

PEOPLES BAPTIST ACADEMY STAFF AND ADMINISTRATION

Church Executive Staff

Dr. David A. McCoy, Pastor
Rev. Ray Turner, Associate Pastor
Rev. Alan Saunders, Associate Pastor

Executive Assistants

Tim A. Boggs
Rev. Randall Rickner
Rev. Alan Camperson

School Administration

Dr. David A. McCoy, Founder/Superintendent
Tim A. Boggs, Administrator
Trish McCoy, Advisor/Counselor
Randall Rickner, Elementary Supervisor
Patti Saunders, Kindergarten Supervisor
Brad Magee, Business Manager
Craig Wagoner, Athletic Director

School Board

The Deacon Board of Peoples Baptist Church

A Ministry of Peoples Baptist Church
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Peoples Baptist Academy - 2009/2010 School Year Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AUGUST	3 New Teachers Report	TEACHER ORIENTATION WEEK			7
	10 7:00 pm - Parent Orientation Meeting	11	12 First Day of School	13	14
	17	18	19	20-21 BACK TO SCHOOL REVIVAL	
	24	25	26	27	28
	31				

SEPTEMBER		1	2	3	4 End of Three-Week Grade Period
	7 LABOR DAY	8 Progress Reports	9	10	11
	14	15	16	17	18
	21	22	23	24	25 End of Three-Week Grade Period
	28	29 Progress Reports	30		

OCTOBER			1-2 GACS CONVENTION		
	5	6	7	8	9
	12	13	14	15	16 End of 1st Quarter Fall Festival
	19	20 7:00 pm - PTF Fall Concert Report Cards	21	22	23
	26	27	28	29	30

NOVEMBER	2	3	4	5	6 End of Three-Week Grade Period
	9	10 Progress Reports	11	12-13 PBC COUPLES RETREAT	
	16	17	18	19	20 Kindergarten Thanksgiving Program/Lunch
	23	24	25-26 End of Three-Week Grade Period (Dismiss at Noon) No Extended Care		27 THANKSGIVING HOLIDAYS
	30				

DECEMBER		1 Progress Reports	2 Christmas Shop	3	4	
	7	8	9	10	11	
	14 High School Semester Exams	15 High School Semester Exams	16 High School Semester Exams	17 High School Semester Exams 7:00 pm - Christmas Program	18-19 End of 2nd Qtr. Christmas Parties (Dismiss at Noon) No Extended Care	
	21	22	23-24 CHRISTMAS HOLIDAYS		25 Christmas Day	
	28	29	30-31 CHRISTMAS HOLIDAYS			

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JANUARY					1 NEW YEAR'S DAY
	4 School Resumes	5	6	7-8 Report Cards	
	11	12	13	14	15
	18 Teacher Work Day	19	20	21	22 End of Three-Week Grade Period
	25	26 Progress Reports	27	28	29

FEBRUARY	1	2	3	4	5 Grandparents' Tea
	8	9	10	11	12 End of Three-Week Grade Period
	15 PRESIDENTS' DAY	16	17-18 Progress Reports		19
	22	23	24	25	26

MARCH	1	2	3	4	5 Bible Quiz Tournament
	8	9	10	11	12 End of 3rd Quarter
	15 Junior/Senior High Fine Arts Festival	16	17	18 7:00 pm - PTF Spring Concert Report Cards	19
	22	23	24-25 ACHIEVEMENT TESTING WEEK		26
	29	30	31		

APRIL				1 6th Grade Safety Patrol Trip	2 End of Three-Week Grade Period
	5	6	7-8 SPRING BREAK		9
	12	13 Progress Reports	14	15	16
	19	20	21-22 TEACHER APPRECIATION WEEK PEOPLES BAPTIST CHURCH CAMP MEETING (Dismiss at Noon) (No Extended Care)		23
	26	27	28	29 7:00 pm - Junior Senior Banquet	30 Elementary Fine Arts Festival End of Three-Week Grade Period

MAY	3	4 Progress Reports	5	6	7
	10	11	12	13	14 Last Day of School for K3 & K4
	17	18 Last Day for K5	19	20 Final Exams (Dismiss at Noon) 7:00 pm - Sports Banquet	21 Final Exams (Dismiss at Noon) Ext. Care Available Thur. - Mon.
	24 Final Exams (Dismiss at Noon) Ext. Care Available	25 Last Day Awards Ceremony No Extended Care 7:00 pm - Sr. Grad.	26	27	28
	31 MEMORIAL DAY				

No School for Students

MISSION STATEMENT AND PHILOSOPHY

Peoples Baptist Academy, instituted in 1995 as a ministry of Peoples Baptist Church, exists for the purpose of assisting parents with their God-given responsibility to train and teach their children. It is the goal of the academy to provide high academic excellence enhanced by athletic and fine arts programs, to teach strong moral values, and to help students exemplify disciplined, Christ-centered lives, understanding that the fear of the Lord is the beginning of knowledge.

SCHOOL POLICY

A Personal Note from the Administration:

We are glad that you have considered and chosen Peoples Baptist Academy as the place to educate your child. We count it a privilege and an honor to be entrusted with your most prized possession. Even though we are pleased to have a part in your life, we think it is necessary that you know and understand our school policy.

Peoples Baptist Academy is a ministry of Peoples Baptist Church. Everything that we do revolves around our church. Our church dictates the school's policies and determines its Bible-based curriculum. We are an independent, fundamental, Baptist church school. We instill and teach the Holy Scriptures, the King James Version of the Bible, to our students and adhere to and teach traditional Baptist doctrine.

Although our doors are open to others, Peoples Baptist Academy was instituted for the members of Peoples Baptist Church; therefore, those participating must adhere to the school policies as set forth by the church. It is our intention to be firm, not harsh. Although we may appear to be rigid, we believe our policies to be right and fair. Our teachers are saved, separated, active church members, and everything they teach is Christ honoring and Bible based.

In keeping with the Bible and with the Constitution and By-laws of Peoples Baptist Church, we acknowledge that the God-ordained authority for the church and its ministries, including the Christian school, is the pastor. Therefore, the pastor reserves the right to implement rules, policies, procedures, and changes as he determines to be necessary and in the best interest of the church and school, and he has full authority to designate administration and staff to administer the same.

We are glad you have chosen us and we appreciate the opportunity to minister to your family. If you have any questions, please feel free to call the church or school office.

STATEMENT OF FAITH

We believe that the sixty-six books of the Old and New Testaments are verbally inspired of God and are inerrant. We believe that God not only inspired His Word but preserved it, and that the 1611 King James Version of the Bible is the preserved Word of God for us. *II Timothy 3:16-17; II Peter 1:19-21*

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit, equal in essence, while distinct in personality and function. *Matthew 28:19; I Corinthians 8:6*

We believe that God created the heaven and the earth, according to the Genesis account of creation. *Genesis 1:1; Exodus 20:11; Colossians 1:16-17; Hebrews 11:3*

We believe that Jesus Christ, the Son of God, was conceived by the Holy Spirit and born of Mary, a virgin, and is the God-man. *John 1:1, 14; Luke 1:35; Isaiah 7:14; Galatians 4:4*

We believe that the Lord Jesus Christ died as the substitutionary sacrifice for all men and that His blood atonement is unlimited in its power to save. *Isaiah 53:4-11; II Cor. 5:14-21; John 3:5-8; I John 2:1-2; II Peter 2:1; I Timothy 4:10*

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His position there as High Priest and Advocate. *Matthew 28:1-7; Acts 1:8-11; I Cor. 15:4-9; Hebrews 4:14-16*

