school logos.

B. Solid color (red, white, navy blue, khaki, maroon, gold) sweaters, jackets, and sweatshirts with no logos of any kind.

What can be worn outside the classroom and chapel?

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

No sweaters or jackets around the waist.

No trench coats are allowed.

No hats on campus, except Praise Academy baseball hats; however, they must be removed upon entry to any building.

Boys' Dress Code: Grades 1-12

1. Khaki or navy blue pants. Belts must be worn **seventh** through **twelfth** grade. Black, brown, or blue. No spike belts.
2. First through FIFTH GRADE only may wear Navy Blue or Khaki shorts.
3. Shirts are red, white, navy blue with school logo. Shirts must be tucked in at all times while on the school campus.
4. Light blue or white oxford style shirts with tie must be worn on Chapel day.
5. Boys may not wear earrings or fingernail polish. Only small modest necklaces will be allowed. No other jewelry allowed.
6. **Outer Wear: Jackets, coats, sweaters, vests, and sweatshirts** (hooded or not):
What can be worn in the classroom and chapel? (Hoods may not be worn inside)
Jackets, coats, sweaters, sweatshirts must be removed upon entry to the classroom and chapel.
The only exceptions are:
A. Praise Academy sweatshirts, sweaters, and jackets, which have the solid school colors or school logos.
B. Solid color (red, white, navy blue, khaki, maroon, gold) sweaters, jackets, and sweatshirts with no logos of any kind.
What can be worn outside the classroom and chapel?

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

No sweaters or jackets around the waist.

No trench coats are allowed.

No hats on campus, except Praise Academy baseball hats; however, they must be removed upon entry to any building.

Boys' Hair Code: Grades 1-12

Parents are asked to insure that their children dress in compliance with the school's dress/ hair code. Our administration is responsible to interpret and enforce these policies.

Boys' Hair Code: Grades 1-12

Hair shall be NEAT and well groomed of a conservative style. (Note: Determinations as to what is considered, "Neat and well groomed of a conservative style" will be left to the judgment of the school administration.)

When hair is combed straight down:

1. Hair must be out of the eyes.
2. Hair must be off the collar.
3. Hair must be no longer than to the middle of the ear.

No radical hairstyles or cuts are permitted. Haircuts which are unusually shaved or spiked are not allowed. No bushy hair styles, braids, or tails are allowed.

No unnatural two tones dying of the hair is permitted. No unnatural hair colors are allowed.

No beards or mustaches are permitted. Facial hair must be clean shaven each day.

Sideburns are allowed to the middle of the ear.

Failure to comply with these standards will result in the student being issued a demerit, and sent home to correct the

dress code violation if it is not correctable immediately. The parent may be called to correct it immediately to prevent the student from missing class.

At any rate, the child will not be allowed to return to class unless the dress code violation has been resolved with the administration.

General Dress Code Requirements for Boys and Girls: Grades 1-12

All hair must be of a modest, neat style. Natural highlights are acceptable. No unnatural two tones dyeing of the hair is permitted. No unnatural hair colors are allowed.

1. Hats and bandanas are not allowed on campus.
2. Sunglasses are not to be worn inside.
3. **Outer Wear: Jackets, coats, sweaters, vests, and sweatshirts** (hooded or not):

What can be worn in the classroom and chapel? (Hoods may not be worn inside)

Jackets, coats, sweaters, sweatshirts must be removed upon entry to the classroom and chapel.

The only exceptions are:

A. Praise Academy sweatshirts, sweaters, and jackets, which have the solid school colors or school logos.

B. Solid color (red, white, navy blue, khaki, maroon, gold) sweaters, jackets, and sweatshirts with no logos of any kind.

What can be worn outside the classroom and chapel?

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

No sweaters or jackets around the waist.

No trench coats are allowed.

No hats on campus, except Praise Academy baseball hats; however, they must be removed upon entry to any building.

4. No body piercing with the exception of girls ears which must be of a modest style. No more than two modest earrings in each ear.
5. No sports sandals (flip flops) may be worn.
6. No tattoos allowed. If a student already has a tattoo it must be covered at all times.
7. Boys and Girls pants CANNOT be cut off or slit up the seams at the bottom of the pant legs.
8. Pants are required to fit properly no oversized pants, no baggy pants. Pants must be worn at the proper place on the waist.
Standard black, brown or dark blue belts required for boys grades 7-12. No spike belts allowed.
9. Dress shoes or standard tennis shoes are required. No radical shoe styles.
10. School uniforms cannot be altered in any way without approval from the school administration.

