

P.C.A.



**PARENT/STUDENT
HANDBOOK**

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Welcome

The Pentecostal Church of God Christian Academy (PCA) family welcomes you to our school. We thank God that you have decided to join us in this worthwhile educational endeavor. Speaking with one voice, mind, and spirit, our goal at the PCA is to train up the child(ren) you have entrusted to us in the path God intended. This requires that certain guidelines and procedures be set forth so that all things may be done "decently and in order." Likewise, it demands a concerted effort by the home, church, and school (the PCA Team).

The nature of an independent Christian Academy such as The Pentecostal Church of God Christian Academy makes it imperative that close harmony be maintained between the members of the PCA Team to effectively meet all the needs in our students' lives. The necessity of this closeness is seen when we begin to define our classroom as any place where structured learning experiences are occurring. In this context, everyone is a teacher, dedicated to meeting the spiritual and academic needs of ALL the children. It is crucial that we all work together to achieve what God has called us to do, remembering who we are as we complete the tasks. **Revised 2020**

Holy Greetings from Bishop Stoudemire

In the name of our Lord and Savior Jesus Christ.

As we embark upon another school year, we are thankful for the blessings He has bestowed upon us, each child, parent, teacher/supervisor, and staff at the Pentecostal Church of God Christian Academy (PCA). He has made a great investment in each of you. I have seen many of you grow in Christ, and I recognize your increased value and worth in giving dedicated service to God's little ones. I encourage you to seek to grow to your full stature in Christ. Our forefathers before us were great visionaries. Building upon the vision of the Lord Jesus Christ given to the Apostle Rev. W. J. Peterson, The Pentecostal Church of God Christian Academy came to fruition under the leadership of Bishop Eugene Rice. A great work was started and has continued until this day. Although we have made some great strides, it's not time to lose sight of our vision. We have been faced with many challenges, but with the help of the Lord, we have soared to higher heights and continue to persevere. As one student shared, "He can do things no other man can do, and see things no other man can see, because man looks on the outer appearance, but Christ looks on your inner heart and He sees what you can become." So, I say to you, even though we're living in some rather turbulent times that are constantly changing, remember who you are and what you are. We are eagles flying on the wings of faith and belief in our Lord and Savior Jesus Christ; soaring with the wind His spirit, the Holy Ghost, which guides and directs our path, as we journey to higher heights. Like an eagle, we can only rise to higher heights if we take up the challenges that are set before us. It is important for you to:

- Know Jesus, your father,
- Be educated so that you can go out into the world and be the light,
- Be faithful to your calling,
- Be patient,
- Strive for mastery,
- Be examples of excellence and high achievers by His spirit,
- Let your love for Jesus motivate your actions toward your sisters and brothers, our children, and mankind in general, and
- Remember, you are responsible for the talents God invested in you. Know this, "Step by step to the mountain top we climb, not all gained at once, but one step at a time."

Love and Prayers,

Bishop James Stoudemire

Presiding Bishop and Overseer, District #2

FROM THE DESK OF MINISTER ROBERT COATES, SUPERINTENDENT

Praise the Lord to every brother and sister in the Lord. Educating our youth is the responsibility of every student, parent, teacher and saint of The Pentecostal Church of God. Here, at The Pentecostal Church of God Christian Academy, we continue to work together so that students may realize their full potential in serving the Lord

- Acquire skills and knowledge for life-long learning, enabling them to compete in a global
- Jesus Christ. We will strive to ensure that all students: Utilize the fruit of the Spirit (...love, joy, peace, longsuffering, gentleness, goodness, economy, faith, meekness, and temperance... Galatians 5:22-23) and be an example to others in the world.

Love,

Minister Robert Coates

Superintendent

FROM THE DESK OF SISTER W. DORN, THE PRINCIPAL

Greetings, this school year has brought some significant changes to The Pentecostal Church of God Christian Academy (PCA). We are engaged in yet another school year of progress. At the current momentum, we are witnessing restructuring, rebuilding, and renovations both naturally and spiritually. This will help bridge the gap between school and parents. Workshops for Parents and Staff, Team Groups are part of our growth. It is our belief that these work groups will be instrumental for the success of our students. We face many challenges, but challenges help us to evolve. We are on the move at an incredible pace! Under the direction of Bishop James Stoudemire and Minister Robert Coates, we have engaged in another educational journey stronger than ever. Working with such a gifted administrative team and dedicated staff is a blessing and honor. We are working to ensure that our students "will show measurable academic improvement"; that is the vision of the PCA. Our goal, and the direction we are headed, is when our students leave the doors of the PCA, they will be prepared to compete with their peers in any educational arena. With the help of the Lord, we will attain it!