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but spiritual death which is separation from God, and that death passed upon all men. *Genesis 1:26-27; 3:1-6; Romans 5:12, 19; 3:10-13; Titus 1:15-16*

We believe that all who receive by faith the Lord Jesus Christ are born again into the family of God. *John 1:12-13; 3:3-16; Acts 16:31; Ephesians 2:8-9*

We believe that the Holy Spirit is the agent of the new birth through conviction and regeneration and that He seals, indwells, and baptizes every believer into the body of Christ at the moment of conversion. We believe that the Holy Spirit fills, empowers, and distributes service gifts to believers, but that sign gifts were restricted to the Apostolic Age. *Genesis 1:1; Exodus 20:11; Colossians 1:16-17; Hebrews 11:3*

We believe in the eternal security of the believer, that one who is saved is kept forever by the power of God. *John 6:39, 49; 10:28-29; Romans 8:35-39*

We believe in “that blessed hope”—the personal, pre-millennial, pre-tribulational and imminent return of our Lord and Savior, Jesus Christ. *Titus 2:13; John 14:1-3; I Thess. 4:13-18; I Cor. 15:51-58; II Thessalonians 2:1-13*

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. *Matthew 25:31-46; Luke 16:19-31; I Thessalonians 4:13-18; Revelation 21:1-8*

We believe that the local church is the agency through which God has chosen to accomplish His work in the world. A New Testament Baptist church is an organized body of believers, immersed upon a profession of faith in Jesus Christ, having two offices (pastor and deacon), congregational in polity, autonomous in nature, and banded together for work, worship, edification, the observance of ordinances, and the fulfillment of the Great Commission. *Acts 2:41-47; Ephesians 3:10; Matthew 28:18-20; I Timothy 3; I Peter 5:1-3; Ephesians 1:22; Romans 16:17*

We believe that the scriptural ordinances of the church are baptism and the Lord’s Supper; that baptism by immersion is symbolic of the death, burial and resurrection of Jesus Christ, and that the Lord’s Supper should be partaken of by baptized believers, who have acted in obedience to Christ’s command, to show forth His death “till He come.” *Matthew 28:18-20; Acts 2:41-47; 8:26-39; I Corinthians 11:26*

GENERAL INFORMATION

Accreditation

Accreditation by a state government agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular education administrators who may or may not be Christians. State textbooks are often developed by secular writers who reject our Lord Jesus Christ and, in fact, extol concepts contrary to the teachings of the Bible.

It seems unreasonable to expect parents to withdraw their child from a government school with academic and moral ills and place him in a private institution with the same curriculum, methods, and objectives. Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the academics of individual students, not in the names of their schools of graduation. Thus, they evaluate each applicant's standardized tests.

Peoples Baptist Academy is a member of the Georgia Association of Christian Schools. Membership through the GACS also features national membership through the American Association of Christian Schools (AACCS). Peoples Baptist Academy is provisionally accredited and is pursuing full accreditation through the AACCS and GACS.

Students and their parents can expect and receive high academic training in a God-honoring, Christian atmosphere.

Admission

Peoples Baptist Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities afforded by the school. It does not discriminate on the basis of its educational policies, discipline procedures, admission policies, or school-administered program.

Peoples Baptist Academy insists upon a high standard of performance from its students. Each student will be expected to produce to the best of his ability. Applicants are selected who give evidence of possessing the intellectual capacity, the aptitude, the emotional stability, and the behavioral standards characterized by the program offered.

All new and transfer students, along with those entering K5, will be expected to take an entrance examination unless otherwise determined by the administration. On the basis of the student's accomplishments, the student will be placed in the grade best suited for his achievement. Students who owe a balance to a previous school will be disallowed admission to Peoples Baptist Academy until that balance has been paid in full.

Admission Procedures

Parents should contact the school office to arrange a time to meet with the administration, at which time policies and procedures will be discussed. Following that meeting, an enrollment packet will be given to the parents. All forms need to be completed and returned with the enrollment fee.

New students will be notified of the day and time of academic testing (if applicable). As soon as all admission procedures have been completed, notification of admission status will be sent to the parents.

An applicant for kindergarten and first grade must be the appropriate age by September 1 of the enrolling year; i.e., to enter K4, the child must be four years of age by the September 1 deadline.

All students entering kindergarten or transferring from another school are required to have the following forms on file: copy of certified birth certificate; certificate of immunization (Form 3231) and certificate of eye, ear and dental examination. These forms must be submitted with the application papers. The certificate of immunization (Form 3231) must be marked "Complete for School Attendance" or have an expiration date noted. If the form has an expiration date, a new certificate must be submitted within 30 days after the expiration date or the student will be excluded from attendance until an updated certificate is submitted.

All students entering Grade 7 and all PBA students re-enrolling to enter Grade 7 or higher must schedule an interview with administration. Any student entering the school in Grade 7 and higher must submit a letter of reference from his pastor stating his faithfulness and character before admission will be granted. He must also give a clear testimony of his salvation experience. It is understood that any student in Grade 7 or higher will regularly attend his local church, maintain a good testimony, and complete a weekly Student Christian Activity Report as part of his Bible class grade.

Agenda Books

All students are issued agenda books at the beginning of the year. Agendas are covered in tuition cost and are used to record homework assignments, to relay messages between school and home, and to record permissions for hall passes. It is important that each student have his agenda in his possession during school hours and that parents check it each night for assignments and announcements. Replacement cost for a lost agenda is \$10.

Articles Prohibited

Cigarettes, alcoholic beverages, narcotics, dice, playing cards, knives, guns, explosives, radios, portable CD or MP players, iPods, laser pointers, cameras, magazines, cell phones, and electronic devices/games are not permitted on school property. Teachers must check for content any books that are brought to school for extra reading. Only on special, pre-announced days may students bring toys to school. If a student brings a toy to school, the toy will be confiscated and returned only to the parent.

Asbestos

Peoples Baptist Academy is free from asbestos or any other carcinogenic building materials, complying with OSHA regulations for public health.

Athletic Program

Peoples Baptist Academy offers an active sports program. Athletes must maintain a “C” academic average. Any student who receives an incomplete on his report card must arrange a time to make up the work before continuing to compete in any sports event. There will be an eligibility check every three weeks to determine participation in sports and cheerleading.

Peoples Baptist Academy athletes and cheerleaders will be selected from those qualifying at tryouts. To be eligible for qualification, one must have and maintain a good Christian testimony, including regular church attendance and a satisfactory scholastic record.

Any student who is involved in team sports, junior or senior high (Grades 7-12), is considered ineligible to play if that student receives an “F” on any grade report or has an average lower than a “C.” Ineligibility means that a student will not play any scheduled game until the following three-week grading period when academic eligibility is determined. The following applies for students who are ineligible:

- 1) The ineligible student must continue to attend practices even though he may not play in the upcoming games. Failure to comply with this procedure may prevent the student from playing in future games when he becomes eligible. This is at the coach’s discretion.
- 2) The ineligible student must dress in appropriate game attire and sit with the team for home games. Ineligible students are not permitted to travel for away games.
- 3) The administration also reserves the right to restrict a student as ineligible if that student displays a non-Christlike attitude; i.e., if a student becomes a poor representation of his school or creates a negative spirit within the school body.

A student planning to participate in the sports program will need to have a physical examination completed before the sport commences. Because sports physicals are good for only 12 months, we recommend that the student have his physical done during the summer before school starts in the fall.

The student athlete should be picked up at the scheduled time of practice dismissal and/or arrival from a sports activity. If not, he must report to extended care immediately after practice.