PE Uniforms: Grades 7-12

PE shirts and shorts must be purchased from the uniform store for 7th -12th grade. Tennis shoes must be worn in the gym.

Casual Dress Days:

Occasionally, Praise Academy does have casual day. A notice will be sent home to notify you about these days. Students may wear modest blue jeans and modest casual shirts. (Christian T-Shirts will be allowed). Casual Day will be no more than once per month unless approved by School Board. Students may have one casual day per year for their birthday. Seniors may have other special dress days, which will be determined by the school administration.

Dress Code Compliance Standard:

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

At any rate, the child will not be allowed to return to class unless the dress code violation has been resolved with the administration.

FIELD TRIPS

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

FINANCIAL POLICIES

TUITION POLICY

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

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

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

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

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

Payments not received by the 5th of the month are delinquent, and a service charge of \$10.00 will be added to past due accounts. Tuition and all other fees must be paid by the 15th of the month or the student will not be allowed to attend class until the full balance is paid.

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

Registration and matriculation fees are non-refundable.

If a student withdraws from the school for any reason their account balance must be paid in full before any records are released. Paid in full is defined as paid in cash or two weeks after the deposit of a payment made by check. There is a \$500.00 withdrawal fee for early withdrawal for any reason.

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

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

New student enrollment requires registration fee to be paid on day of registration, matriculation paid on day of registration, and first months tuition must be paid by July 1st. Enrollment after July 1st requires registration and matriculation fees paid at enrollment with first tuition payment paid by July 1st.

Note: New student registration begins February 1st for the next school year.

Re-Enrollment Fee (Current Students Only):

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

February 1 to February 28.....\$50.00 per
child + Matriculation Fee paid in full

After February 28.....\$100.00 per child +
Matriculation Fee paid in full

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

TUITION AND FEE PAYMENTS

Tuition payments may be turned into the office or mailed.
Tuition and fees may be paid online on the RenWeb parent website (convenience fees apply).

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

TEXTBOOKS

All textbooks are on loan to students. These textbooks are owned by Praise Academy. If a book is damaged or has unusual wear, a prorated fine will be assessed. If the book is lost or damaged beyond repair, the student will be assessed the current purchase price of the book upon replacement. We ask parents to encourage their children to keep books well covered and to take good care of them.

SCHOOL INSURANCE

Secondary accidental insurance is provided to every student at Praise Academy. The insurance provided is a secondary coverage. Claims must be filed with the family insurance coverage first. Then we will submit any balances due to the school's insurance company. If the family does not have accidental coverage then the school's insurance will become primary. The limit of the school's coverage is up to \$10,000.

FIRE DRILLS & OTHER SAFETY DRILLS

Fire Drills:

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

Tornado Drills:

At the announcement of a tornado drill, students will proceed to the gym and go to their homeroom teacher. Students will remain with their class until the all clear announcement is given. Tornado drills will be conducted twice each year in February and November.

School Lockdown:

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

HOMEWORK POLICY

Homework is considered in determining a student's grade; therefore, students should make this a priority during the early evening hours. Homework is not given on Wednesday evening in order to allow children to participate in mid-week church services.

Praise Academy uses an agenda. Therefore, parents can monitor class work, behavior, and homework assignments.

Parents are to read, evaluate, and sign the agenda daily.

Parents can view grading and assignments on the internet at www.renweb.com. Please contact the school office to secure a password.

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

LIBRARY & MEDIA CENTER POLICIES

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

Books are due back to the Media Center two weeks from the date the book is checked out. All books not returned by the due date will be assessed a fine of \$0.10 per school day, until the book is returned. Fines will not exceed the replacement cost of the book.

All lost books will be assessed a fine as follows:

Paperback books published before 1990: \$5.00

Paperback books published after 1990: Cost of replacement through Amazon.com or Christian Book Distributors.

Hardback books: Amount determined by the cost and age of the book, determined by the school, based on the cost of replacement through Amazon.com or Christian Book Distributors.

All magazines are for overnight loan only. Magazines are due back in the Media Center by 8:30 am the following school day. All magazines not returned on time will be assessed a fine of \$0.25 per day. Fines shall not exceed the newsstand cost of the magazine. Fines apply to current as well as previous issues of magazines. Any magazine borrowed for in school use only is due back at 3:30 pm.