Sincerely,

Sister W. Dorn

Principal

GENERAL INFORMATION

The Pentecostal Church of God Christian Academy (PCA) is located at 457 Ishman Ballard Road, Newnan, GA. The Academy teaches students from kindergarten through grade twelve. The Pentecostal Church of God Academy is governed by the staff of Bishop's.

M.V.P Statement

MISSION

The mission of the PCA (Pentecostal Christian Academy) is to instill pride and respect for the Gospel of the Kingdom and to equip students with the essential skills of a comprehensive and quality education that will ensure preparedness in this world, and nurture the gift within for the building of God's kingdom.

VISION

The students attending the PCA will be self-motivated learners, who develop spiritual confidence and critical thinking skills, which will enable them to become productive individuals in society.

PURPOSE

The PCA purpose is to ensure that every effort is made so that there are provided diverse, relevant, and learning opportunities which will help them reach their full God-given potential. Teachers will and continue to attend professional developments, training, workshops, in-services, plan cooperatively and collaboratively, and connect with resource persons to better prepare them to be able to meet the students' academic and spiritual needs.

The Pentecostal Christian Academy is committed to all students graduating, as productive citizens in a global society.

- **We believe** every student has the right to learn and should be encouraged to work to his or her full potential.
- **We believe** students should be provided with a variety of instructional approaches to support their learning styles.
- **We believe** our school should enable students to become confident, self-directed, life-long learners and contributing members of society.
- **We believe** our school should be a safe, orderly and stimulating environment that encourages learning and academic excellence

ATTENDANCE POLICY

IMPORTANT:

Parents are asked to keep children at home when they are ill. It is advised that children NOT return to class until they have been free of fever for 24 hours.

Students absent from school, regardless of the reason, must assume responsibility for all work missed. Students returning from excused (illness, school-approved trips, family emergencies) or unexcused absences, are expected to complete all missed work within a time equal to the number of 3 school days, unless other arrangements have been made. Students returning from long-term absences are required to present written confirmation of the reason for the absence.

In the event of a school-imposed suspension, students will receive a zero for all work during time of suspension. All days during suspension are counted as an unexcused absence.

Students are allowed **10 absences(unexcused) per school year**. **If a student accrues more than the allotted absences, he/she will be required to repeat the current grade he/she is in.** In special circumstances, it is the parent's responsibility to meet with (in person) the proper school authority to inform the school of the student's situation. **If absences become excessive due to no special circumstances, the proper authorities may be notified.**

Attendance is taken promptly at the beginning of each day. Students entering the classroom after that time are recorded as tardy. **Tardies become a part of the student's absentee record.**

In Middle and High school, students will be allowed 3 unexcused tardies per quarter without penalty. The 4th tardy will result in an unexcused absent.

Definitions for Attendance Protocol

A. **Tardy:** A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

- 1) **Excused:** Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with the court order, etc.

- 2) **Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., unless it is an excused tardy.
- 3) **15** unexcused tardies can result in a referral to social worker.

B. **Truant:** Any child who is subject to the compulsory attendance law who has more than five days of unexcused absences during calendar school year.

1) **Excused:** Absences due to:

- a. Personal illness of the student or when attendance in school would endanger the health of the student or the health of others. Upon the student's return to school, appropriate medical documentation may be required within three days of the absence
- b. Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absences as an excused absence within three days of the student's return to school.
- c. Court order by a governmental agency mandating the student's absence from school.
- d. Special or recognized religious holidays observed by the faith of the student.
- e. Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety.
- f. An absence not to exceed one (1) day for registering to vote.
- g. Other absences to be determined by, and at the discretion of, the local school.

2) **Unexcused:**

a. Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.

b. School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy.

C. **Early Checkouts:** Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian.

- 1) To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.

- 2) A parent or legal guardian may be required to bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.

D. **Grades and Absences:** Final student course grades shall not be penalized because of absences if the following conditions are met:

- 1) Absences are justified and validated for excusable reasons.
- 2) Make-up work for excused absences is completed satisfactorily.
- 3) The PCA is not required to provide make-up work for unexcused absences.
- 4) In the instances where the above conditions are not met, penalties and consequences are to be determined and imposed by the local school boards.