For additional information regarding the athletic program, please refer to the Athletic Handbook.

Athletic Season Passes

Season passes may be purchased in the school office. They are issued in the name of the individual and are valid for all regular-season home games. Passes are not usable for sanctioned GCAA tournaments, play-off games, or championship games. Season passes offer significant savings over the regular gate fees. Pricing and more information may be obtained through the office.

Attendance Requirements

In order to gain the most from school, each student should limit absences from school. Unless the principal or the administration of the school has given prior approval, **absences are excused only for reasons of sickness, doctor appointments, or a death in the family.** When a student is absent, he must submit to the office a written note of explanation; an excused/unexcused form will be issued for the student to take to his teacher. If a note is not brought upon the student's return to school, an unexcused form will be issued until one is received. The absence will be counted as unexcused if the note is not submitted within two days. **An unexcused absence will result in a zero grade for all tests, quizzes, and homework assignments missed on the day(s) of the student's absence.** A student who is absent more than 15 days in a semester, except for extenuating circumstances, may not pass to the next grade.

All students who arrive after 8:15 a.m. must sign in at the receptionist's desk in the lobby. **Students should not accrue more than four unexcused tardies per quarter. Beginning with the fifth unexcused tardy and for each additional unexcused tardy, the parent will be charged \$5.**

A parent coming during class time to pick up a student for dental or doctor appointments, or other excused absence, should go to the school office to check out the student. If a student must leave school early, a written note must be presented to the teacher no later than the morning of the day the student wishes to be excused.

Scholastic achievement attained by any student is directly related to his pattern of attendance at school. It is imperative for the student's well-being that he miss school only when necessary.

Child Abuse

Georgia law requires that school employees report to the local Department of Family and Children Services (DFCS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the employee. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child. The department or the school needs not to obtain parent permission.

Communicable Disease Policy Statement

While it is not the desire of Peoples Baptist Academy to discriminate against any student, the school is faced with the challenge of providing a safe haven for those students entrusted to their care and it is their intent to protect all students from exposure to serious illness. Peoples Baptist Academy with

its limited facility is not equipped to physically care for the needs of a very ill student or any student with a serious or chronic communicable disease.

Therefore, out of concern for the welfare of all students, it will be school policy to deny admission to, or to require dismissal from, the school for a child with a serious and communicable disease. The concern is two-fold: it is that other students not be infected and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family. Any student who is denied acceptance or dismissed due to a communicable disease will not be permitted to enroll or re-enroll in regular classes until he has been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to and including, syphilis, gonorrhea, Acquired Immune Deficiency Syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) are included in the policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection of any serious and continuing communicable disease upon application for enrollment (of a new student) or at the time of diagnosis (for a current student). In adopting this policy, Peoples Baptist Academy recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

Consignment Shop

Peoples Baptist Academy operates a consignment shop in the school lobby each Thursday afternoon from 3:00-4:00. Uniform clothing may be purchased at a discount there. Any students or parents wishing to donate good, used clothing for this purpose should contact the school office.

Contacting Teachers

Parents are requested to contact their child's teacher through InfoDirect, by writing a note and having the child bring it to school, or by contacting the school office. If the teacher is not available at the time of calling, the secretary will leave a message for that teacher to call back. Parents should stop by the office to sign in and receive a pass prior to going to a classroom.

Parents should not go to the child's room in the morning. Talking to a teacher in the morning delays that teacher from very important preparations for the whole class. If a conference is needed, the teacher will be glad to schedule a time to meet. Parents who are members of Peoples Baptist Church should not discuss school matters with teachers at weekly services.

Family Vacations and Trips

During the school year, family vacations and trips should be scheduled to correspond with the school calendar. Should it be necessary for a student to miss school for personal reasons, days should be limited to no more than five absences in a year. A Pre-Arranged Absence Form should be obtained

from the office, completed and returned several days in advance of the absence. Students are to obtain assignments in advance and complete work before returning to school. Students should also be prepared to take make-up tests and quizzes immediately upon their return to school.

Field Trips

The teachers and administration of PBA feel that field trips can be a resourceful way to enhance the educational process. On many occasions, these trips are planned in relation to classroom studies and activities. While written permission has been obtained on the student enrollment form, parents will be notified in advance of the trips.

Parents are often invited to attend their child's field trip. We ask, however, that parents not bring other siblings along on these trips. School dress codes will be in effect for students, and any school parent chaperoning a field trip is asked to observe the school dress code as well. Those failing to do so may be asked to comply before participating. The school office can offer assistance or answer questions regarding this policy.

All students are required to attend scheduled field trips except in the event of sickness or family emergency. Failure to attend a field trip for reasons other than these will result in an unexcused absence.

For seniors, the senior trip before graduation is considered a field trip; attendance is required; and unexcused absences will be recorded for any student not attending. It gives the seniors, their sponsors, and the administration one last opportunity to have valuable time together before graduation. Because such a trip requires intense preparation in advance, it is not feasible for parents to attend. The administration appreciates parental cooperation in this regard.

Hours

<u>Grade</u>	<u>Begins</u>	<u>Ends</u>
K3-K4	8:15 a.m.	12:00 p.m.
K5	8:15 a.m.	3:10 p.m.
Elementary (1-5)	8:15 a.m.	3:15 p.m.
High School (7-12)	8:15 a.m.	3:35 p.m.

Early drop off provides care for students arriving between 7:00 a.m. and 8:00 a.m. Extended care is also available after school until 5:30 p.m. After 5:30 p.m., late pick-up charges will apply. Rates and policies may be viewed under the **Fees and Tuition Payments** section on Page 33.

InfoDirect

Peoples Baptist Academy utilizes a school records and information system called InfoDirect, which is beneficial to parents and staff alike. Parents are able to view announcements, activities, athletic events, calendar, lunch menus, account information, and their child's academic progress. This program also enables parents and teachers to easily communicate with each other. More information can be obtained through the office or by logging onto www.peoplesbaptistacademy.org.

Insurance

Peoples Baptist Academy is not responsible for injuries suffered at school except in a case of proven negligence. Medical coverage for injuries will be the responsibility of the parent, and parents are encouraged to make sure their children are covered under a family health insurance plan.

Students in any of the sports programs, intramural or interscholastic, must show proof of medical insurance or sign a waiver of responsibility of the school before the student may participate.

Library

The library is available to all students and requires a current Student ID card to check out books. Books may be checked out for 14 days. A late charge of \$.25 per day is imposed after 14 days. Late fees and lost or damaged book charges will be recorded on the student's monthly statement. No food or drinks are allowed in the library at any time.

Lockers

Students in Grades 7-12 will be issued a lock for their lockers (rental charge included in tuition). Lockers should be locked at the end of each school day. Any student who loses his lock or who does not turn in his lock at the end of the school year will be charged a \$10 replacement fee.

Lockers are the property of the school and may be opened by a school official without the permission of the individual student if necessary. Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or any other unauthorized material. No food, candy, or drinks are allowed in lockers. Lockers should be kept neat at all times. All rules regarding lockers also apply to P.E. and athletic lockers issued.

Lost and Found

Peoples Baptist Academy has a designated place for lost and found articles in the school office. Lost and found items will be cleared each grading period, and clothing and personal items not claimed will be disposed of at that time. Students should check Lost and Found often for misplaced articles. Fifty cents cash is required to claim any item. An attempt will be made to return items that have been labeled with a student's name.

