

Porter's Chapel Academy

Parent/Student Handbook 2020-2021



Porter's Chapel Academy
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Welcome to Porter’s Chapel Academy. We are glad you are here and we look forward to working with you and your children during this school year. The Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Porter’s Chapel Academy. Although the Handbook is not intended as a comprehensive statement on these subjects, it is written to answer the frequently asked questions about the policies and procedures of the school. Our policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to various issues. This handbook is provided to acquaint you with the policies and procedures governing the school. The administration is available to answer any questions you may have.

Porter’s Chapel Academy reserves the right to revise or abolish the policies, procedures, rules, regulations, and information in the Handbook at any time. The Board of Directors approves all major changes.

Providing a challenging academic program within a consistent, Christian framework of thought, Porter’s Chapel Academy is committed to the education of your children. Our purpose is to help parents in the development of each child so that he or she becomes a productive member of the community. “Train up a child in the way he should go, and when he is old, he will not depart from it.” (Proverbs 22:6). Thank you, parents, for the privilege of assisting you in this educational endeavor.

PCA is an asbestos free campus and is in compliance with federal regulations regarding asbestos. Anyone who wishes to see the asbestos report may inquire in the school office.

Administration

Chris Williams, B.B.A., M.E., Ed. S., Head of School
Frances Warren, B.S., M.E., Assistant Administrator
Austin Crabtree, B.S., M.E., Assistant Administrator
Nancy McClain, B. S., M.E., Guidance Counselor
Blake Purvis, B.S., M.S., Athletic Director
Janice McKercher, Administrator Assistant
Kim Arias, Financial Office Director

Mission Statement

Porter's Chapel Academy strives to train young people through a well-rounded Christian education, thereby preparing them for life as leaders who will choose character before career, wisdom beyond scholarship, service before self and participation as a way of life.

Non-Discriminatory Policy

PCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the application of its educational policies, athletic programs, and other school-administered programs.

Accreditation

PCA is accredited by the Southern Association of Colleges and Schools (SACS) and by the Mid South Association of Independent Schools (MSAIS). MSAIS member schools are assigned accreditation ratings. PCA has an "AA" rating, the highest assigned by the MSAIS. Activities and athletics are governed by the MSAIS.

Requirements for Admission

PCA requires a signed application, report cards, standardized testing information, a non-refundable registration fee, and approval by the Board of Directors for admission. Additionally, students in grades 7 - 12 are required to submit to random drug testing as outlined in the Drug Prevention Policy. PCA reserves the right to administer such tests and make such inquiries as it deems necessary to enable the Headmaster to make a recommendation to the Board of Directors regarding admission. Each family agrees to pay tuition by the 25th day of the preceding month according to the payment plan they select. Further, parents understand that a fee will be assessed for payment received after the 1st of the month. The application form contains a complete listing of requirements and fees.

Our Commitment

We at PCA pledge ourselves to teach students within a thoroughly Christian framework recognizing the spiritual trust parents have placed in us. We must work to be an extension of homes where training has already begun.

Our Beliefs

Teachers, staff, administrators, parents, students and community members share in the responsibility for providing a supportive learning environment within our school.

God, who created all things, cannot be separated from history, literature, mathematics, science, or any other academic discipline.

In order to accomplish the task of providing practical education in the context of the Christian concept, our goals are:

To prepare each child academically by making available a balanced curriculum with the opportunity for success.

To teach not only the basic facts and skills, but to challenge students to develop the ability to think by moving our instruction from basic knowledge to higher levels of learning including application, analysis, synthesis and evaluation.

OPERATIONAL PROCEDURES FOR PCA

Academics

Course of Study

Bible: The primary objective of Bible instruction is to know God. Our study of the Bible, therefore, attempts to create effective learning experiences for the students, so that they not only know about Him, but that their knowledge produces a growing relationship with God and His creation.

Reading and Language Arts: Students begin the study of language in the preschool. Initially, phonetic awareness, phonics and letter recognition will be the main objectives. An integrated approach to teaching reading and writing skills based on authentic literature is emphasized throughout the early grades. As students progress, they learn literary criticism through exposure to great classical literature, and hone their own writing skills.

Mathematics: Math skills are vital in the academic program at PCA. Special attention is paid to developing mathematical understanding through the use of manipulatives in the early years with emphasis on computational skills, problem solving, and analytical thinking as time progresses.

History: The study of history at PCA follows the traditional approach of the study of great men and wars. In addition, study of other cultures prepares the students to live in an ever-shrinking global society. Since history is a description of God's dealing with man and mankind, we emphasize the role of the Creator in history and look critically at history from that perspective.

Science: In science, students study the laws of God in nature and how man uses them. The study of science becomes an excellent mechanism for showing the glory, power, complexity, and orderliness of the Creator.

Foreign Languages: Language and cultures are studied in order to give students an appreciation of God's work in the lives and nations of others.

Computer Science and Technology: This science provides the students with the skills they need to function in our technological age. In addition, computers are used as an instructional resource.

ACT Prep: ACT prep classes are taught to help improve ACT scores using the Jumpstart Test Prep program.

Fine Arts: The arts are studied as added blessings of God's provision for man. Music (vocal and instrumental), visual art, and drama are included in the PCA curriculum.

Physical Education, Health, and Athletics: The development of the body plays an important part in the growth of the whole person. PCA students have opportunities to participate in PE classes (K-6) and extracurricular athletic programs (4-12).

Dual credit courses: Classes may be taken through Hinds Community College at an additional cost for dual credit. CTE courses include Agriculture, Animation, Auto Mechanics, Carpentry, Culinary Arts, Early Childhood, Health Science, Law & Public Safety, Marketing, Precision, and Welding. Other approved courses may be taken.

Online courses: Online courses are offered through MAIS, Mississippi State University, and University of Mississippi at an additional cost.

Specific Courses include but are not limited to:

Elementary (Grades 1 - 6):	Bible, Character Building, Reading, Language, Mathematics, Science, Social Studies, PE, Music, Introduction to Computers, and Art
Junior High (Grades 7, 8):	Bible, English, Literature, Math 7, Pre-Algebra, Algebra I, Science, Social Studies, Keyboarding, Computer Applications, Career Discovery, Music Appreciation, and Choir.
High School (Grades 9-12)	Church History, World Views, English I, II, III, and IV, Honors English I, II, III, and IV, Pre-Algebra, Algebra I, II, Honors Algebra I, II, Geometry, Honors Geometry, Algebra III, Calculus, Senior Math, Biology I, Human Anatomy and Physiology, Chemistry I, II, Physics, Botany, Environmental

Science, Zoology, Geology, US History, World History, Geography, Government, Mississippi History, Economics, Civics, Keyboarding, Computer Applications, Advanced Computer, Spanish I, II, Health, Art I, II, III, Choir, Accounting, Career Education, CTE courses, and ACT Prep.

Honors courses are offered in English I, II, III, and IV, Algebra I and II, and Geometry. Honors courses are on an accelerated scale with an A being worth 5 quality points, a B worth 4 quality points, a C worth 3 quality points, and a D worth 2 quality points. Algebra III, Calculus, Chemistry II, and Physics are also on an accelerated scale.

Courses that a student does not pass during the regular term may be taken during summer school for credit. Credit will be given only for summer programs offered by accredited MSAIS schools or through Mississippi State University or University of Mississippi.

*Credit courses may be taken through correspondence if the desired course is not available or cannot be scheduled at PCA. However, registration for correspondence courses must be approved by the administration. Monitoring of correspondence work is the responsibility of the guidance counselor.

Class rank will be taken from the gpas and averages calculated in RenWeb. Cumulative, weighted gpas will be used first and unweighted numerical averages will be used in the event of a tie.

Homeschool Programs

Junior and senior high students who are homeschooled may enroll in individual classes at PCA, as space is available. A \$70 registration fee as well as the cost of instructional materials will be assessed. Monthly tuition of \$80 per course is due the 25th day of each month from July through April. Homeschooled students must abide by all policies of PCA while on campus. MSAIS rules prohibit part time students from participating in athletic and activity programs.