II. Parental/Student Notification

- A. Each school system will provide each student and his/her parent, guardian or other person who has control or charge of the student, with the Georgia Compulsory Attendance Law and a written summary of the possible consequences and penalties for non-compliance at the beginning of each school year.
- B. By September 1st of each school year or within 30 days of a student's enrollment in a school system, the parent, guardian or other person having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.

- 1) Students who are ten years or older by September 1st shall sign a statement indicating receipt of such written statement of possible consequences of non-compliance with the school system's policy.

- C. When a student reached five or more unexcused absences, each school system will notify the parent, guardian or other person who has control or charge of the student. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.

- D. After two reasonable attempts, (including but not limited to: phone calls to the parent or guardian, letters to the parent or guardian, either through US mail or sent home with the child or both, home visits, etc.) to notify the parent, guardian or other person who has charge or control of the student, the respective school system shall send written notice via **certified mail with the return receipt requested.**

COMMUNICATION WITH THE SCHOOL OFFICE

The School office hours are 8:00 a.m. until 4:10 p.m. The office may be reached during these hours by telephone, email, or fax. In the event that all phone lines to the school are busy or down, you will be asked to e-

mail a message. The messages are checked regularly throughout the day. The office will be closed when school is not in session.

Phone: (770-251-0900)

Fax: (770-251-7344)

Email: pcgnewnanacademy@gmail.com

Website: www.pcgnewnanacademy.com

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or other emergency situations, announcements regarding the Learning Center, The Pentecostal Christian Academy will contact parents or guardians by way of the school administration via text, email, or phone call.

CUSTODY MATTERS

It is the obligation of parents with court orders, relative to the custody of their children, to provide the Administrator/Principal with an official copy of any court order prior to the first day of school annually. Absent of an order of the court to the contrary, the legal parent/guardian shall have access to records of his/her minor child involving the health, education, and welfare of the child. In the absence of a court order to the contrary, each parent shall be allowed to participate in school activities that involve parents in general, such as school field trips, class parties, and school lunch visitation. Parents are expected to conduct themselves properly at all times. It is not the school's policy to interpret the law. The P.C.G. Academy will follow all guidelines regarding custody when provided with a certified copy of a court order. Any requests for information or court testimony should be cleared through the School Administration.

Parents planning trips during school time are expected to assume the responsibility for finalizing academic make-up arrangements with School Administration and Teachers **prior to the trip.**

SIGNING OUT

Students in all grades must sign out in the office whenever they leave school during the day by parents or an authorized guardian; they must also

be signed in, if they return to school on the same day. If a student drives to school and has to leave at a time other than the normal dismissal time, a phone call or letter signed by a parent or guardian stating the time and reason for leaving should be presented to the office before first period in the morning. All other students must be signed out by a parent or designated adult. Students feeling ill during school hours will be directed to report to the nurse's office or the main office should the nurse be out. The nurse or a member of the office staff will notify parents. A student may not leave school at any time without permission. Any student who signs out of school during a school day because of illness will not be permitted to return to school to participate in any extra or co-curricular activities until the following day.

Academics

ACADEMIC CALENDAR

The school utilizes a semester system in which the school year is divided in half, with the first semester ending in January and the second semester in late May or early June. All credit courses are either one year (36 weeks) or one semester (18 weeks) in length. There are four grading quarters during the year with each quarter is a total of 9 weeks. Report cards are sent home with students at the conclusion of each quarter. Formal credit for coursework completed satisfactorily in the Middle and High School grades is offered only at the conclusion of the course.

COURSE REQUIREMENTS

PROMOTION: Students may not have more than one (1) failing grade in core classes (**math, english, science, history**) in order to earn promotion to the next grade level. Each subject must be passed with a minimum grade of 70. The connections grades will be averaged as one of the subjects. In **grades K-8**, any student who fails two or more of the subjects will be retained, with the possible option of attending summer school for possible placement to the next grade.

Grades 9-12, if a student fails both math and english in same calendar school year, the current grade must be repeated. If three or more subjects are failed, that student must repeat the current grade level. In all grade levels and in all subject areas, an assessment and written documentation of the student's performance shall earn great weight in the final decision for promotion and retention.

Elementary School: All students in the Lower School receive instruction from their classroom teacher in the areas of phonics, grammar, reading, mathematics, social studies, and science. Instruction also may be given in the areas of technology, physical education, music, and art.