Lunches/Snacks

Peoples Baptist Academy offers a hot lunch program five days a week (and a morning snack at no charge for kindergarten students). Students may purchase lunches or bring their own from home. Lunches purchased will be billed to the student's monthly statement by using a current Student ID card. Lunches are \$2.50 for K3 and K4; \$3 for K5 through Grade 2; and \$3.50 for Grades 3-12. Menus will be available at the beginning of each month.

Teachers up through Grade 5 will maintain control of Student ID cards. Students in Grades 7-12 will be responsible for their own Student ID cards. There will be a \$10 charge to replace a lost ID card and a \$.50 charge for a student who fails to take his ID card to lunch with him.

Medication

All student medications must be left with office personnel in the mornings to be dispensed at the appropriate time. All medications should include instructions for dispensing.

Off-Limit Areas

All church and school equipment is off-limits except when specifically authorized. Other off-limit areas include the church building except as designated; teacher or office desks, computers, personal possessions, or files; vehicles in the parking lot; main office without permission; and other students' desks or lockers. Christian young people understand respect for others and for the things of others and will easily adhere to this.

Parent-Teacher Fellowships

Parent-Teacher Fellowships may be scheduled periodically throughout the school year. In these meetings, present needs and goals will be discussed and occasionally special programs will be presented by the students. This is a time when teachers, parents, and students can meet for the benefit of all. Every parent is encouraged to be an active participant in the PTF programs. These will also afford an opportunity for parents to see and discuss their child's progress and pick up his report card.

Patriotism/Pledges

Students will be required to pledge daily to the American flag, the Christian flag, and the Bible. We unapologetically teach the value of self-discipline, respect for those in authority, obedience to the law, and a love for God and country.

Personal Possessions

Peoples Baptist Academy is not responsible for the loss or damage of any personal items such as toys, games, clothing, etc. Please refer to Page 9, section **Articles Prohibited**, for information regarding the policy for bringing toys and games to school.

School Office

Parents are welcome to visit the school, but the visit should be brief so that class interruption is limited. When visiting the school for any reason, visitors must first sign in and receive a visitor's

badge. Visitors should not go directly to the classroom. If a conference is needed with the child's teacher, arrangements for a private conference can be made through the office. Parents should not meet the teacher before or after school or detain the teacher from his responsibilities. Teachers will be glad to arrange conferences with parents at scheduled times. Lunches, homework, books, or other items for a child may be left in the school office to be delivered to the child. Office hours are 7:45 a.m.–4:15 p.m. daily.

Social Graces

All students are to respond to adults with respect. They are expected to say “Yes, Sir” and “Yes, Ma’am,” “Please” and “Thank you.” Each student is to be willing to hold doors for others, allow ladies and adults to go first, stand when an adult enters the room, etc. Students will address all adults as Bro., Mr., Mrs., or Miss plus the last name.

Spiritual Emphasis

A vital element in a Christian school is its spiritual emphasis. No single feature constitutes a spiritual program; it is a combination of many things. Some benefits your child will receive from a Christian school are (1) Bible-centered curriculum, (2) Bible reading and prayer each day, (3) wholesome Christian atmosphere, (4) weekly chapel services, (5) personal counseling, (6) occasional spiritual retreats, (7) Bible courses for credit.

Student ID Cards

Students will use this card for the library and lunchroom purchases. Teachers will maintain control of Student ID cards for the kindergarten and elementary students. High school students (7-12) are to keep and maintain their Student ID cards at all times. If a card is lost, a replacement card must be purchased for \$10. If a student plans to order lunch but fails to take his card to the lunchroom, he will incur a \$.50 charge; if a student fails to order lunch in the morning and wishes to order at the counter, he will incur a \$.50 charge.

Telephone Use

Students are not allowed to use the office phones except in the case of an emergency. Emergencies would not include calling parents to have them bring homework, lunches, projects, or a change of clothes for sports activities. Please plan ahead so that the office can function with maximum efficiency.

Personal cell phones are not allowed at any time. If a student is found violating this policy by keeping his phone on his person or with his belongings, it will be confiscated and additional penalties will apply. This policy also applies to athletic events and field trips away from school property.

Vehicles

Students are requested not to drive to school unless absolutely necessary. Students are not permitted to transport other students to or from school without written permission from all parents involved and the school administration. While a student vehicle is on school property, the principal or his designee has the right to search the vehicle if necessary without obtaining permission of the student or the owner of the vehicle. Students driving to school should park only in the outer parking lot in front of the gym.

The following regulations apply for students who drive cars to school:

- 1) When students arrive, they should . . .
 - park their cars immediately
 - remove everything needed for the school day
 - lock their cars
 - come into the school building
- 2) Students may return to their cars . . .
 - only with permission from school administration office
 - only for an emergency and not to get items needed for school
- 3) At the end of the day, students . . .
 - should go directly to their cars when dismissed at 3:35 p.m.
 - (students allowed to stay longer for school business only)
 - leave the parking lot as soon as possible
- 4) All students involved in sports are required to ride the bus provided to practice and games and will not be permitted to drive their cars, except when special permission is granted.
- 5) An athlete may ride from a game with the parents of another athlete only if permission is obtained from parents and administration.
- 6) Members of the opposite sex will not be permitted to ride to and from school or sports activities following school without written approval from the administration unless they are members of the same family.
- 7) Any speeding, squealing of tires, loud engines or music, or reckless driving of any type will not be tolerated.

A violation of any of the above rules will result in the following:

First violation - Parents notified of the problem

Second violation - Suspension of driving privileges to and from school for five days

Third violation – Suspension of driving privileges for remainder of the school year

NOTE: Disciplinary action may be required above this at the discretion of the administration.

Weather

Peoples Baptist Academy will close school for inclement weather when Henry County Schools close. If public schools are not in session due to a modified schedule, school closings can also be viewed on WAGA (Channel 5), on 11 Alive, and on the internet at www.peoplesbaptistacademy.org. Having an emergency plan for childcare is important in case of school closings.

ACADEMIC INFORMATION

Fine Arts Competition

Each year the Georgia Association of Christian Schools sponsors a Fine Arts Competition for their member schools. All students in Grades 4-6 are encouraged to participate; for Grades 7-12 participation is mandatory. This is an excellent opportunity for students to sharpen their skills and enjoy competition in a variety of categories (academics, music, speech, etc.). They will compete not only with their fellow students but with students from other Georgia Christian schools as well, with the possibility of advancement to state-level and national-level (senior high students only) competition.

Grade Promotion Requirements

Students in Grades 1-8 whose yearly average indicates a failing grade in any one of the following subjects will retain his current grade level: language arts (English), mathematics, or reading. That student will not be promoted to the next grade level for the following school year and must repeat his current grade level. Students whose yearly average indicates a failing grade in any two subjects will not be promoted to the next grade level for the following school year.

Students in Grades 9-12 must complete and pass all subjects required for high school graduation. Any subject failed in any semester must be retaken and passed before that student will receive a high school diploma. It will be the responsibility of the student and his parents to seek and obtain make-up classes for any subjects failed. All make-up courses of study must be approved by the administration of Peoples Baptist Academy before credit will be given.

Students in Grades 9-12 are placed in proper class levels according to the following scale of earned credits:

Freshman	0.00 – 5.75
Sophomore	6.00 – 12.75
Junior	13.00 – 19.75
Senior	20.00 or more credits

Grading Scale

A+	99-100	B+	88-89	C+	78-79	D+	72-73
A	93-98	B	83-87	C	76-77	D	70-71
A-	90-92	B-	80-82	C-	74-75	F	Below 70

Homework

Because Peoples Baptist Academy recognizes the value of family time, teachers are not unreasonable with homework assignments. Homework assignments are due at the beginning of the class period. Parents are asked to give students adequate time at home to complete homework and to provide an environment conducive to study.