Fine notices will be posted as needed. When the fine exceeds \$5.00, a notice will be emailed home, with an additional \$0.37 fee for postage added to the fine.

All books must be returned, fines paid, and/or lost book fees paid before final grades and transcripts will be released.

Computer / Internet Policy:

Users include all students, teachers, administrators, and support staff having access to the internet via the Praise Academy network.

Students may have access to the internet while working on class projects in a supervised setting. This includes computers in the classrooms and in the Media Center. Students must follow all rules contained within this policy at all times when accessing the internet and/or using Praise Academy

computers. Students must also follow the direction of faculty and staff members supervising any area where networked resources can be accessed.

Praise Academy Computer/Internet Acceptable Use Policy

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

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

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

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

Guidelines:

A. Access is a privilege, not a right. This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in suspension or cancellation of computer privileges. The school administration and system

administrator will determine what constitutes inappropriate use. The administration, faculty or staff may request that the system administrator deny a specific user access.

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

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

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

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

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

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

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

I. If a user discovers a security problem in the school's computer network, they will notify the system administrator.

They will not demonstrate the problem to others. Users shall not attempt to "hack" the computer system.

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

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

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

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

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

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

P. Users shall not load unauthorized games, programs, files or nor any other media on any school computer system. The computers at Praise Academy are educational tools and are not to be used for one's personal recreation.

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

required by law.

LOCKERS

Lockers are assigned by the office, and may not be changed without permission. No outside decorations are allowed on lockers. Lockers should be kept organized and clean at all times. Any decoration inside the locker must be in good taste. Clearly suggestive or inappropriate photographs, stickers, and those with reference to alcohol, tobacco, and illegal substances may not be displayed. Evidence of such decorations will incur a minimum of one demerit and require removal of all decorations from inside the locker. Anything attached to the locker must be kept neat, and must not be objectionable. All items left on the floor, on top of or underneath lockers will be collected regularly, and students will be given a demerit. Lockers may not be defaced. Lockers are subject to unannounced inspection by the administration at any time. Students may not open or disturb the contents of lockers assigned to others.

Locks are strongly recommended for the protection of student belongings. Students who leave their lockers unlocked are responsible for any items missing from their lockers. The school cannot be responsible for lost, stolen, and misplaced items.

LUNCHROOM

FOOD ALLERGIES: Please notify the school office and lunchroom staff in writing, if your child has food or drink allergies.

Lunch Cards are to be purchase from the school office. These cards are used to buy any item in the lunchroom. No cash is exchanged in the lunchroom.

Students are not to borrow or use another student's lunchroom card.

Lunch orders from the school menu must be placed in the homeroom on the sign up sheet.

LUNCHROOM GUIDELINES FOR WARM UPS:

We continue to allow food from home to be brought in and warmed up by the lunchroom staff. Please carefully review the following guidelines:

Lunches sent in that do not follow these guidelines will NOT be prepared.

- All food must be turned in by 9:00 AM
- All food must be clearly labeled with the students name and grade.
- Please place items into the appropriate classroom bin in the lunchroom.
- All food sent in to the lunchroom must be ready to be warmed and in a container that may be placed directly into the microwave/oven.
- All food must be in a container with a lid. Zip lock bags are acceptable.
- Please **do not** send in food covered/wrapped in foil or saran wrap.
- Please **do not** send glass containers.
- Please **do not** send in cans of soup, etc. Canned food must be opened and put into a microwavable container with a lid.
- Please **do not** send food to the lunchroom for refrigeration. Students are not allowed to use the school refrigerator. Please use a freezer pack in the lunchbox.
- **We do not cook food that requires adding water, sauce, powders, etc.**
- Examples of food we **will not prepare** are: Easy Mac, Ramen Noodles, Maruchan, Instant Lunch, Yakisoba, Bowl Appetite, etc). Any of these types of food may be prepared at home and placed in an approved container and we will warm them up.
- Frozen dinners are allowed; however, we must be able to be placed the item in the oven or microwave. (Lean Cuisine, Hot Pockets, Pizza, Banquet, Kid Cuisine, etc).
- Chef Boyardee type microwavable cups and bowls are allowed.

- Most Lunchable type meals do not require warming. Most of these type meals contain items that can not be warmed (drinks, candy, cheese, sauces, etc) Please do not turn these into the lunchroom. If you have a lunchable type meal and would like part of it to be warmed, please turn in only the item to be warmed in a zip lock bag or other approved container.