Middle School: Beginning in the Middle School, students generally receive instruction in language arts, mathematics, natural sciences, social sciences, physical and outdoor education and computer sciences. Credits earned in Middle School may not be applied toward the twenty-three credit units necessary to graduate.

High School: *A minimum of twenty-two (22) credit units earned in grades 9-12 is required for graduation. The norm for a graduating senior is twenty-two credit units. Students in grades 9-12 must pass a minimum of four (4) courses for the year, including those required for graduation. Courses required among the twenty-two credit units are as follows:*

English: 4 units - Literature (Themes in, World, American, British)

Mathematics: 4 units (Pre-Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus, Consumer, Business)

Social Sciences: 4 units - Geography, World History, U.S. History, U.S. Government and Economics

Natural Sciences: 4 units of Sciences (Physical, Biology, Chemistry, Physics)

Bible: 4 units

Foreign Language: 2 units of Spanish

P.E. / Health: 4 units

Technology: 2 units

Fine Arts: 1/2 unit

Graduation Requirements: Seniors must have the following credits included in their transcript in order to graduate: 4 Math, 4 Literature, 3 Science, 3 History, 2 Foreign Language, and 2 Technology

EXAMINATIONS

Two-hour examinations are given at the end of every 9 weeks for students in grades 6-12. At the teacher's discretion, seniors may be exempt from examinations at the end each nine weeks if in which the student has maintained at least a 90 average for the grading period.

Standardized Testing: All standardized testing is done during the spring part of the year. The Pentecostal Christian Academy uses the **Iowa**

Test of Basic Skills (ITBS) test for student assessment. The **ACT and SAT** test is used for college admittance.

GRADING SYSTEMS: The following scales are used at the grade levels indicated:

Kindergarten- 1st

S - Satisfactory progress

N - Needs improvement

U - Unsatisfactory progress

F - Failing

2nd - 3rd:

Superior: A+, A, A-

Commendable B+, B, B-

Satisfactory C+, C, C-

Unsatisfactory D+, D, D-

Failing F

GPA GRADE EQUIVALENTS

4th - 12th

For the purpose of grade point average, highest honors, and honors, the following scale is used:

A 90-100

B 80-89

C 70-79

F Anything below 70 is failing

CUMULATIVE GPA

Beginning with the ninth grade year, a student's cumulative grade-point-average (GPA) is calculated at the end of each year. AP (Advanced Placement) grades at a "C" or above are given additional consideration at a factor of 1.1 in the calculating of the cumulative GPA. Information regarding a student's GPA may be obtained from the school office.

Cheating/Plagiarism

Pentecostal Christian Academy urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative.

The following behaviors may be considered as possible acts of cheating: plagiarism, talking during an exam, copying another's test/assignment, allowing others to copy your work, roving eyes, open books or notebooks during an exam, crib sheets/ cheat sheets, passing notes during an exam, copying disks and printing another student's work, having someone do your assignment for you (homework, project, book report), stealing exams, selling exams, altering a grade (in grade book, on a computer, on a report card), taking an exam for someone else, using bribery/blackmail/threats, intimidation in pursuit of a better grade.

CATEGORY ONE OFFENSE

- copying homework, cheat sheets/notes
- roving eyes, talking during a test
- plagiarism, any other clear observance of cheating

FIRST TIME

TEACHER ACTION

Teacher will:

- Give the student a grade of "0" or "F" or a "ch".
- Grade machines treat a "ch" as a "0" and will allow you to keep track of the number of offenses. No make-up will be allowed for the assignment
- Send home a form letter/progress report concerning the cheating (triplicate)
- Notify the administrator via a referral and a copy of the letter/progress report sent home

ADMINISTRATOR ACTION

Administrator will:

- If student has a history of prior cheating the counselor will contact the parent/guardian for a conference and will place the cheating referral in the student's cumulative file.
- Assign the student to Saturday school/detention/suspension/paddling.