Homework is kept to a minimum on Wednesdays due to the recognized importance of attendance to the mid-week service. Math and English assignments will be the only two subjects given for homework for Wednesday night.

Make-Up Work

Students who are absent must check with classroom teachers immediately upon returning to school to obtain all assignments missed. Students are allowed one day to make up work for each missed school day. Work not made up will be recorded as a zero except for extenuating circumstances as determined by the administration. Work or tests announced in advance remain due on assigned dates but may be adjusted at the discretion of the teacher or supervisor.

Report Cards and Progress Reports

Report cards and progress reports are sent home through InfoDirect for every three-week grading period. For parents not enrolled in InfoDirect, a report card/progress report will be sent home with the student every three weeks.

Requirements for Senior High Graduation

Peoples Baptist Academy requires the successful completion of an academic program in excess of the requirements of the State of Georgia. To graduate from Peoples Baptist Academy, a student must accumulate 26 credits during Grades 9-12. Because this is a Christian school, each student must also be enrolled in and pass a Bible class each year. To be eligible for selection as valedictorian or salutatorian of Peoples Baptist Academy, a student must have been enrolled in the school for the four semesters immediately preceding graduation.

All students in Grades 9-12 must follow the course of study recommended to them by PBA. This is to ensure that each student obtains as much as possible academically while at Peoples Baptist Academy. Following recommended courses of study will eliminate problems of meeting graduation requirements during the senior year. Credits toward graduation are earned during Grades 9-12.

Minimum requirements for graduation are as follows:

Bible	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	3 credits
Physical Education	1 credit
Computer Tech/Fine Arts	1 credit
Foreign Language	2 credits
Elective Units	<u>3 credits</u>
	26 credits

Seniors will not be permitted to graduate if they lack more than one credit. Students needing only one credit will be permitted to walk if arrangements have been made to complete the work. A diploma will not be issued until work is completed.

Standard Achievement Tests

National tests will be given each year to Grades K5-12. These tests will give the administration insight into the child's achievement and progress.

Student Recognition

It is our belief that students should not only be expected to perform to the best of their ability but also to be recognized for their accomplishments throughout the year. Honor rolls will be posted each grading period in an effort to recognize the students who have maintained good grades. There are two academic honor rolls. The "A" HONOR ROLL is a list of students who have an "A" for the grading period in all academic subjects including Bible, excluding penmanship. The "A/B" HONOR ROLL is a list of students who have either an "A" or "B" in all academic subjects including Bible, excluding penmanship.

CONDUCT AND DISCIPLINE INFORMATION

Behavioral Discipline Philosophy

Biblical discipline provides lessons for students both now and for the future. Lessons of discipline include teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make right decisions and to stand alone for righteousness (Proverbs 1:10-19, 29-33); teaching God's laws of cause and effect (Galatians 6:7-8; Deuteronomy 11:26-28); and teaching restitution for offenses (Matthew 5:23-24, 18:15). In addition, a balanced approach to discipline—rewarding that which is right and punishing that which is wrong—proves beneficial in the development of young people.

The purpose in student discipline is to provide a foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God's Word, obedience to rules is designed to protect a person for God's best in his life, rather than preparing a person for a life of surrender to the world (Genesis 2:17; Romans 6:13).

The philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. The concern of the administration is motivated by a desire for each student to travel in the direction that God would have for him. Discipline at Peoples Baptist Academy is never carried out with the goal of hurting or demoralizing, but rather protecting the student from unprofitable pursuits in life. The school's disciplinary system is designed to be administered with equity, based not on who the student is, but on the basis of what principle or what policy may have been violated and to what extent the student has violated the rule(s).

The goal in discipline is to match the consequences to the offense and to counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will be only as public as necessary to resolve conflicts with the ultimate goal of causing others to fear the Lord and to walk in obedience.

Character Development

For a student to develop spiritual leadership ability, that student must possess Christian character. Thus, one of the chief goals at Peoples Baptist Academy is to develop Christian character within each student. This will be evidenced largely by a child's outward behavior at home, at school, or elsewhere. **An undisciplined life is largely an unproductive life. Each student will be challenged to accept responsibility for his assignments, and each student will be expected to accomplish his work promptly and efficiently. This prepares him for a life of stewardship and discernment. Students are reminded: "Whatsoever ye do, do all to the glory of God" (I Corinthians 10:31).**

Students are expected to respect the authority of teachers and adults at all times and to reply to adults courteously. They should behave as young ladies and gentlemen in their conduct and speech. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students will not be permitted out of their seats without permission. Disruptive behavior is not tolerated in the classroom, and parents will be notified if patterns of negative behavior develop. Students are to be honest and exhibit kindness and respect for fellow students at all times.

Classroom Courtesies

Students should follow regulations on classroom courtesies to assist the teachers and staff for efficiency in the classroom. The following guidelines should be consistently followed:

- 1) Students should enter the classroom quietly, take a seat, and prepare for the class activities. Students must be seated in their desks and quiet when the bell rings.
- 2) Speaking out or expressing disapproval when another has the floor is rude, discourteous, and unfair. Students should raise their hands and wait to be recognized before speaking.
- 3) Windows, lights, heat/air conditioners, drapes, furniture, and class fixtures are to be adjusted by the teacher only.

- 4) Disrespect to teachers and staff will not be tolerated. This includes the following: mimicking or mocking the teacher, staff, or other students; laughing at the mistakes of others; sassing or back-talking the teacher; nonverbal expressions of disrespect; writing or passing notes; talking during class; studying a subject other than the one being taught.
- 5) Students should knock before entering a class and wait to be recognized by the teacher before entering the classroom.
- 6) Students should bring their own supplies to class: books, notebooks, paper, pen, pencil, homework, and anything else assigned.
- 7) Class will be dismissed by the teacher only and not by the bell. Students will not get out of their desks until properly dismissed by the teacher.
- 8) Candy and chewing gum are not allowed.

Conduct Outside the Classroom

Students are expected to conduct themselves as young ladies and gentlemen at all times. This includes respect toward all adults and fellow students. The following must be observed at all school functions:

- 1) Name-calling and/or racial remarks are not allowed.
- 2) Students must keep their hands to themselves at all times. No rough-play is allowed in the buildings, on the school grounds, or at other school functions off campus.
- 3) Fighting among students will not be tolerated. Students who are involved in fighting will be sent to the office and suspended. Students will not be allowed to receive class credit for the days that are missed (zeros will be given).
- 4) Public display of affection between boys and girls is not permitted; neither is unusual display of affection with the same sex.
- 5) Profane, abusive, or slang language is not permitted. Students' speech should be Christ like.

Demerits/Merits

Grades 5-12 utilize a demerit/merit system. Demerits result from acts of rule violations, and the number administered is assigned in proportion to the offense listed on the following page. Realizing that there are unintentional or first-time offenses from an overlooked area or an inadvertent policy misunderstanding, the consequences of demerits must still be applied for the student's violation; but in such cases, a minimal number of demerits will be administered. In contrast, cases of deliberate or repeated disobedience, reflecting purposeful or premeditated action, will receive the full consequences of demerits, plus additional demerits at the discretion of the teacher or school administration.