Requirements for Graduation

A minimum of twenty-three (23) units are required for graduation, twenty (20) of which must be academic units. These changes are necessary due to graduation requirements set forth by the Mid South Association of Independent Schools and the Institute of Higher Learning. Units must be earned as follows.

English	4 units (English I, II, III, IV)
Math	4 units (Algebra I and 2 maths higher than Algebra I)
Science	4 units (one lab based biological science)
Social Studies	4 units (US History, Government, Economics)
Bible	1 unit (World Views)
Fine Arts	1 unit (Band, Choir, Art)
Electives	5 units (½ computer credit required) (½ ACT Prep required beginning with the class of 2024)

40 hours of community service are also required. Documentation forms may be obtained from the guidance office.

PCA students are encouraged to complete the minimum requirements for admission to Mississippi colleges and universities as follows:

The minimum **REQUIRED** CPC for full admission into a Mississippi public university is as follows:

English: 4 Carnegie units

- All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.

Mathematics: 3 Carnegie units

- Algebra I or its equivalent
- Math higher than Algebra I (2 units)

Science: 3 Carnegie units

- Biology I or its equivalent
- Science higher than Biology I (2 units)

Social Studies: 3 Carnegie units

- U.S. History
- World History
- U.S. Government (½ unit)
- Economics (½ unit) or Introduction to World Geography (½ unit)

Arts: 1 Carnegie unit

- Includes any one Carnegie unit (or two . units) of visual and performing arts course(s) meeting the requirements for high school graduation.

Advanced Electives: 2 Carnegie units

- Option 1: Foreign Language I and Foreign Language II
- Option 2: Foreign Language I and Advanced World Geography
- Option 3: Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course

Technology: ½ Carnegie unit

- A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

Total Carnegie units: 16½

The minimum RECOMMENDED CPC for full admission into a Mississippi public university is as follows:

English: 4 Carnegie units

- All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.

Mathematics: 4 Carnegie units

- Algebra I or its equivalent
- Math higher than Algebra I (3 units)

Science: 4 Carnegie units

- Biology I or its equivalent
- Science higher than Biology I (3 units)

Social Studies: 4 Carnegie units

- U.S. History
- World History
- U.S. Government (½ unit)
- Economics (½ unit)
- Introduction to World Geography (½ unit)
- Mississippi Studies (*or state/local government course in any other state*)

Arts: 1 Carnegie unit

- Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.

Advanced Electives: 2 Carnegie units

- Option 1: Foreign Language I and Foreign Language II
- Option 2: Foreign Language I and Advanced World Geography
- Option 3: Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course

Technology: ½ Carnegie unit

- A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

Total Carnegie units: 19½

Beginning with the incoming college freshman class of 2022, the requirements and recommendations are changing to the following.

The minimum REQUIRED CPC for full admission into a Mississippi public university is as follows:

English: 4 Carnegie units

- Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.

Mathematics: 4 Carnegie Units

- Algebra I or its equivalent
- Math higher than Algebra I (2 units)

Science: 3 Carnegie units

- Biology I or its equivalent
- Science higher than Biology I (2 units)

Social Studies: 3 ½ Carnegie Units

- Units must include integrated courses of social sciences and humanities promoting civic competence.

Arts: 1 Carnegie unit

- Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.

Advanced Electives: 2 Carnegie units

- Option 1: Foreign Language I and Foreign Language II
- Option 2: Foreign Language I and one unit from Option 3
- Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. Example: completion of both Health Sciences I & II will count as an advanced elective.

Technology or Computer Science Course: 1 Carnegie Unit

- A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced elective may be acceptable for non-Mississippi residents.

Total Carnegie units: 18 ½ Carnegie Units

The minimum RECOMMENDED CPC for full admission into a Mississippi public university is as follows:

English: 4 Carnegie units

- Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.

Mathematics: 4 Carnegie Units

- Algebra I or its equivalent
- Math higher than Algebra I (3 units)

Science: 4 Carnegie units

- Biology I or its equivalent
- Science higher than Biology I (3 units)

Social Studies: 4 Carnegie Units

- Units must include integrated courses of social sciences and humanities promoting civic competence.

Arts: 1 Carnegie unit

- Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.

Advanced Electives: 2 Carnegie units

- Option 1: Foreign Language I and Foreign Language II
- Option 2: Foreign Language I and one unit from Option 3
- Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. Example: completion of both Health Sciences I & II will count as an advanced elective.

Technology or Computer Science Course: 1 Carnegie Unit

- A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced elective may be acceptable for non-Mississippi residents.

Total Carnegie units: 20 Carnegie Units

Notes

- **Pre-High School units:** Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.
- **Course Acceptance:** A course may not be used to satisfy more than one requirement.

Student Transfers

Students who move into the area may be admitted to grades 7-12 at the time of their relocation. If previous school records do not provide a clear assessment of the student's ability to be successful at Porter's Chapel Academy, the school may require additional testing. A nine-week probationary period that will include parent-teacher recommendations may be required.

Porter's Chapel Academy will NOT accept Senior class transfers after the 1st nine weeks, unless it is an extenuating circumstance otherwise approved by the administration and board.

Admission to and continued enrollment in Porter's Chapel Academy is at the sole discretion of the administration.

Graduation Procedures

All students must meet the requirements of PCA and clear accounts with bookkeeping to participate in any graduation exercise. Further, a Graduation Fee of \$150 is due by April 1st to cover the cost of graduation attire, diploma, transcripts, and incidentals.

A Valedictorian and Salutatorian will be named from the graduating class. The Valedictorian and Salutatorian will be selected from students who are completing academic requirements for Mississippi colleges and universities based on their cumulative weighted 4-year GPA in academic subjects from accredited high schools. Unweighted numerical averages will be used in the event of a tie. RenWeb will be used to calculate class rank. To be considered for Valedictorian or Salutatorian, a student must be enrolled at PCA by the last day of the first nine-week grading period of the junior year. The Valedictorian and Salutatorian will speak at graduation. Speeches will be subject to review by the faculty and administration.

Any senior who achieves a 4-year weighted GPA of 4.0 or above in academic subjects from an accredited high school will be designated a distinguished honor graduate. A senior who achieves a 4-year weighted GPA of 3.5-3.99 in academic subjects from an accredited high school will be designated a highest honors graduate. A senior who achieves a 4-year weighted GPA of 3.0-3.49 in academic subjects from an accredited high school will be designated an honor graduate.

The Board of Directors will schedule senior graduation exercises and Baccalaureate. Juniors and seniors are required to attend both functions and dress accordingly. All participating senior boys must wear a shirt with tie, black slacks and black shoes. Senior girls must wear dresses or skirts that do not show below the gown and black shoes. Cap and gown will be the attire for all senior graduates.

Senior Privileges

Because we believe that seniors are young adults and should assume greater responsibility and independence, the following privileges are offered:

Seniors must take a minimum of 4 classes. Seniors may dismiss from school early if no classes are scheduled. They must, however, leave campus if they are to take advantage of this privilege.

Seniors may sign out and leave campus for lunch or study hall with written permission from parents on file in the office. Seniors leaving campus during the day must sign in and out in the office.

Senior classes will end before the student body classes and exams will be scheduled early.

Seniors may be exempt from exams in yearly courses as well as exams in semester courses (1st and 2nd semesters). The exemption policy is the same as listed below except to be exempt for a semester class, you can only have 2 absences with a B, 1 absence with a C, and 0 absences with a D. Credit Recovery through MSAIS will be the only choice for seniors who fail a course.

Two college days, with verification from the college, may be taken which will not count as an absence. All other college days count as an absence but may be excused when requested in writing in advance. Verification is required.

Grading and Grade Reporting

Grading Scale

Grades at PCA are reported every nine weeks. The grading scales used are listed below.			
First and Second Grades		Third through Twelfth Grades	
E	Excellent	90-100	A
S	Satisfactory	80-89	B
I	Improving	70-79	C
N	Needs Improvement	65-69	D
U	Unsatisfactory	64 or below	F

Procedure

Checklists will be used to evaluate kindergarten students each nine weeks. Weekly papers will be sent home so that parents may be aware of their child's progress.