SECOND TIME

TEACHER ACTION

Teacher will:

- All of the above
- Send student to administrator

ADMINISTRATOR ACTION

Administrator will:

- Assign Saturday School
- Place referral in student's discipline file
- Place copy of cheating referral in cumulative file

THIRD TIME

TEACHER ACTION

Teacher will:

- See second time

ADMINISTRATOR ACTION

Administrator will:

- All of the above
- Suspend student
- Have a parent conference
- Remove student from class
- Notify student and parent that a letter of "NO CONFIDENCE" will be attached to the student's transcripts

One or more of the following may occur:

- Depending upon the frequency or seriousness of the prior acts, the student may be suspended for up to five days.
- Dropped from the class with an "F"

- Place the student on academic probation during which period the following could occur:
- Restrict student from participation in extra and/or co-curricular activities
- Exclude student from receiving letters of recommendation from school personnel
- Student may be recommended for alternative programs
- Student may be recommended for expulsion

CATEGORY TWO OFFENSE

- stealing exams
- selling exams
- receiving stolen exams
- forging transcripts/report cards
- altering grades in a teacher's record book or computer
- turning in someone else's work as your own
- hiring/having someone to do your projects/papers/etc.
- using bribery/blackmail/threat/intimidation in pursuit of a better grade

FIRST TIME

TEACHER ACTION

Teacher will:

- Give the student a grade of "0" or "F" or "ch". Grade machine treats a "ch" as a "0" and will allow you to keep track of the number of offenses. No make-up will be allowed for the assignment.
- Send home a form letter/progress report concerning the cheating (triplicate)
- Notify the administrator via a referral and a copy of the letter sent home

ADMINISTRATOR ACTION

Administrator will:

- The administrator will suspend the student from one to five days
- The administrator will contact the parent/guardian for a conference and place the cheating referral in the student's cumulative file
- Conduct an investigation whereby the student may be dropped from the class with an "F" grade

-If reasonable, revoke student privileges - sports, dances, class office, clubs, library use, no Grad Night.

-If a senior, not marching at graduation, no recommendation letters

SECOND TIME

All of the above plus see Category One, Third Time.

STUDENT / PARENT / FACULTY CONFERENCES

Student/Parent/Faculty Conferences are scheduled on a formal basis sometime during each of the four quarters. Parents and students from all school levels are expected to participate in the conferences. Teachers and advisors work with the students in advance to prepare them for this important meeting. Parents with questions and concerns are encouraged to contact instructors at any time. **The conferences are for the student, his/her parents and the teacher/advisor.**

SYLLABUS/COURSE ASSIGNMENT CALENDAR

Assignments are communicated in a variety of ways across the grade levels. Assuming responsibility for keeping up with assignments is part of the learning process for a student. Teachers at each level employ age-appropriate methods for helping students maintain their work. Such methods may include: a daily/weekly syllabus, posting of assignments on individual teacher websites, assignments listed in the classroom with the student accepting the responsibility for recording assignments in the student's notebook/planner. Specific instruction in utilizing the notebook/planner is given at the different grade levels.

STUDENT LIFE

ADVISOR / ADVISEE SYSTEM In the PCA, advising responsibilities are assumed by the classroom teacher. The advisor/advisee system is used for middle and high school students. The faculty member who serves as advisor has the following responsibilities:

- Someone to whom a parent can turn to get an overview of his child's progress.
- Communicates with student and parents at regularly assigned conferences and at other times as needed.
- Serves as a listener; is someone with whom the student can talk openly and freely.

- Serves as a student's advocate with another faculty member, if necessary.

COLLEGE ADVISING PROGRAM

A variety of guidance information is made available, including a fall college campus tour.

Seniors are encouraged to visit their prospective college choices. College visits must be scheduled one week in advance with approval of the administration. Students are allowed two excused absences during both their junior and senior years to visit college campuses. ***Student must bring in and return a signed slip from college.***

COMPUTER/EMAIL POLICIES

- All students are given access to computers.
- Duplication of copyrighted material and plagiarism are prohibited. Violations are to subject to disciplinary action.
- Misuse of e-mail or the Internet is prohibited. Violations are subject to disciplinary action.
- Use of the computers is limited to supervised time periods.

FIELD TRIPS

Field trips serve as an extension of classroom instruction. In addition, they provide a source of enrichment and exposure to both community service and the fine arts. While on field trips, students are expected to behave and dress in a manner that is representative of the high standards of The P.C.G. Christian Academy. **For most Elementary School and Middle School field trips, the P.C.A. uniform top will be required.** Some High School field trips will require more of formal attire. (See dress code for more information.) **Students may not drive on field trips.** A faculty member(s) will serve as official chaperone(s) on all field trips. Parents may be asked to provide transportation.

It is understood and agreed that should a student violate school rules while on a field trip, the student will face disciplinary action

At the beginning of each year, parents will be asked to sign a general permission form allowing their child to participate in school field trips.