Demerits may be administered by either a part-time or full-time faculty or staff member of Peoples Baptist Academy. Teachers may increase the number of demerits for a given offense if the violation is flagrant or repeated. After receiving a demerit slip, the student will sign it and return it to the teacher immediately. Demerit notification will be sent to the parents' personal email address on the following day. An inclusive demerit report will be sent home every three weeks along with the student progress report or report card. When a student accumulates the number of demerits for detention or suspension, parents will be notified by a report sent from the school administration.

Exceptionally good behavior may be rewarded with a merit, which will lower the number of demerits for the semester. Voluntarily completing extra tasks and exhibiting cooperation and leadership among the student body without being prompted is the main way to earn merits. Also, for every three-week grading period in which a student receives no demerits, three merits will be added to his record. One merit and one demerit carry equal weight and, thus, nullify each other. Demerit records are reset to zero at the end of the semester, except for the demerits obtained during the last week of the grading period; these are carried over to the upcoming semester.

The following alphabetical list is given for the benefit of parents who wish to know the types of offenses that sometimes occur and the manner in which each is handled. This list is not exhaustive and is used as a guide for teachers. Repeat offenses may result in additional demerits.

<u>Infraction</u>	<u>Demerits</u>
Attendance to a rock music concert	50
Bullying	20
Candy in class/hallway	3
Cheating	25 + zero
Classwork incomplete	2
Dancing	25
Defacing school property	10 + repair
Direct disobedience	10 + apology
Disrespect to authority	10 + apology
Disturbing class or chapel	3
Dress code violation	3 or more
Driving – speed display or reckless action (may result in loss of driving privilege)	10
Gum in class/hallway	5 + fine
Expression of negative attitude (includes facial expressions, gestures, slander, grumbling, whining)	5 or more
Fad styles (hair, attire, accessories, etc.)	10
Fighting	30
Food outside of lunchroom area	3
Forging signatures	15
Hair violation	3
Homework incomplete	2
Horseplay	3
Inappropriate behavior or question	5
Inappropriate movies (see page 27)	30
Inattentiveness	2
Inside a car alone with a person of the opposite gender	10
Invasion of teacher's personal property	20
Language – unacceptable, not considered profanity; slang, crude	5
Litter/Trash	2
Locker unlocked	1
Lying	15 + apology

Material - inappropriate or unrelated to classes at school (magazines, playing cards, comic books, trading cards, etc.)	5
Music – possessing or listening to inappropriate music during school or school-related activities	15
Music – singing, humming, or whistling inappropriate music during school or school-related activities	5
Name calling, verbal teasing/provoking	3
Negative attitude (envy, haughtiness, pride, rebellion, selfishness, unthankfulness, etc.)	10
Note passing	2
Obscene gestures or comments	15
Off-limit areas	10
Out of seat without permission	3
Outside of classroom without pass	3
Physical contact with opposite gender	10-35
Possession of knives or any other fighting instrument	50
Parent notices unsigned or not returned on time	2
Profanity	15 + apology
Smoking at/away from school	50
Skipping class	10
Skipping school	20
Stealing	50 + restitution
Talking in class without permission	2
Tardiness (late to class)	1
Throwing objects	3
Unprepared for class	1
Vandalism	35 + restitution
Vulgarity	20 + apology

Reasons for Expulsion: (AT OR AWAY FROM SCHOOL)

- Alcohol possession or use
- Blasphemy
- Drug use, distribution, paraphernalia, or possession
- Extreme disrespect
- Firearms (possession on school property or during school-related activities)
- Fornication
- Gambling
- Gang involvement
- Involvement in crimes other than traffic tickets
- Pornography (gestures, language, internet, or materials related in any way)
- Sexual immorality (language, lifestyle, etc.)

Detention

Detention hall is assigned for every ten demerits issued, up to the first twenty demerits. After thirty demerits are issued, in-school suspensions are imposed. If a student receives detention, a notice will be sent home. Unless other arrangements are made, detention hall is held on Wednesdays from 3:40-4:30 p.m. in a specified room. If a student is tardy or absent to a detention, another detention will be issued besides the detention to be served that day. Parents should make arrangements to have their child picked up immediately following detention hall or the child will be required to report to extended care.

The administration of Peoples Baptist Academy reserves the right to issue individual assignments or duties as seems appropriate for the student and/or for the infractions committed. With administrative approval, a student may “work off” three demerits per quarter by serving an extra detention.

Discipline

Because Peoples Baptist Academy promises to maintain an atmosphere that is conducive to learning, parents would be done a great disservice if wrong behavior were not corrected. For this reason, the conduct and courtesies previously stated will be enforced, as well as any other rules or policies that may be added as needed, at the discretion of the administration.

Usually extra work, demerits, and/or detention will be used as discipline for violation of the rules. Discipline and Guidance Bible Studies are implemented for detentions and suspensions and require parental participation.

Dress Code/Uniforms

No aspect of Christian testimony is so readily obvious as the matter of appearance. Peoples Baptist Academy believes that Christians should present themselves so that Christ would be pleased and honored. Appropriate clothing encourages responsible behavior. Students, even while young, should be encouraged to think and act like ladies and gentlemen.

To aid this philosophy, Peoples Baptist Academy has implemented a uniform requirement. Uniform clothing may be purchased at J & R Clothing, Buckhead Clothing, Target, or Wal-Mart. Specific information concerning the uniforms can be obtained in the school office. As a Christian school, it is best for testimony's sake that students maintain an exemplary appearance at all times, even when attending after-hours activities. Restrictions therefore include, but are not limited to, the following guidelines:

For girls, the skirt hemline should fall **below the knee even when sitting**. Please take this into consideration when purchasing your uniforms. Socks, tights, or hose must be worn at all times. Ankle bracelets are not permitted, and ankle socks may be worn only with casual or athletic attire when approved. No-show socks are not allowed. Knee high hose may not be worn if the tops of the hose show. Girls may wear **minimal, conservative** jewelry and make-up. No more than two earrings per lobe are allowed. Make-up, hair color, and nail polish of a faddish or dark, diabolical nature and tattoos are not permitted.

Boys must maintain a **neat** haircut at all times, keeping hair thinned and trimmed on the sides and back, not having it touch ears, eyebrows, or shirt collars (no fade lines or bowl cuts). Spiked-type or other current fad-type hairstyles are not allowed. Sideburns may not be worn lower than the middle of the ear. Boys must be clean-shaven at all times. Only short-sleeved, white t-shirts with no writing may be worn under uniform shirts. Boys are not allowed to wear jewelry, with the exception of watches, class rings, and "Medical Alert" bracelets. Tattoos are not permitted.

Wristbands, rubber bands, stretch bands, and other types of fad jewelry, or fad apparel or accessories, are not allowed. This policy applies to both boys and girls.

Boys' and girls' shirts must be tucked in at all times, with the exception of girls' polo shirts that are worn with mid-calf length skirts; shirts should be loose enough and long enough to be modest at all times. Students may wear only uniform jackets and sweaters or PBA sweatshirts in the classroom during school hours. Students of all ages should maintain a neat appearance at all times. Shirts should be tucked in with no more than two buttons open at the top, and belts should be worn. This applies to uniform days as well as casual-dress days. **Girls' and boys' shoes are uniform as**

indicated by the choices available through information obtained from the office. Ankle socks are considered athletic wear rather than classroom attire and are not permitted for any grades. Basic dress code applies for all school functions on or off school premises.

Expulsion

Students receiving seventy (70) demerits in any given semester will be expelled from Peoples Baptist Academy. Furthermore, Peoples Baptist Academy reserves the right to dismiss and deny re-admission to students for reasons the administration deems necessary. This right includes, but is not limited, to the following offenses: lack of parental cooperation; nonconformity to standards of conduct or grooming; chronic unexcused absences or tardiness; uncooperative spirit; rebellion toward discipline.