All other students will receive written evaluations at the midterm of each grading period and report cards every nine weeks (see 2019-2020 calendar for exact dates). No student may earn more than 10 bonus points.

Nine Weeks Exams and Averages

Students in grades 4 - 6 will be given nine weeks exams each marking period. These exams will constitute 20% of their nine weeks average. For students in grades 7 - 12, daily work, chapter or weekly tests, major projects and major papers will constitute 75% of the nine weeks grade. The nine weeks exam will determine the remaining 25%.

Semester and Yearly Averages

The junior high and high school semester averages will be calculated as follows:

Average of the First and Second Nine Weeks (75%)

Semester Exam (25%)

The yearly average will be calculated by averaging the first and second semester grades.

Exemptions

Students may be exempt from final exams (second semester only) provided they have at least a 90 average (A average) for the year in the particular class. In addition, students with at least an 80 average (B average) for the year in a particular class with no more than three absences may be exempt. Students with at least a 70 average (C average) for the year in a particular class with no more than two absences may be exempt. Students with at least a 65 average (D average) for the year in a particular class with no more than one absence may be exempt. Students may not be exempt if they have received three after-school detentions in a class or any out of school suspensions. Students may not be exempt from exams for semester classes, except for seniors. Over 20 days absent in any year long class and 10 days in any semester class disqualifies a student from being exempt in any class. To qualify for exemption, all school fees must be paid in full.

Elementary students in the fifth and sixth grade may be exempt from their final exams if they have an A average of 90 or above and no unexcused absences.

Cheating

Any student caught cheating, including plagiarism, will receive an automatic "zero" on the test or paper. Repeated violations of the cheating policy may result in suspension and/or expulsion from school as well as exclusion from the National Honor Society.

Honor Roll Requirements

Students in grades 3 - 12 that have an 80 or above (B or above) average in each subject for each marking period will be named to the PCA Honor Roll. Students in grades 3 - 12 maintaining at least a 90 (A) average in each subject and all S's will be named to the Headmaster's List.

Academic Probation

Junior high and high school students who do not maintain at least a 1.0 GPA each marking period will be placed on academic probation. The student will remain on academic probation until the grade average improves to at least a 1.0. Any student who is on academic probation at the end of the school year may be denied readmission. Parents will be notified by letter if a student is placed on academic probation.

Promotion

Promotion to the next grade level will be determined as follows:

Elementary school students are promoted on the basis of satisfactory performance considered with test scores and teacher evaluation.

Junior high students are promoted on the basis of satisfactory performance in the majority of their academic courses. Summer school may be required to remediate major subjects. Additionally, students may be retained if they fail to pass English or two major subjects. Junior high students may be required to repeat certain courses in subsequent years if their progress is not satisfactory.

High school students are promoted on the basis of acquired Carnegie units.

Classification	
Sophomore	4.5 units earned, passed English I, and enrollment in English II
Junior	10 units earned, passed English II, and enrollment in English III
Senior	16 units earned, passed English III, and enrollment in English IV

Student Records

Official copies of student records are released only to other institutions of learning. Such records will only be released upon receipt of a release request from that institution. Standardized test scores may be released to the parents after the test scores have been recorded in the office. All fees and/or fines must be paid before a student will be allowed to take nine weeks and semester exams.

Grading of Projects

Science Fair projects, other projects, current events etc. will count for an extra test grade.

Summer School Credit and Accelerating Graduation

Summer school credit and accelerating graduation will follow MSAIS Guidelines:

The total number of required credits earned by correspondence, summer school, or approved on-line courses for repeat or new coursework, shall not exceed two (2) credits earned during one summer.

Coursework taken on-line or by correspondence may be credited toward graduation provided that permission is granted by the school of record and the course provider is regionally or state accredited.

Credit may be given for coursework done in summer school that is equal in quality and quantity to the course requirement of the regular school year.

The qualifications of summer school teachers shall be the same as those of teachers in the regular school year.

A student may earn a maximum number of two (2) credits during summer.

A student must request permission from the administration and approval by the Board to take summer school work or work by correspondence.

Parent’s Responsibility

Parents/guardians are free to make the choice of public or private school for their sons/daughters’ education. Registration for admittance to Porter’s Chapel Academy is an agreement by the parent/guardian to accept and

abide by the rules and regulations of this school and to support its philosophy of education. A cooperative relationship between the school personnel and a parent/guardian is essential for the overall education of a student.

If a parent/guardian does not abide by the rules and regulations of the school, is unsupportive of its goals by word or action, or fails to meet his/her obligations under school policies, the administration may require the parent/guardian to withdraw his/her child or children from Porter's Chapel Academy.

Parents/guardians will be held to the same standards of respect as the students in regards to their interactions with administrators, teachers, staff, and students.

All employees of Porter's Chapel Academy consider it a privilege to work with parents in the education of their children. We believe parents are the primary educators of their children; therefore, it is your right and duty to become the primary role models for the development of your child's life- physically, mentally, spiritually, emotionally, and psychologically.

Questions of Policy

The general procedure to clarify a school policy affecting the entire student body or division thereof, to recommend a change in policy or procedure, or to register a complaint is to speak with an administrator. If the policy or incident pertains to the classroom, the matter should be discussed with the teacher.

If there is no resolution of a complaint that began with a teacher, an appointment should be made with the administration and the involved teacher in order to seek resolution. Only after a meeting with the administration will the PCA Board consider taking up matters.

Requests for PCA Board attention should be submitted to the school office in writing for consideration at the next scheduled meeting. The written document must include a detailed description of the issue(s) of concern and what action, if any, is requested of the Board. The Board will consider the issue at its next scheduled meeting and reply in writing.

Parent-Teacher Conferences

You may be notified by your child's teacher when the teacher believes a conference is necessary. In addition, parents should feel free to make appointments with a teacher anytime to discuss a child's progress. All conferences should be scheduled through the office; these conferences may be scheduled by calling the office at 601-638-3733. Parents must check-in with the office before going to the classrooms.

Attendance

School Hours

Kindergarten and elementary students begin the school day at 8:00 AM and dismiss at 2:45 PM. Junior high and high school students are in session from 8:00 AM to 3:00 PM.

All students are expected to be present and on time for every class. Absences for elementary students who change teachers during the day will be recorded by each teacher. Tardies or check-outs in excess of 20 minutes (which is one-third of the time that secondary students are in a class) will be counted as an absence for secondary students. Elementary students will be considered absent after one hour.

Any absences from school are classified as excused or unexcused. **If no written explanation from the parents is provided, the absence will be considered unexcused.** A medical excuse issued by an attending physician may be required. All medical or absent excuses must be on record with the school within five days of the student returning to school. Parents who remove students from school for family trips or emergencies should notify the school in advance to arrange make-up work and notify teachers.

Excessive Absences

Rules for excessive absences will follow the following MSAIS Guidelines:

Member schools must set a maximum number of days absent during the school year (not to exceed 20 days) after which an elementary student may not be promoted.

Member schools must set a maximum number of absences during the school year after which a student cannot receive course credit. The maximum number of absences allowed by a member school may not exceed 20 days during the school year, or 10 days from single semester/half-credit courses.

A student who accumulates more than 20 absences in a year-long course or more than 10 absences in a semester course will forfeit credit for the class. The Board of Directors may waive this standard if, and only if, it is determined that the absence resulted from unusual circumstances or extended illness, and if the academic objectives missed during the absences are mastered as verified by the course instructor.

Illness

Please do not bring your child to school if he or she is sick or has had a fever (any reading over 98.6 degrees) in the past 24 hours. Pediatric recommendations of specific sicknesses to watch for are unscabbed chicken pox, unusual rashes or sores, runny eyes, runny nose (green color indicates infection), vomiting, diarrhea, or fever. A child who has been on antibiotics for more than 24 hours is considered not contagious.