Parents may also expect a timely note sent home. These notices will include the date and destination of the off-campus event and specific arrangements.

HEALTH

IMMUNIZATION

All students are required by Georgia Health and School Law to have proof of immunization on file in the school office before being allowed to attend classes.

ILLNESS

No student will be allowed to leave campus until a parent/guardian has been contacted by the school nurse or another school official(s).

CONTAGIOUS DISEASES

When a child has contracted a contagious disease, parents are required to notify the school. Parents of other students who may have been exposed will then be notified. **Students returning after a contagious disease must confirm their non-contagious state with a note from the physician.**

MEDICATION

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. In order for the student to carry and self-

administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Current health information is to be turned in with other registration information each year. If the student is on any type of medication (prescription or non-prescription) that needs to be administered during school hours, written instructions signed by the parent or the physician are to be turned in to the Counselor or School Administration and Administration will inform his/her instructor(s). The school will not be responsible for its safekeeping and timely administration. Should the dosage change during the year, the **parent must notify** the school in writing. ***Under no circumstances may a student carry any type of medication. The Emergency Health Form is required for every student and will be used throughout the year. Updating information is a crucial parental responsibility.***

SPECIAL PHYSICAL NEEDS

It is the responsibility of parents to notify the school in writing of any conditions that affect the well-being of the child. Parents are required to notify the school of any special circumstances such as hearing and sight limitations, special medication, or other situations unique to their child.

*****Parents are responsible for all medical expenses.***

STUDENT CODE OF CONDUCT

PARENT RESPONSIBILITIES

The ultimate responsibility for a student's behavior rests with the student and his/her parents. Students are to respect constituted authority, which includes obedience to school rules, regulations, and procedures. The school anticipates that parents will be cooperative in dealing with any behavioral problems which may arise and expects that this cooperation will be made apparent to the child.

One of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his/her rights judicially. To realize this objective, the school reserves the right to hold parental conferences, guidance conferences, or conferences with the court and the right to request schedule changes or psychological examinations and/or treatment.

Georgia law (O.C.G.A. 20-2-766) provides that school administrators who identify a student as a chronic disciplinary problem may require the parent to attend a conference to participate in the development of a disciplinary and behavioral correction plan. Parents who do not attend such conferences may be referred to the courts where they may be fined up to \$500. The need for parental conference is indicated whenever a student is suspended at home or when a teacher or administrator informs the parent that a conference is needed.

The P.C.G. Christian Academy expects students to adhere to what the school considers to be a high level of proper conduct on campus and at all school functions. The P.C.G. Christian Academy reserves the right to discipline any students who does not adhere to this standard of conduct. What constitutes acceptable conduct and what constitutes appropriate discipline for breaches of this standard of conduct are within the discretion of The P.C.G. Christian Academy.

BULLYING

The P.C.G. Christian Academy is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the Academy will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to slurs, jokes, and other verbal, graphic, offensive conduct relating to race, color, sex, and national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, inappropriate teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The Academy also is concerned about the issue of cyber bullying (creating websites, instant messaging, emails, using camera phones, posting messages on social media sites or using other forms of technology

to engage in harassment or bullying). Any of this type of offensive conduct can create an uncomfortable school environment. Acts of cyber bullying that take place at school will be subject to administrative action. The Academy expects that acts of cyber bullying that occur outside the parameters of school will be addressed by and are the responsibility of the parents. In the event that the Academy becomes aware of a cyber bullying situation, outside of school, the Academy will inform the parents. All students share the responsibility for keeping the school environment free from harassment and bullying. Students must report incidents of harassment or bullying to their teacher or an administrator. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action.

DISCIPLINE

Violations of school rules and regulations are labeled either minor or major depending on the nature of the act. Minor violations may be assigned detention. A number of minor violations may be construed as a major violation.

Major violations may result in suspension and/or expulsion from school. Among violations classified as major are disrespect, destruction of property, possession of a weapon, inflicting serious or potentially serious physical harm, use of tobacco, use of non-prescribed drugs or alcohol, and unauthorized absence from school for all or part of a day.

Character training is at The Pentecostal Church of God Christian Academy. We believe that obedience is essential. The teacher is the authority in the learning center. Discipline is administered firmly but fairly. The characteristics that we strive to instill within each student are to obey, do what is right, and love God and to always measure one's attitude against the principles of the Scripture (Colossians 4:1).