Please remember we have a limited amount of time and space to prepare lunches. We appreciate your cooperation and look forward to a great school year!

MEDICATION

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

MEDICAL INFORMATION CARDS

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

OFFICIAL SCHOOL RECORDS

TRANSCRIPT PROCEDURE:

Transcripts of students will be sent directly to institutions when requested by parents or the institution. All financial obligations to the school must be cleared before any records or transcripts will be released. After two transcripts have been requested there will be a \$2.00 charge for each additional transcript.

PARENT-SCHOOL RELATIONS

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

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

Divorce:

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

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

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

Students Leaving Home:

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

P.E. P.

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

SCHOOL CLOSING

If there is a possibility of inclement weather which may affect school openings, parents should listen/view the news on ABC, NBC, OR CBS for specific announcement regarding Praise Academy (Total Learning Center) inclement weather closings. PLEASE DO NOT CALL THE SCHOOL STAFF REGARDING SCHOOL CLOSING.

SEXUAL HARASSMENT

It is the policy of Praise Academy that students shall be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment. Sexual harassment is unlawful under federal law and is specifically prohibited by Praise Academy and will not be tolerated.

STUDENT DRIVERS

All students driving to school must apply for parking permit at the school office. When applying for a parking permit you must show your drivers license, proof of insurance, and tag receipt. Drivers will have assigned parking places. Students must sign a form stating they will abide by the following rules. Students must be in homeroom no later than 8:00 a.m.

If a student has five (5) tardies in any nine (9) week period, driving privileges will be lost for one (1) week, beginning the next school day after the fifth tardy.

A student will then lose a week's driving privilege for each five (5) tardies for the rest of the nine (9) week period.

If students lose their driving privileges for a total of 4 weeks during the entire year, their driving privileges will be revoked and student and parents must go before the School Board to have it reinstated.

Drivers must have a written note from their parents and the parents of the passenger to carry any passenger off campus. This note must be given to the school office.

Students cannot take anyone home from school even on emergency basis unless both parents have been contacted and it has been approved. Any violation of rules five (5) and six (6) will result in immediate revocation of driving

privileges.

Any student driver who leaves campus without permission will be suspended. A student's second offense will result in having their driving privileges revoked. Parents and student will be required to meet with the school board to have the student's driving privileges reinstated

STUDENT DROP-OFF AND PICK UP

Early morning care (\$4.00 per day per child) is available from 7:00am to 7:30am. Students maybe dropped off after 7:30am at no charge.

Student pick-up in the afternoon will be as follows:

K5 - 6th Grade: line up in the car line. Students are dismissed at 3:00 pm.

7th - 12th Grade: line up in the car line to the far right lane until 3:20 pm. Students are dismissed at 3:20 pm.

If you have students in lower and upper levels to pick up, please line up in the far right lane. If you pick up a K5 - 6th student and have a 7th-12th student to pick up as well, you will be asked to circle back around the line until 3:20 pm. We ask that all parents please be patient and courteous.

PLEASE, DO NOT PARK & PICK UP YOUR CHILD ... PLEASE STAY IN THE CAR LINE!!!

Students will not be allowed to cross the line of traffic in the parking lot. We ask that all parents stay in the car line to pick up their child. This will provide safety to all students. Parents of K3 through sixth grade will be issued a gold ID card for pickup. ID cards must be placed in clear view when going through the car line. If you have limited time and must pick up your child early you must come in the school office and sign your student out by 2:45. Students will not be dismissed before 3:00 for elementary and 3:20 for 7th - 12th grades without parental sign out. Please do not park in the student parking spaces. They will be numbered numerically.

TELEPHONE CALLS

The school cannot take or deliver personal messages for students except under very special and emergencies.

Students are not to use the phone unless an administrator or secretary is present. After-school plans should be made before coming to school; the phone will not be used for social purposes.

VISITORS

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

WITHDRAWAL POLICY

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

WORK PROGRAM

Seniors on the work program must turn in a work permit before going to work. A CVTP Employer Rating Sheet must be turned in two weeks before the end of the nine (9) week period to receive a grade and return to work. If a student is out of school because of illness, he will not be allowed to work that day.

This handbook is subject to change without notice. Go to www.renweb.com for the latest versions and updates. RenWeb is the official source for information about Praise Academy.