Administration of Medicines

Ordinarily, teachers and school personnel do not dispense any type of medication. Exceptions to this rule will be considered on an individual basis upon written request and documentation from parents regarding current prescriptions for a specific child. All prescription medication will be kept in the front office.

Make-up Work

Whenever possible, parents and students should make every effort to secure assignments in advance for work covered during a planned, excused absence. Students will not be allowed to make up work covered and tests missed during an unexcused absence. Students may use the same number of days as they were absent to arrange and turn in make-up work. That would include excused absences and absences as a result of school-sponsored activities. Tests missed during a school-sponsored activity will be made up the school day following that activity. **Students are responsible to get their assignments.**

Arrival and Dismissal

Students should not arrive on campus prior to 7:30 AM. PCA will not assume responsibility for students left before that time as no one is designated to supervise. Students will begin reporting to class at 7:55 AM. The tardy bell to begin the day will ring at 8:00 AM. Elementary students will dismiss at 2:45 PM. Junior high and high school students will dismiss at 3:00 PM. **All students are asked to leave the campus by 3:15 PM unless they are involved in an after school activity.**

Tardies

Tardies are considered to be a major distraction to class. Students must be at school and in each class on time. Students have three tardies each nine weeks. The following monetary policy will be in place after the third tardy each nine weeks (three tardies per class for junior/senior high). Tardies start over each nine weeks.

\$10.00 for the 4 th tardy	\$15.00 for the 5 th tardy
\$20.00 for the 6 th tardy	\$25.00 for the 7 th tardy
\$30.00 for the 8 th tardy and meeting with the headmaster	
\$50.00 for the 9 th tardy and above	

Excuses and Check-outs

No habitual check-outs of students, during the last thirty minutes before school ends, are allowed, except in a case of emergency. The Headmaster will determine if a valid reason for dismissal exists.

Parents who need to pick up a student before regular dismissal should sign-out the student in the office. Under no circumstances should a student leave school without proper notification. Please help us and your child by determining not to take your child from school unless absolutely necessary. We are aware that some early dismissals are unavoidable, but bad patterns should not develop. Students who provide their own transportation must be signed out by a parent or guardian. Exceptions will only be made in the case of an emergency by an administrator. Students will not be permitted to leave for errands or lunch and then return to school. Early dismissal should be for unavoidable circumstances such as illness and/or family emergencies.

Seniors are allowed two days to visit colleges. These "college days" do not count as an absence. Any other college days will be counted as absences though they may be excused if the request is made in advance. Verification from the college is required. **Students who have been absent should report to the office and obtain an admittance slip before returning to class regardless of whether or not they bring a note from a parent.**

Other Pertinent Information

Tuition

Tuition must be paid within 60 days or the student will not be allowed to return. The student will not be allowed to return to school to start the new year if balances are not paid by Christmas.

Labeling

All articles belonging to your child should be clearly labeled. Every attempt will be made to return lost articles to the owner if the item is labeled. A lost and found will be maintained but unlabeled articles will be disposed of periodically.

Articles of Value

The school cannot assume responsibility for misplaced or stolen articles. For this reason, expensive items of jewelry, keepsakes, etc., should not be brought to school. If the child desires to bring a valuable article for a special presentation in class, the item should be checked in with the teacher and left with the teacher except for the part of the day when the item is being shown. **Radios, iPods, CD players, electronic games, and other similar devices are prohibited except with permission from the administration.**

Personal Articles

No toys, radios, CD players, or other personal articles not needed for classwork or special classroom presentations will be allowed on campus without special permission from the Headmaster. If any of the above articles are discovered the article will be confiscated.

PCA reserves the right to search student lockers, cars, and/or property when there is a sufficient reason to do so. Reasons include but are not limited to suspicion of wrongdoing, possession of weapons, and tobacco or other controlled substances that would pose a danger to other students.

Cell Phone Policy

Cell phone use is prohibited within all school building during school hours (7:55 am – 3:00 pm). Cellular phones, pagers, beepers **must be turned off or put on silent while on campus during school hours**. A phone is available in the front office for student use in the case of emergency.

If a cell phone is visible during school hours, the phone will be taken. Serious consequences will be given to students that use cell phones at school. Students should be aware that purses, book bags, lockers, and outerwear can be searched and cell phones confiscated.

First offense: Phone will be taken and returned at the end of the school day.

Second Offense: Phone will be taken, a \$25 fee must be paid before the cell phone will be returned and a parent must pick up the phone.

Third Offense: Phone will be taken, one day of after school detention, a \$50 fee must be paid, and a parent must pick up the phone a parent must pick up the phone.

Fourth Offense: Phone will be taken, 1 day of school suspension, a \$100 fee must be paid, and parents and student must appear before the Board of Directors.

Your account will be charged even if you do not come to pick up the phone.

ANY STUDENT WHO REFUSES TO GIVE A CELL PHONE TO AN ADMINISTRATOR OR TEACHER WILL BE SUSPENDED 1- 3 DAYS.

Lunch

Elementary

No outside food or drink may be brought to the cafeteria or to the front office. A student must either bring their own lunch or purchase in the Cafeteria. Any exceptions must be approved by the School Administrator.

Upper School

All students must report to and remain in the cafeteria or the courtyard. This includes students who bring their own lunches or choose not to eat. **No outside food or drink may be brought to campus, to the office, or the**

parking lot area during the school day. Any food brought to campus will be turned away and not delivered to the student. A student must either bring lunch or purchase at the cafeteria. Drinks will not be served or available except during break and lunch. No food or drinks are to be taken out of the cafeteria unless given prior approval from a principal for special meetings that occur during lunch. No one is allowed in the parking lots during the school day without permission from the school office. All negative cafeteria balances will be applied to the student's FACTS account at the end of each nine weeks term.

Policy for Videotaping

Porter's Chapel Academy reserves the right to use photographs and video footage of students in school produced materials including but not limited to websites, brochures, posters, other printed materials, and other programming. Students may be identified by name to provide them with recognition opportunities when appropriate.

If a parent does not wish their child's image to be used in such materials, they may indicate such in the applicable section of the family/tuition contract or otherwise inform the Porter's Chapel Academy administration in writing.

Porter's Chapel Academy also reserves the right to video students in the classroom or other common areas for security purposes, instructional purposes or to assist the administration and/or parent in reviewing a student's behavior.

Severe Weather Drills and Fire Drills

Severe weather drills are held three times per year. These drills teach the students what to do and where to go in the event of a tornado or other threatening weather situation. Fire drills are scheduled on a monthly basis. Students, faculty, and staff participate in emergency preparation.

In the event of threatening weather or actual storms or other questions concerning whether school will be dismissed, please tune to local television and radio stations. Decisions to close will be made as early as possible and will be communicated by public announcements.

School Closings and Communications

Cancellation of classes due to inclement weather will be announced on local radio and television stations. If school must be closed after classes have begun, the school office will contact you or these stations.

Notify My School will also be used to communicate with parents. Be sure you have set up your cell phone and/or e-mail information with them.

Accidents

Accidents are dealt with as promptly and efficiently as possible. Emergency telephone numbers are kept in a ready reference file. A first aid kit is also maintained. Any injury or worsening condition resulting from a school injury must be reported to the administration within 24 hours of the accident.

For safety reasons, students, parents and faculty should not use the facilities of PCA without the express permission of the administration. This prohibition extends to the playgrounds and athletic facilities.

School Visits

No person other than pupils, teachers, and school personnel shall be permitted on the grounds of or in any part of each school building other than the front office during school hours.

Parents or guardians of children enrolled at Porter's Chapel Academy may not interrupt the instructional day. Appointments must be scheduled through the office with the Head of School's approval.

Porter's Chapel Academy requires that all visitors on campus come to the office for permission to be on campus. In order to maintain a normal classroom atmosphere, students will not be allowed to bring a visitor, relative, friend, or child to school for any part of the school day. All visitors are required to request a visitor's pass from the administrative office.