The P.C.G. Christian Academy maintains a position that corporal punishment on the part of the school is sometimes deemed as an effective or constructive resolution of any disciplinary situation, and therefore, does not forbid the use of corporal punishment.

SCHOOL PROPERTY

TEXTBOOKS

Textbooks are essential for instruction and are needed during instructional time and homework. Students are responsible for keeping up with their books and maintaining them in good condition. If a student loses, destroy or leaves his/her book at home, then that student will receive a "0" for that day. During the occasion a textbook is lost or

destroyed, *the parent is responsible for the replacement of the textbook.* Textbooks range in prices from \$30.00 to \$100.00.

School Property: All school property must be treated with the utter most respect. We support and take care of that which we love.

FOOD AND DRINKS

Students are not to bring food or drinks into the classroom unless under the direct supervision of a teacher/faculty member. No chewing gum is allowed in classroom.

DRUGS, ALCOHOL, and TOBACCO

The use of any non-prescribed drug, alcohol, or tobacco on school grounds, at school-related functions, or prior to attending school-related events, is strictly prohibited. A student who abuses this policy will be subject to suspension and/or expulsion. **All students are to follow all rules and guidelines while on school property at all times.**

The P.C.G. Christian Academy is an Alcohol, Drug and Tobacco-Free Campus. Use of alcohol or tobacco in any form is prohibited on the school grounds. While on school property, backpacks and purses are subject to random searches during school hours and events (field trips).

WEAPONS

Items that could be classified in the weapons category, including knives, firearms, fireworks, and the like, are not permitted on school grounds unless at the request and under the supervision of a school official or faculty member. Any violation of this rule will be considered a major disciplinary violation and the proper authorities will be notified. **Any item brought for display or presentation must be delivered by an adult to the teacher and picked up from the teacher by an adult.**

TELEPHONES / CELL PHONES

Office telephones are reserved for school business and may be used by students only in cases of an emergency.

When unexpected circumstances arise on the parent's behalf during the school day, the receptionist will take a message and make every effort to see that the student or teacher is notified.

Cell phones are not allowed for Elementary School students. Middle and High School students are not allowed the use of cell phones during school hours. All cell phones are to be turned off at the beginning of the school day. If a student needs to contact his/her parent(s), he/she are to use the phone in the main office. Parents are to call the school's main office when attempting to contact his/her student(s). Tablets or other music or electronic devices are prohibited for use during school hours unless under the direct supervision of a staff member. If this rule is violated, school staff reserves the right to confiscate the phone and turn it into the office.

VISITORS DURING SCHOOL HOURS

Visitors are welcome. All visitors must sign in and out in the school office. In order to maximize instructional time, classroom visits should be scheduled in advance with the School Administration.

NON-DISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance

The P.C.G. Academy is committed to providing an environment that is free of certain discriminations based on race, nationality, color, gender and ethnicity.

HOMOSEXUALITY

Homosexuality is a controversial topic within today's society. As in all matters, The P.C.G. Academy looks to the Bible for wisdom as to how the address this issue. Under the Mosaic Law, homosexuality is forbidden and characterized by God as an "abomination." (Leviticus 18:22) The commission of an act of sodomy was a capital crime under which the penalty was death (Leviticus 20:13). In the New Testament, homosexual behavior is considered an evidence of unbelief (Romans Chapter. 1), practiced by those who would not enter the Kingdom of God (1 Corinthians 6:9). Due to these and other scriptural standards, The P.C.G. Christian Academy cannot and will not

accept any homosexuality, transgender, bi-sexuality, or any other references to LGBT lifestyle.

SEXUAL HARASSMENT

The Academy maintains a strict policy against sexual harassment. Sexual harassment can come from fellow students, teachers, staff, parents, or vendors. Males as well as females can be victims of sexual harassment. No student shall threaten or insinuate, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student in any manner for any reason. Similarly, no employee or student shall promise or suggest, either directly or indirectly, that a student's submission to sexual advances will result in any improvement of the status or standing of the student at the school. Other sexually harassing, hostile, intimidating, or offensive conduct on school premises or off school premises, at a school-sponsored activity, is also prohibited. Sexual harassment may include, but is not limited to:

- * Unwanted touching
- * Verbal comments of a sexual nature
- * Sexual name-calling
- * Pressure to engage in sexual activity
- * Repeated propositions
- * Unwanted body contact
- * Any unwelcomed act or comment of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive learning environment.