Friday Dress

On Fridays, girls may wear denim or dressy casual skirts that coordinate with school colors, provided the length, looseness, and slit (must be below the knee) adhere to the standard dress code of the school. Denim cannot be frayed, faded, or overly worn. Only school logo shirts or school uniform shirts are allowed. **For any school functions, (including, but not limited to, extracurricular activities, events, ball games, PTF, etc.), girls' tops should not allow the midriff or cleavage to be visible at any time, whether standing, sitting, reaching, or bending; tops should be loose fitting and should bear no inappropriate or questionable writing.** Ankle socks are not permitted.

Boys are permitted to wear classic-style denim or dressy casual pants on Fridays, as long as they coordinate with school colors. Pants should not be frayed, faded, or overly worn and should contain no oversized pockets, patches, or large logos. Sweat pants, nylon wind pants, and cargo-style jeans are not appropriate clothing for class. On Fridays, only school logo shirts or school uniform shirts may be worn. Uniform shoes are required. Ankle socks are permitted; no-show socks are not allowed.

The previously stated guidelines will be strictly enforced and a “no-tolerance” policy observed. Any student who does not adhere to dress code guidelines will forfeit his right to the privilege of making his own choices and will be required to wear only school uniform clothing.

In-School Suspension

Students who receive 30 demerits during a semester must serve In-School Suspension. For every 10 demerits after 30, another suspension is assigned. These are served on the first and third Saturdays of every month from 7:00-11:00 a.m. A \$30 fee will be charged to the school bill. It is important that students not miss these suspension dates because additional penalties apply. Students arriving late to serve suspension receive demerits; students not picked up on time when dismissed incur late fees at the rate of \$1 per minute, the same as extended care fees for regular school days.

Movies/Television/Music Guidelines

The majority of modern-day movies, television programs, and music have taken an anti-God approach and embraced immorality, violence, blasphemy, vulgarity, profanity, and inappropriate lifestyles. Therefore, the wisdom of directly supporting such an industry by attendance to movie theaters is questionable. Even the atmosphere at such places is not considered God-honoring. Also, to allow R-rated and many PG-rated films to be viewed in the home can be spiritually and morally detrimental. Parents should be extremely careful regarding the viewing habits of their children, whether by television programs or by movies.

As for music, the purpose of a Christian school is to build into the young person the proper spiritual and academic direction needed for his life. Because rock and rap music promote rebellion, immorality and drug use and are not God-honoring, listening to this type of music will not be allowed at school; neither will mention of such type of music be allowed. Parents are urged to cooperate in dissuading their children from doing so away from school. Strict adherence to this is in the best interest of the young person and his spiritual, moral, and physical well-being.

Probation

A student accumulating twenty-five (25) demerits in one semester will be placed on probation and can not participate in any extra-curricular activities or hold any class or student body office.

KINDERGARTEN INFORMATION

Agendas/Folders

Each day the child will bring home an agenda in his book bag. The agenda will contain his behavior sheet and any memos or notes. A parent should check the agenda each night and sign it indicating that the papers have been seen. Papers will be sent home in a folder every Tuesday. Please sign and return all graded papers.

Birthdays

Birthdays are important to children and are celebrated during snack time. Parents may coordinate a birthday party with the teacher in advance. Cookies or other treats are preferred over cakes and cupcakes. Summer birthdays may be celebrated in May.

Car Line Procedures

Unloading

The kindergarten class doors will open at 8:15 a.m. Children should remain in the car until a student

patrol can assist him from the car at the unloading area. Parents are asked to drop the child off at this point rather than accompany him to the room. This will aid the parents and give the child a feeling of independence. In addition, unloading at the door will eliminate congestion in the hallways and will allow the teacher to start class promptly with less confusion. If a child arrives after 8:15 a.m., the parent should park and come to the front desk for the child to check in.

Pick-up

In order to help traffic move smoothly, parents should line their cars up next to the curb at the front entrance of the school. A teacher or student patrol will be there to walk the student to the car. For the child's safety, a name tag will be issued which must be placed on the dashboard of the car. This will enable the teacher to make pick up more efficient. If a child needs to be picked up from school early, parents should go by the front desk.

In order for someone other than the mother or father to pick up the child, the name must be listed in the enrollment packet information or written notification must be sent that morning to the teacher. Otherwise, parents will be contacted before a child is permitted to leave the school property.

Information concerning the name and make of car of the person picking up the child is needed. The teacher will ask to see a driver's license the first time a child is picked up by anyone who is not familiar to school staff.

Dress Code

Kindergarten students should wear the chapel uniform on Tuesdays. All other days, students wear the school uniforms and uniform shoes. It is advisable for girls to wear shorts underneath their jumpers for the sake of modesty on the playground. On Fridays, kindergarten students are allowed to wear denim (skirts for girls, pants for boys) or other dressy casual attire that coordinates with school colors; uniform shirts and shoes must still be worn.

Fun Days

A calendar highlighting special events and what the children are to bring or wear on these special days is available on InfoDirect. Each child likes to participate in ALL planned activities. PARENTS ARE ASKED TO CHECK THE CALENDAR EVERY DAY.

Illness Policy

Every effort possible is made to protect the health and safety of the children. Parental cooperation in helping to prevent the spread of contagious diseases is of great importance. For the child's own protection and that of others in the kindergarten group, parents should keep children home when they show symptoms of a sore throat, nausea or vomiting, fever, etc. The child must be rid of fever and vomiting for 24 hours before returning to school. If a child develops any of these symptoms at school, parents will be notified to pick up the child immediately. Parents can help by picking up the child promptly from school. If a child contracts a communicable disease, the office should be

notified immediately. The office personnel will then notify other parents whose children have been exposed. When the child is free of disease, a physician's note to that effect must be submitted to the director.

Nap Time

All students will take a nap after lunch each day. Each student will need to purchase a nap mat from the school. PBA will have "Kidnappers" available for purchase. These are nap mats with a pillow and blanket attached that are also machine washable. Information on the "Kidnappers" is available in the school office. Due to limited storage space, parents should NOT send large pillows and blankets. Every Friday, teachers will send the nap mats home to be washed and returned to school on Monday.

Parties

Parties are planned for the following months:

October	Fall Party
November	Thanksgiving Feast
December	Christmas Party
February	Valentine Party
March/April	Spring Party
May	End-of-School Party

The calendar will serve as a reminder for party days. No snack will be needed on these days.

Personal Belongings

Parents of all kindergarten students are asked to send an extra full set of clothes, labeled for identification, in a zip-lock bag to be kept at school. Accidents can happen at any time during the day. **K3 THROUGH K5 STUDENTS MUST BE POTTY TRAINED.** In the case of an accident, a parent may be called to change his child, if necessary. Jackets, sweaters, lunch boxes, etc. must be plainly marked with the child's name. Unless requested, students are not allowed to bring money, jewelry, or personal items (**no toys**) or any items that may be easily lost or broken.

FINANCIAL INFORMATION

Important: Parents are required to read the entire Financial Information section as fees, tuition, and certain related policies have changed for the 2009-2010 school year.

Class Fund Accounts

Sixth graders each year participate in a safety patrol trip out of town. The cost of this trip is \$200,

with a \$100 payment due on January 1 and March 1. Any money raised to help defray the cost is credited to the student's account in the office.