Visits by outside agencies that work with children must be approved by the Headmaster. No student will be interviewed, tested or contacted without prior permission of the Headmaster.

Parent volunteers are sometimes used in classrooms to assist teachers, and are occasionally used when substitute teachers are needed.

Solicitation

Students, staff members and parents are prohibited from selling items to students without the permission of the school administration. Any violation of this policy may result in disciplinary action. Further, advertising literature must not be distributed in the school unless it has been approved by the Headmaster.

Fund Raising

All fund raising activities by school organizations, activities which solicit funds directly from the student body or their families or activities which take place on the school grounds must be approved and scheduled with the Headmaster.

Gym Use

Coaches and faculty members using the gym are directly responsible for the gym (equipment, lights, etc.). No student or parent will have access to the gym unless under the supervision of a faculty member. PCA team practices and games have priority for gym use. Arrangements for use of the gym or any athletic field or equipment must be made through the Athletic Director.

Textbooks

Each student is responsible for every textbook issued in his or her name. If a textbook is lost or damaged to the extent that it cannot be used, charges will be assessed based on the condition of the textbook at the time it was issued. The following guide will be used for assessing charges.

New Book	100% of cost
Good Condition	75% of cost
Fair Condition	50% of cost
Poor Condition	25% of cost

Other damage beyond normal wear and tear will be assessed by the teacher issuing the textbook not to exceed the limits discussed above.

Challenge Materials Policy

The following procedure will be followed when library or textbook material in use by the school is challenged by anyone including parents, students, or faculty members.

1. In the case of library materials, the material will be removed from circulation pending review by the librarian. In the case of classroom materials, the assignment will be suspended pending review by the instructor.
2. The results of the review by librarian or instructor will be forwarded along with the material being challenged to the Headmaster for review. The Headmaster will review the material and make a determination about its use.
3. The decision of the Headmaster may be appealed to the Board of Directors.

Internet Use Policy

The Internet allows users to connect to a vast array of information outside the library collection. PCA did not select these resources, and has no control over what is available. We are also not responsible for the accuracy, validity, or suitability of materials accessed by the patron (faculty, staff, students, parents). Users should be warned that some material available on the internet may contain material that is illegal, inaccurate, defamatory, and potentially offensive and/or disturbing to some people. We do believe, however, that the benefits of the Internet as an information source far outweigh its disadvantages.

Any patron who inadvertently accesses inappropriate material should exit immediately or risk losing Internet privileges. Patrons are reminded that they are accessing the Internet in a public setting and must be sensitive to the fact that patrons other than themselves may view inappropriate material that is displayed on the screen. Those who access sites that are deemed inappropriate will have their Internet privileges revoked.

The primary purpose of the Internet at school is for research. Priority will be given to patrons accessing such research databases as EBSCO host. Game playing, chat rooms, instant messaging, and downloading programs are expressly prohibited. Inappropriate network usage that is prohibited also includes unauthorized access, including “hacking” and other unlawful activities and unauthorized disclosure, use, and dissemination of personal identification of information regarding minors. Further, it is not acceptable to use the school Internet workstations for any purposes which violate federal, state, or local laws. A complete Internet policy is available in the computer lab and media center.

Computer Lab and Media Center Use

The computer lab and media center are *not* available for student use when the student is not supervised by a member of the PCA faculty or staff.

Parking Policy

Driving and Parking

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are for the protection of the entire student body.

Students are required to have a copy of their driver’s licenses and insurance cards on file in the office on or before the first day they drive to school.

There is to be no “hot rodding” near or on school grounds at any time. The school campus begins at the intersection of the PCA driveway and Porter’s Chapel Road. All drivers must abide by the five miles per hour speed limit in the parking lot.

Cars are to be parked in designated parking spaces and under no circumstances to be driven during the school day without the express permission of the administration. Any student violating these rules may not be allowed to drive his or her car on school grounds.

There should be no loud music coming from cars while students are on school grounds.

Students are not to go to the parking area or to cars after arriving in the morning unless special permission is granted by the office.

Students are not to loiter in parked cars before, during, or after school.

Students are not to use cars for errands during school time unless given special permission by the administration with approval from parents.

The administration reserves the right to revoke the above privilege or to refuse any student permission to drive to school and/or school-related events.

VACATING SCHOOL GROUNDS

All students are required to vacate the school buildings and leave school grounds at the end of each school day unless under the direct supervision of a school official in an organized activity. This also includes extra-curricular activities. Students left on campus following after-school events without transportation to move off-campus will be instructed to leave campus at the end of the school day.

Dress Code Policy

Students represent PCA and are expected to reflect, in grooming and appearance, the school's Christian philosophy and values. Students' clothing must be neat, clean, modest, and in good repair at all times. Sagging and holes in jeans are not allowed. The administration will be the final judge of appropriate attire. Any questions concerning dress code or violations should be referred to an administrator. **Only students in compliance with the dress code may attend classes.**

In an effort to improve the effectiveness of the school and encourage school pride, the Board has established the following guidelines. **PCA attire is acceptable, other high school apparel is not allowed.**

Female Students

- Solid colored jeans or slacks (no bleaching, stonewashed, stretch pants or stirrup pants may be worn)
- Shorts, skirts, skorts, or capris (secondary: no shorter than 4" above the knee; elementary: no shorter than finger tips when arms are held by side)
- Polo collared shirt (sleeveless, short, or long sleeved; 2-3 buttons or 2-3 snaps, loose fitting school uniform type)
- PCA t-shirts (short or long sleeved)
- Proper undergarments must be worn.
- Excessive amounts of makeup will not be allowed.

Male Students

- Solid colored jeans or slacks (no bleaching, stonewashed may be worn)
- Shorts
- Polo collared shirt (short, or long sleeved; 2-3 buttons or 2-3 snaps, school uniform type)
- PCA t-shirts (short or long sleeved)

- No earrings may be worn.
- Hair must be neatly combed and cut at all times. Length cannot extend below the collar. Facial hair must be neatly groomed.
- **Hair should not hang down in a manner that obstructs vision.**
- Pants must be worn at the waist.
- Boys may wear button down collared shirts buttoned with an appropriate undershirt.

General Regulations

- All pants, shorts, skirts, skorts, and capris must be hemmed and worn at the waist. No low riders are allowed. Midriffs must be covered at all times.
- No hats or headbands may be worn in the school building.
- No oversized clothing may be worn; no house shoes may be worn.
- No outrageous fads including body piercings, tattoos, or extreme hairstyles may be worn. **All tattoos must be covered during the school day and at all school functions.**
- Elementary students may not wear flip-flops or sandals. No steel-toed shoes may be worn. Crocs may be worn.
- Polo shirts or PC t-shirts must be worn under jackets, sweatshirts, and any other garment that may be removed during the school day.
- No gym shorts, wind suit pants, or warm-up pants may be worn.
- Shirts must be worn at all times even after athletic practice and/or events.

The K-4 and K-5 students will wear only tennis shoes. Safety is the important factor in this decision.

Statement of Discipline

Code of Conduct

It is expected that PCA students will consistently exhibit integrity, honesty and honor in dealing with other students, PCA faculty and staff. Students will also consistently display a Biblical attitude toward authority by displaying willing, cheerful and immediate compliance with the expectations of all those placed in authoritative positions.

Students should treat all others as bearers of the image of God; they shall respect others and their property. This means that they will refrain from actions, language or attitudes that are destructive or detrimental to the school, its reputation or its affiliates. Students will be accountable for their behavior whether or not they are under the direct supervision of school personnel. Actions that reflect upon the institution and reputation of Porter's Chapel Academy will be dealt with at school regardless of whether or not the student is on campus at the time and regardless of whether or not school is in session at the time of the incident. Students are expected to give appropriate effort to their academic endeavors and to any other responsibilities they are given.

The code of conduct will be required of our students whether they are on campus or they are attending a school-affiliated event. Proper respect for and obedience to authority are expected. Unacceptable behavior such as disrespect, dishonesty or abusive speech or actions will be handled with disciplinary actions equal to the offense. Inappropriate displays of affection are unacceptable.