If you believe you have been harassed, please follow the guidelines below or immediately skip to step 3.

- 1. Respond to the problem. Be assertive. Tell the offender what behavior is unwelcome and that it must cease. Sometimes people do not realize they are being offensive.**
- 2. Note the actions involved in the harassment. Include the date, time, place and any other specifics of each incident, including anyone who might have observed the incident or your reactions.**
- 3. You may report any harassment to a staff member or administrator. Students are free to complain about conduct they believe to be of a sexually harassing nature without fear of retaliation. All complaints will be taken seriously and handled sensitively.**

If the investigation reveals that harassment has occurred, the school's normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual harassment. Because allegations of sexual harassment pose serious consequences for the offender, they are to be based on a legitimate perception of sexual harassment. Therefore, if a complaint is determined to be based on an ulterior motive or based on fabrication, appropriate disciplinary action will be taken against the person who has fabricated the complaint. **Harassment of any kind may be reported to any staff member.**

Grievance Procedures for Complaints of Discrimination and/or Unfair Treatment

A. Formal Procedure for both Students and Staff

1. Filing a Complaint

Any student and/or staff member who believes he or she has been the victim of discrimination on the basis of race, color, national origin, gender, disability or age should submit a written complaint alleging discrimination as soon as possible to the School Administrator. If the complaint involves the Superintendent, he or she, should direct the written complaint to the District Overseer. The complaint should be submitted as soon as possible, and generally within 30 school days of the alleged discrimination.

Further, any student who has knowledge of conduct, which may constitute discrimination, should report such conduct to the Administrator or to any school staff. Any employee who has knowledge of conduct, which may constitute discrimination, shall immediately report such conduct to the Superintendent. The complainant should reduce in writing the "Complaint." However, oral complaints shall also be accepted. The complaint should be filed with the Superintendent's Office or the District Overseer as soon as practical.

The complaint and the identity of the complainant, the individual who reported the alleged discrimination (if other than the complainant) and the persons allegedly responsible for the discrimination will not be disclosed except as required by law, as necessary to fully investigate the complaint, or as authorized by the complainant. A complainant who wished to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report or complaint of alleged discrimination, the Superintendent shall immediately authorize or undertake the investigation. School staff or a third party designated by the school may conduct the investigation. The investigation shall be completed as soon as practicable, which should generally be not more than fourteen (14) calendar days after receipt of the complaint of alleged discrimination by the Superintendent. Within three (3) school days of receiving the complaint, the

Superintendent shall send written notice that the complaint has been received to the complainant and the person or persons allegedly responsible for the discrimination. Also, upon receiving the complaint, the Superintendent shall determine whether interim measures should be taken pending the outcome of the investigation. If the Superintendent determines that more than fourteen (14) calendar days will be required to investigate the complaint, he or she will notify the complainant and the person or persons allegedly responsible for the discrimination of the reasons for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the persons allegedly responsible for the discrimination and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school shall take the necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all the facts and circumstances revealed by a complete and thorough investigation.

Administration shall issue a written report upon completion of the investigation. If the complaint involves the Superintendent, the District Overseer or designee shall complete the report. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy.

3. Action by the Superintendent

As part of the Superintendent or designee report shall issue a decision regarding (1) whether a policy was violated and, if so, (2) what action,

if any, will be taken. This decision must be provided in writing to the complainant. If the Superintendent determines that discrimination occurred, the school shall take prompt, appropriate action to address and remedy the harm and prevent any recurrence. Such action may include discipline up to and including expulsion or discharge (in the case of an employee).

4. Appeal

If the Superintendent or designee determines that no discrimination occurred, the complainant may appeal this decision to the District Overseer within five (5) calendar days of receiving the decision. Notice of the appeal must be in writing and the District Overseer shall make a final and binding decision within thirty (30) calendar days of receiving the appeal.

5. Retaliation

Retaliation against students or school staff who report discrimination or participate in the related proceedings is prohibited. The school shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

6. False Charges

Students or staff who make false charges of discrimination shall be subject to disciplinary action.

****Parents/students must agree to comply with all school rules and guidelines for admission into the academy****

School Administration

Overseer: Bishop James Stoudemire

Superintendent of Facilities: Min. Robert Coates

Principal: Sis. Willa Dorn

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"We Walk By Faith, And Not By Sight"