High school juniors and seniors incur an additional \$1,000 expense per year (\$100 per month for 10 months) to cover costs of class events such as junior/senior banquet and senior trip, in which participation is mandatory. Class fundraisers throughout the school year help to defray this cost. Although the money raised is class money, individual participation is important and is rewarded by designations in student names. These designations are then credited to the account held in the office and the parents/guardians must pay the difference, if any.

Enrollment

All students must pay an enrollment fee at the time of enrollment. **This is a non-refundable fee** which includes testing fees and GACS student dues. Parents re-enrolling students may receive the discounted price of \$150 if enrollment is completed and fee is received by February 27, 2009. A \$250 fee is incurred for parents re-enrolling or enrolling students after February 27 and for the remainder of the 2009-2010 school year.

Monthly Tuition and Other Fees

Three tuition payment plans are available and parents will be asked to select one at the time of enrollment:

In full
Due 8/31/09

10-month plan
August-May

12 month plan
June-May

Parents electing to pay a student's tuition in full by Monday, August 31, 2009, will receive a 6% discount off the tuition. To qualify for this discount, the enrollment fee must also be paid. Payments are due on the first day of each month. Tuition payments not received by the fifteenth of the month will be subject to late charges. If the fifteenth of the month falls on a weekend or holiday, payments will be accepted on the next school day without penalty.

A list of all fees not included in tuition can be found under **2009-2010 Fees and Tuition Payments**.

Payment Methods

Three payment methods are available for tuition and other school fees and charges. Parents are asked to complete a Payment Method Form at the time of enrollment to indicate their payment method choice.

1. Payment in Full – must be paid by August 31 and can be paid by check, credit card, money order or cash. This option qualifies for a 6% discount off the tuition amount. If this option is selected, one of the next two options must be chosen for any additional charges and fees that may be added to the account during the school year, such as lunchroom charges, sports fees, etc.

2. Bank Account Auto-Draft – automatically pays the monthly statement amount from a checking or savings account. This can be set up for automatic drafting on the 5th or 15th of each month.
3. Credit Card Payment - automatically pays the monthly statement amount by credit card. This can be set up for an automatic charge on the 5th or 15th of each month.

With options 2 and 3, if the payment date selected falls on a weekend, payment will be processed on the next business day. Both options are available for the 10- and 12-month payment plans.

Referral Credit

The best way to advertise a good product is by word of mouth. By referring new students to Peoples Baptist Academy, parents may be eligible for a referral credit for students enrolled as a result of their recommendation. For students starting class prior to January 1, 2010, a \$250 credit per student is given. For students starting class after January 1, 2010, a \$125 credit per student is given. Parents should complete a Referral Credit Application Form, available in the school office.

A student referral credit will be applied within 30 days of the date the application is approved. If a referred student withdraws prior to the end of the school year, this referral credit may be reduced based on the number of months that student attended PBA. Siblings of PBA students do not qualify for a student referral credit.

Statements and Late Charges

Monthly statements will be prepared and sent home by InfoDirect during the last week of each month, reflecting the total amount due on the first of the next month. Failure to receive a statement does not diminish responsibility for payment on time. A 15-day grace period will permit receipt of payments through the fifteenth without penalty. No new charges will be added to accounts between the first and fifteenth of the month.

Payments may be made in the school office Monday through Friday, 7:45 a.m. to 4:15 p.m. In addition to cash, checks, and money orders, Visa, Master Card, Discover, and American Express cards are accepted. A \$25 fee will be charged for all returned checks and auto-drafts.

All accounts with an outstanding balance after the fifteenth of the month will be assessed a 10% late fee on the entire outstanding balance with a maximum late fee of \$35. **Post-dated checks will not be accepted at any time for payment of tuition, fees or other charges.**

Withdrawal/Dismissal

Withdrawal or dismissal from school must be processed through the school office. The parent must sign a withdrawal form and pay a withdrawal fee of \$500. Report cards will not be issued nor transcripts forwarded for any student whose account is not current and withdrawal fee paid. Tuition will be due in full for each calendar month a student attends class, including the withdrawal month, based on a nine-month payment plan. A refund for tuition paid in advance for the whole year will be

calculated based on the above policy and the 6% discount [see Financial Information] will be voided. Refunds will not be made for the enrollment fee. All hard-back books will remain the property of the school. Students may be permitted to take certain paperback textbooks, workbooks, or reading books with them, as determined by the administration.

Any account that becomes delinquent by three months will be turned over to a collection agency, and additional collection costs will be incurred.

The following page contains fee and payment information.

2009-2010 FEES AND TUITION PAYMENTS

	<u>Enrollment*</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child**</u>
K3-K4	\$250	\$3,950.00	\$3,750.00	\$3,550.00	See note
K5	\$250	\$4,350.00	\$4,000.00	\$3,850.00	See note
Grades 1-6	\$250	\$4,600.00	\$4,250.00	\$4,050.00	See note
Grades 7-12	\$250	\$4,850.00	\$4,500.00	\$4,300.00	See note

* Parents re-enrolling students will receive the discounted price of \$150 if enrollment is completed and fee is received by February 27, 2009.

**Families with more than three students will pay half the cost of tuition for each child after the third. The cost of tuition reverts back to the first child column and, depending on the child's grade level, is half the amount listed for that grade.

Included in Tuition

Book Fee
Field Trips***
InfoDirect
School Pictures (Basic Pkg.)
Fine Arts Fee
Morning Care
Morning Snacks (K3-K5)
Yearbook (one per family)

Not Included in Tuition

Enrollment Fee
Lunchroom Purchases
PE Uniforms (\$25)
Extended Care
Late Pick-up Charges (after 5:30 p.m.)
Nap Mats (\$30)
Junior/Senior Activities
Senior Class Trip
Safety Patrol Trip
PACES
Athletic Shoes & Uniform Accessories
Withdrawal Fee (\$500)
Home Economics (\$30)
InfoDirect Non-Subscribed Fee (\$50 per student)
Graduation Fees (K5 and Senior, \$100)

Sports Fees

Varsity Football (\$150)
JV Football (\$100)
Cheerleading Football (\$50)
Volleyball (\$75)
Golf (\$50)
Basketball (\$75)
Cheerleading Basketball (\$50)
Baseball (\$75)
Softball (\$75)

***Field Trips: covers all field trips excluding meals (cost for parents not included)

Necessary Paperwork

Parents must submit a **Student Registration Form** and a **Payment Method Form** (one per family) with the re-enrollment fee. This will secure the child's enrollment for the upcoming year. A **Release of Records Authorization Form** must be included for all new students.

Re-Enrollment Contingency

The account for the 2008-09 school year must be current in order to re-enroll for the 2009-10 school year. Any payment sent to the financial office for re-enrollment will first be applied to delinquent accounts.

Delinquent Accounts

At 15 Days Delinquent - Late charges apply.

At 30 Days Delinquent - Students will not be allowed to attend classes or participate in any extra-curricular activities until the account is brought current. Students will receive zeros while out of class due to a delinquent account. Classwork missed must be made up with opportunity for credit.

Extended Care

For students enrolled in Extended Care there will be a daily fee of \$6 per child for Grades K5-12, billed at the first of each month. This fee includes a snack. Late fees of \$1 per minute per student will apply after 5:30 p.m. Parents must sign their children up for this program in the school office. Availability will be on a first-come, first-serve basis. For students who are not enrolled in Extended Care and stay past 3:45 p.m., a daily drop-in charge will apply. Students picked up between 3:45 p.m. and 4:30 p.m. will be charged \$8. Students picked up between 4:30 p.m. and 5:30 p.m. will be charged \$12. Late fees of \$1 per minute per student will apply after 5:30 p.m.