Individual teachers (or designated school representatives at school-affiliated events), for the most part, will handle problems of conduct in their own ways, in harmony with their own methods and abilities and consistent with the Word of God. Disciplinary actions may include reprimands or consequences such as missing a break, cleaning up a room or other means, and will be made at the teacher's discretion. Administrative referrals may

be made for such infractions as fighting, use of profanity or unacceptable speech, habitual class disruption documented over time, and other serious offenses requiring immediate attention.

When referred to the administration for a disciplinary matter, after-school detentions may be assigned. A one-day suspension will be assigned upon the third administrative referral. On the fourth referral, a two-day suspension will be assigned. Upon the fifth, the Board of Directors will address the discipline issue.

Self-discipline for every child is the primary goal of our discipline policy. Willing and cheerful compliance with school standards for the academic program, class behavior, and appropriate behavior at all school-sponsored events are important elements of a productive and God-honoring educational environment. PCA strives to motivate and encourage each student in the development of his or her character by teaching him or her to guard his or her heart in thought, word, and deed. In short, we expect PCA students to exhibit the highest moral and ethical standards consistent with mature and Godly character both while on campus and while at school sponsored events.

TOBACCO PRODUCTS & VAPING

Porter's Chapel Academy is a tobacco-free school. The use of tobacco in any form or vaping by students, employees, and/or visitors shall be prohibited on campus or on the bus. Students are prohibited from having tobacco products in their possession and are subject to disciplinary action. Those students who are 18 years of age or older are subject to penalties under the Mississippi Adult Tobacco Use on Educational Property. Legal Reference: General Education Provisions Act, Section 1041, 199; 103-227 Pro Children Act of 1994 Approved: August 6, 1994 Revised: June 20, 1996..

SCHOOL PROPERTY: DESTROYING, DEFACING & VANDALIZING Students should not only refrain from defacing or destroying school property but should make every possible effort to encourage others to refrain as well. Even the act of throwing paper on the floor not only makes the building untidy but adds to the expense of extra janitorial services. It is the responsibility of the student body to keep our school among the best in the state in appearance. Students are subject to the rules and regulations of the school as long as they are on school property.

When it is determined that a student has destroyed or caused damage that requires repair to any school property or equipment whether as an act of carelessness, neglect, or purpose, said student will be suspended and all costs for repair or replacement will be paid. Parents may arrange payment process with the administration. Students caught writing (defacing) on desks, walls, lockers, etc., will be placed in After-School Detention or Out-of-School Suspension and will be required to clean the defaced property or will spend one time cleaning areas as directed by the supervising principal. Students caught vandalizing the school will be reported to the proper legal authorities, and prosecution will be vigorously pursued.

Social Media Policy

In the spirit of respect for Porter's Chapel Academy, use of technology off-campus should in no way embarrass, threaten, or defame another member of the student body, faculty, staff or the reputation of the school itself. Posting inappropriate material to social-networking or other websites may lead to disciplinary action. In addition, students should be aware that electronically transmitting inappropriate images of themselves or of others (whether to adults or to other minors) is now an illegal activity and the school reserves the right to act on this type of behavior.

Disparaging postings on social websites or media of any kind regarding PCA or persons associated with PCA will result in disciplinary action, whether done by a student or a parent.

Policy on Probationary Admission

As leaders in a Christian school, we realize that any student can make a mistake; this can be the cause for concern. We also realize that a student and his/her parents should not be punished indefinitely for a youthful incident(s). The Porter's Chapel Academy Board of Directors feels strongly that this student has a high probability of future success given the environment of discipline, guidance, and supervision offered by our school. To that end, the Board may admit a student to Porter's Chapel Academy on a probationary basis upon the recommendation of the Headmaster.

A letter outlining the probation and agreeing to the terms of the probation will be signed by the student, his/her parent or guardian, the Headmaster, and the Chairman of the Board of Directors; this letter will be kept on file.

For the first administrative referral, the parent will be notified by letter. For the second administrative referral, the student will be referred to the Board of Directors for action. Should the Board elect to retain the student, each additional administrative referral will result in referral to the Board of Directors.

Detention

When necessary for violations of the PCA Code of Conduct or other behaviors, students may be assigned detention. Detention will be scheduled after school (3:00-4:00 PM) on designated afternoons and will be supervised by a member of the faculty or administration. Students will be notified a day in advance when a detention has been scheduled. Students may reschedule a detention one time during a nine-weeks marking period if arranged in advance. Failure to appear for an assigned detention will result in being assigned two detentions. If you still fail to appear, this will result in suspension from school to be served out of school as determined by the administration. Detention for minor offenses may include break detention or lunch detention. Students may not be exempt if they have received three after-school detentions in a class.

Suspension

The school administration reserves the right to suspend any student for violations of its code of conduct. Suspension is a serious matter and should not be taken lightly by either students or parents. Students may be suspended for offenses such as using tobacco products or vaping products on campus or at off-campus school activities, cheating, forging a parent's signature where required, stealing, lying, leaving school grounds without permission, repeatedly violating the dress code, using abusive language and/or disrespectful conduct or attitude, fighting on school grounds or at school functions, intentionally damaging school property, or repeatedly committing minor offenses. The administration will determine if an offense merits a suspension and the length of the suspension in accordance with the seriousness of the offense. Students given out of school suspension will be responsible for getting information missed but will receive a zero for a daily grade for each day suspended in every class. All tests missed must be made up within two school days of returning to school. Students may not be exempt if they have received any out of school suspensions.

Expulsion

Expulsion from school (permanent dismissal) will usually occur when the gravest of offenses have been committed. Such offenses include but are not limited to the possession or use of controlled substances, repeated violation of the code of conduct, repeated suspension, failure of parents to cooperate with the school authorities in the discipline of their children, failure of parents or students to adhere to established policies and procedures, weapons on the school grounds or at a school-sponsored event, or persistent, unexcused absences and tardies. Students will be expelled by action of the school board. The administration of Porter's Chapel Academy will NOT consider a student expelled from another school (public or private) for enrollment.

Dismissal from School

PCA reserves the right to require a student's withdrawal from school during the school year for justifiable causes (i.e., medical, behavioral, or academic) or as outlined in the family contract. A student will be required to withdraw when the student's continued enrollment at PCA is deemed not in the best interest of the student or the school. Additionally, repeated and consistent negativity toward the school, its students, teachers, or staff and/or repeated violation of policies may be cause for PCA to deny re-admission. This includes all forms of social media. A period of one year from the date of withdrawal must pass before a student's application for enrollment will be considered.

Student Termination Policy

Grounds

The following reasons shall be considered sufficient cause for student termination/expulsion by the Headmaster:

1. The willful or malicious destruction of school equipment or property.
2. Possession or sale of drugs or alcohol on school property and/or school sponsored activities off school property (including being on school property or at school activities under the influence of drugs or alcohol).
3. Behavior that leads to the physical and more moral deterioration of the school.
4. Repeated refusal or neglect to obey the school rules or board policies.
5. Engaging in conduct which endangers the property, health, or safety of others.

Termination Policy

Termination/Expulsion is not limited to the above violations. If termination/expulsion occurs, an appeals process can be initiated through the Board.

Appeals Process

A written appeal must be submitted to the headmaster, who will then submit the appeal to the president of the school board.

The purpose of the termination/expulsion is to maintain an orderly educational system, to eliminate undesirable influences on other pupils, and/or to rehabilitate pupil conduct. It may be imposed when other remedies have been exhausted or when the severity of conduct merits it.

Marriage

Due to the pressures, restrictions, and obligations of a successful marriage, married students will not be allowed to attend classes at PCA. However, in order to obtain a diploma so they may further their academic careers, they may be allowed to participate in the off campus program as stipulated under Pregnancy.

Pregnancy

PCA supports the biblical position of abstinence with respect to all sexual activities outside of marriage. A female student that becomes pregnant will not be permitted to attend classes after her 12th week of pregnancy. A male student that is responsible for a pregnancy will no longer be able to attend classes. If either or both decide to continue their education at PCA, they will do so on an off campus program which will be as follows:

1. Tuition will be due just as attending classes.
2. It is the **STUDENT'S RESPONSIBILITY** to contact his/her teachers for his/her assignments and to make sure all work is turned in on time.
3. All tests will be taken in the counselor's office.
4. Neither male nor female student will be allowed to participate in any extracurricular activities, to include Prom, Homecoming Court or Dance, Sweetheart Court, Banquets, Who's Who, Honor Society, Sports of any kind, etc...
5. When arriving on campus to take tests or turn in any work, the student will arrive and depart as discreetly as possible. At no time during school hours will the student be allowed in the hallways.
6. The student will not be allowed to participate in any graduation exercises, but will receive his/her diploma if all high school requirements are met.

Upon end of pregnancy, the student must appeal to the Headmaster and Board of Directors for readmission.

Policy on Sexual Harassment

In accordance with Title VII of the Civil Rights Act of 1964, Section 703, no student at PCA shall be subject to sexual harassment. It is the intent of PCA to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Complaints may be made to the Headmaster without fear of reprisal. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending person shall be subject to disciplinary action. This policy in no way limits or precludes any student from pursuing any relief afforded by state or federal law.

Bullying/Derogatory Words or Actions

Porter's Chapel Academy works hard to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual will be taken seriously. Students found participating in any derogatory activity (seriously or in jest) will face detention, suspension and/or expulsion. Name, reputation and personal safety of each student, coach, faculty and staff member, as well as Porter's Chapel Academy as a whole, are very important. Everyone is expected to treat the good name and reputation of each of the above with dignity and respect.

Derogatory words and/or actions; done orally, in writing, via e-mail or on the web, against any of the above by a student, parent or an employee, will be seen as an extremely serious matter. This includes works and/or actions done on a school or home computer or by remote access during school or after-hours. Examples include, but are not limited to, text messages, blogs, Facebook, twitter, images or pictures, etc.

Due to the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school building, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format.

Porter's Chapel Academy will not monitor a student's use of the Internet, e-mails, text messages or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or the school becomes aware of communications that reveal a student's personal information, the school will take appropriate action and the parents/guardians will be contacted regarding the situation. If it is brought to our attention that a student, orally, in writing, by e-mail, or on the web, etc. whether in school or out of school, has made a threat and/or said anything that can be considered "DEROGATORY", that student is subject to disciplinary action and may be suspended pending investigation. If a student is involved in an incident of this type with the police, he/she may be suspended indefinitely pending police investigation and court proceedings.

Drug Policy

Drug Prevention and Testing Policy

The Board of Directors of Porters Chapel Academy, Inc. is charged with providing the best education possible in a safe, drug-free environment. To that end, the Board has adopted a Drug Prevention and Testing Policy designed to educate our students to deal with problems surrounding drug abuse, to provide an incentive for our students to avoid drugs, and to identify those students who need counseling or treatment. This policy does not stress punishment; rather, it is promoted to enable our students to lead healthy and responsible lives.

The administration, along with the faculty and staff, provides prevention programs through films, guest speakers, and classroom lessons. The Parent-Teacher Fellowship sponsors a Drug Free Awareness Week. Porters Chapel also uses local resources; a representative from Warren Yazoo Mental Health presents weekly drug awareness classes in junior high science. We also participate in the Make a Promise Coalition, an adult community organization fostering drug abuse awareness and prevention among youth.

The Drug Prevention and Testing Policy will cover testing for both illegal and nonprescription drugs; the list of these drugs may be increased or decreased at the discretion of the Headmaster and the Board of Directors of Porters Chapel Academy.

Testing Procedures and Details:

The PCA Board of Directors and Headmaster are responsible for the interpretation and maintenance of this policy. It is the responsibility of the students and their parents to read, to understand, and to comply with the Drug Prevention and Testing Policy. All wording in the Drug Prevention and Testing Policy referring to parents applies to parents and/or legal guardians.

Testing will occur a minimum of two times per year. Students in the 7th-12th grades at PCA will be considered for testing under the Drug Prevention and Testing Policy. The parents and the student must sign the consent form for testing as part of the school registration process. All new students will be tested during the first available testing.

All testing information and results will be secured under the supervision of the Headmaster and access to the results is limited to the Headmaster, assistant principal(s), and the guidance counselor. The Board of Directors will have access to information during disciplinary proceedings.

Those students to be tested are randomly selected using a computer program and supervised by the Headmaster and another administrator. Students may also be tested for cause/incident at the school's expense or by parental reference at the parent's expense.

Testing will yield a split sample. If a student produces a positive sample, an immediate retest is conducted on the split sample. If both samples test positive, the parent can request an immediate retest performed by the school at the parent's expense.

If a student has been or is presently on medication, he/she must disclose said medication to the school on the day of the test or the parent may notify the school in person on the day following the test.

The testing process will be conducted in a sensitive manner to insure privacy for the student and the integrity of the sample. A "chain of custody" form will accompany each specimen from the point of origin through the entire testing process. The samples will be analyzed by a pathology laboratory designated by Porters Chapel Academy, Inc.

Action taken for a positive result:

- | | |
|--------------|--|
| 1st positive | Parent and sponsor or coach, if applicable, is notified, and the parent and student must sign a letter verifying that the student will be required to attend a minimum of one month of counseling at the parent's expense. This counseling must consist of at least four sessions with no more than one per week. The counselor must be approved by the Board, and the counseling must be documented. The student will remain in school and on probation during this time. |
| 2nd positive | Administration will report results to the Board of Directors and recommend expulsion. |

The refusal to participate in the required counseling program will result in expulsion. A positive test will result in periodic, unannounced retesting done throughout the school year at the expense of the parents. The student will remain on probation for a period of twelve months from the date of the first positive test result.

Any student participating in an extra-curricular activity has a responsibility to the team, the other members of the activity, director or coach, and the school to be drug free. Any student testing positive will be immediately ineligible for extra-curricular activities and will remain ineligible until follow up testing is negative and all counseling requirements are met.

Extra-Curricular Activities

Eagle Club

In order to participate in PCA athletics, every athlete must pay Eagle Club dues. Membership in the Eagle Club means the parent/guardian/ athlete consents to any mandatory Eagle Club fundraisers and dues. This is in addition to any mandatory school fundraisers. The Eagle Club has the ability to bill the parent/guardian/athlete through the school for failure to earn the expected minimum amount. Refusal to pay will result in the athlete not being able to participate.

Concession Requirement

Each family must work concession at athletic events. Due to the size of our school and the number of athletic events, families will more than likely have to work multiple events during the school year. This is mandatory for each family that has a student enrolled in elementary or secondary. Failure to meet this requirement will result in a fee assessment of \$80.00. Details of the work schedule and procedure will be provided for the patrons.

Elementary

All Pee-Wee athletes are required to have a physical exam prior to participation.

Junior and Senior High

Extra-curricular activities are school supported activities for which no academic credit is earned. These include but are not limited to sports and athletic events, clubs, organizations, class events, field trips, conventions, competitions, and dances. All extra-curricular activities will have a faculty sponsor and faculty or parental

supervision appointed by the administration. All rules and regulations as stated in this handbook shall apply to extra-curricular activities whether the activity is on or off campus.

Participation in extra-curricular activities is a privilege granted by the administration. Since students represent PCA as they participate, any violation of the Code of Conduct may suspend a student's privilege to participate. Further, students may not miss more than one academic class on any given day and participate the same day in extra-curricular activities. No exception will be made without approval **in advance** from the Headmaster.

PCA may be sanctioned by MSAIS for actions taken by board members, faculty or staff, parents, sponsors, or fans. For that reason, all groups should clearly understand that no effort may be made to recruit administrators, faculty, or students from another MSAIS school. This policy includes the recruitment of student athletes from other MSAIS schools. In addition, PCA asks parents who have questions or complaints regarding MSAIS to refer these communications to the PCA administration before communicating with MSAIS directly.

Extra-Curricular Eligibility

The following eligibility policy pertains to students participating in all Junior High and High School sports including cheerleading.

Students are not permitted to participate in interscholastic contests for more than four (4) years after entrance into high school or if they have reached the age of 19 prior to August 1st.

Students participating in extracurricular activities at Porter's Chapel Academy are expected to maintain good grades. Grades will be checked at mid-nine weeks and at the end of each 9-week grading period. Students who have more than one grade below a C (70) average in academic classes will be placed on academic probation. Students will be eligible to practice and participate in extracurricular events during any probationary period. If a student still has more than one grade below a C (70) average in academic classes for two consecutive grading checks a student will be considered ineligible. The student will be allowed to practice but will not be allowed to dress out. A student will regain eligibility with less than two grades below a C (70) average after the next grade check for which they were ineligible. Year-end grades determine eligibility for the beginning of the next school year.

MSAIS requires students to pass 4 major academic courses for the year to be eligible for the following year.

Students participating in spring training and/or cheerleading/dance tryouts must be registered for the following school year unless exceptions are made by the School Administrator.

Students who are absent from school all day on the day of an interscholastic contest (or day before if the contest is on Saturday) will be ineligible to participate.

The administration retains the right to review special cases to grant exceptions in cases of extenuating circumstances.

Competitive Sports

Minimum eligibility requirements for student participation in competitive sports are set by the Mid South Association of Independent Schools. Some of the requirements established by MSAIS and PCA are outlined below. The MSAIS Athletics and Activities Commission Handbook provides a complete list of eligibility requirements. MSAIS officially recognizes competitive sports, grades 7-12, male and female.

- A. A student must have accumulated four (4) major academic units the previous academic year.
- B. An ineligible student may not play or travel with the team. The student may practice with the team during the period on a probationary basis. Any athlete or team member who has become ineligible to participate in a sport will not be excused from school to attend games.
- C. A student athlete who was ineligible the first semester could become eligible the second semester if he or she passed four (4) major subjects during the first semester of that same academic year. PCA requires eligible students who are not passing four major subjects at the end of the first semester, along with their parents

to attend a conference with the administration to discuss the future of the student's participation in extra curricular activities.

D. Courses taken in summer school shall be considered as an extension of the school year and credits earned this way may be used in determining scholastic eligibility of students. Accredited correspondence courses started in the spring or summer may be accepted for establishing athletic eligibility for the first semester of the school year (eligibility beginning on completion date). Accredited correspondence courses started after the beginning of the first semester may be accepted for establishing athletic eligibility for the second semester (eligibility beginning on completion date).

Clubs and Organizations

Students have the opportunity participate in clubs and organizations established to provide additional experiences to meet overall school academic and social objectives. Participation in club activities is encouraged; however, such participation will not be allowed to interfere with academic pursuits.

A. **Guidelines**

Creation of new clubs must have the approval of the administration.
All clubs must have at least one faculty sponsor appointed by the Headmaster.
Club meetings and activities will not interfere with the school's instructional program.
Officers of clubs and organizations are subject to the same academic standards outlined previously for athletics.

B. Clubs and organizations include but are not limited to:

Annual Staff
Student Council
Fellowship of Christian Athletes
Key Club
Honor Society
Jr. Honor Society

C. Club objectives and criteria for membership are available in the school office. Election of officers for individual classes and clubs will generally be held during the school year in which the officers are to serve. (Student Council is an exception and may be elected in the spring for the coming year.) After the club meetings have been established and announced, officers will be selected by popular vote. Officers must not have any F's from the previous semester and must not be a discipline problem.

D. Cheerleaders and Jr. high cheerleaders are selected by qualified judges according to criteria published in advance of try-outs. Captain and co-captain will be selected according to the guidelines constitution.

Popular Vote

Homecoming Maids are selected by popular vote. Each class (grades 9 - 11) will nominate and vote for two maids to represent its class. The senior class will nominate and vote for four maids. In addition, each of the senior football players will choose a PCA girl from grades 9 -12, that was not elected to the court, to be a sponsor. Varsity football players will select the Homecoming Queen from the senior maids by secret ballot. Homecoming maids are subject to the academic standards outlined for athletic participation and must have attended PCA for one semester.

Sweetheart Maids are selected following the same guidelines used to select Homecoming Maids. There are no sponsors for the Sweetheart Court. The Varsity Basketball players will select the Sweetheart Queen from the senior maids by secret ballot. Sweetheart maids are subject to the academic standards outlined for athletic participation and must have attended PCA for one semester.

Escorts for homecoming and sweetheart courts will be the fathers of the maids. When fathers are unavailable, maids may use an approved escort.

Who's Who categories are:

Most Dignified Senior	Most Dependable
Senior Most Likely to Succeed	Most Christ-like
Jolliest Junior	Most Intellectual
Silliest Sophomore	Friendliest
Greenest Freshman	Most Athletic
Most Courteous	Most School Spirit
Best Dressed	Best Personality

Who's Who is selected by popular vote. The Who's Who ballot will include all students. No student will be chosen for more than three categories in Who's Who for the year. Should a student be selected to more than three categories, the student will be named to the three for which he or she received the most votes. The student's name will then be removed from the remaining ballots at the time of the count. In the event of a tie, both students will be recognized.

Mr. and Miss PCA will be selected from the senior class. *Mr. and Miss Jr. High PCA* will be selected from the freshman class. Mr. and Miss PCA will be nominated by high school (10-12) faculty members and voted on by high school students. Mr. and Miss Jr. High PCA will be nominated by Jr. High faculty members (7-9) and voted on by Jr. High students. Mr. and Miss PCA and Mr. and Miss Jr. High PCA will be the boy and girl that best represent the PCA Mission Statement. These nominees will be subject to the academic standards outlined for athletic participation. Mr. and Miss Jr. PCA must have attended 8th and 9th grades at PCA. Mr. and Miss PCA must have attended 11th and 12th grades at PCA. To be eligible, students must have at least a C average and not be a discipline problem. Exceptions may be made if there are no students that meet these criteria.

Popular votes will be taken by secret ballot. A faculty sponsor will be appointed to accept nominations, make sure all nominees meet all qualifications and requirements, pass out ballots for students to mark, and count the votes with help as needed from the administration. Results will be posted or announced by these staff members.

Field Trips, Conventions, Academic Competitions

Field trips, conventions, and academic competitions are used throughout the year to enrich the educational experience of our students. All trips must be approved by the administration. These trips will be announced in advance, and no student will be permitted to participate without written parental permission. Parents will be asked to sign a permission slip which authorizes the trips, and removes the school and teacher from liability in case of an accident. The costs for such trips will be required from parents.

The PCA school bus will be the first choice of transportation. If private vehicles are used, owners must have liability insurance. A copy of insurance cards and driver's licenses must be on file in the office for anyone who drives on a field trip. Drivers must be adults. Students will not be permitted to drive vehicles used for field trips. When returning from a trip, students must return to the designated pick up point. No student may be dropped off at any other place without approval from the administration and written documentation from parents.

Participants will be allowed to make up homework if they participated in an event as indicated in the new make-up policy.

Dress Code for Special Events

In order to adhere as closely as possible to the Christian values on which admission and continued enrollment at the school are based, the following dress code will be enforced. (See Romans 1:24-32) Cross dressing, as the term is generally recognized and as is interpreted by the school, will not be tolerated.

Girls Dress Code

All girls will wear evening gowns or party dresses with heels or flats. All accessories will be gender (female) appropriate.

Boys Dress Code

All boys will wear tuxedos to the prom with appropriate shoes or boots.

All boys will wear tuxedos or khakis or other Sunday dress pants, shirts, ties, etc. to homecoming with appropriate dress shoes or boots.

The definition and interpretation of all the above terms shall be the sole province of the school.

... “Fear God and obey his commandments, for this is the entire duty of man. For God will judge us for everything we do including every hidden thing, good or bad.” Ecclesiastes 12:13-14

This handbook does not and cannot address every situation, question or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of Administration.