



PARENT / STUDENT HANDBOOK

2018/2019

a ministry of



1250 Gemini Place
Columbus, Ohio 43240

STATEMENT OF FAITH

The statement of faith does not exhaust the extent of our beliefs. We do believe that the scriptures are inspired by God and therefore give us authority concerning truth, morality and the proper conduct of mankind. For the purposes of Polaris Christian Academy's faith, doctrine, practice, policy, discipline and operation, Polaris Church is our governing authority along with its interpretive authority on the scriptures meaning and application.

We believe the Bible to be the inspired, infallible, authoritative Word of God.

(2 Tim. 3:16-17; 2 Peter 1:19-21)

We believe there is only one God, eternally existent in three persons; Father, Son, and Holy Spirit.

(Gen. 1:26, 2 Cor. 13:14)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, and in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:1-3; Phil. 2:6-11)

We believe that man, originally created in the image of God, fell from that high and holy estate, and lost all spiritual life, and that he is a sinner against God's holy laws and character.

(Gen. 1:27; Rom. 3:10, 23; 4:12-19)

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. Salvation is by God's grace alone, and is received through whole-hearted acceptance of Jesus Christ as personal Savior. Through being born again, man becomes a new creature in Christ Jesus.

(John 3:3; 2 Cor. 5:17; Titus 3:5)

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live a godly life and be effective in Christian witness. That each believer is gifted and enabled to minister within the body of Christ. That the fruit of the Spirit (Christ's character) is developed in those controlled by the Spirit of God. (Gal. 5:22, 23; 1 Peter 4:10, 11; Eph. 4:1-16)

We believe that baptism and communion hold a high place in the life of a Christian, and the practice of such is essential to their Christian walk. (Matt. 28:19; Rom. 6:4; 1 Cor. 11:23-27; 2 Cor. 13:5)

We believe in the resurrection of both the saved and the lost: the saved to a resurrection of life and the lost to damnation. (Matt. 13:41, 51; John 5:28, 29; Rev. 20:11-15)

We believe it to be God's intent that the creation of humanity reflects the image and nature of God (Genesis 1:26-27) and is represented in two distinct and complimentary genders, male and female. We also believe that each individual has been wonderfully made and purposed by God before they were born (Psalm 139) and therefore is most fulfilled in their unique and distinct design.

We believe it to be God's intent and purpose of marriage as the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25). We believe that God created sexual intimacy as a gift and as the means for a man and a woman to become one in flesh and union inside of a marriage covenant. (Cor 6:18; 7:2-5; Heb 13:4).

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OUR VISION

Students will follow Christ confidently, live honorably, think analytically, and demonstrate academic excellence.

OUR MISSION STATEMENT

PCA teaches from a Biblical viewpoint, inspires academic excellence, and fosters a strong school-home partnership, in order to educate, train, and equip students with the skills to be effective representatives of Jesus Christ.

CORE VALUES

We believe that: The Bible is the revealed, inspired, inerrant Word of God, which is taught as truth.

Our students must learn how to process information in the context of a Biblical world view; therefore, the consistent integration of biblical truth and learning is pursued in all disciplines.

High academic, social, moral, and spiritual standards are maintained and expected from staff and students with opportunities for evaluation, assessment, and continuous improvement.

Strong partnerships between PCA, its parents, the business community, and evangelical churches and schools are vital to the education of our students.

A safe spiritual, emotional, and physical environment is essential for the well-being of the school community.

No student will be refused admittance to PCA on the basis of race, color, or national origin.

AFFILIATION - ACCREDITATION

All teachers have a minimum of a bachelor's degree from an accredited college or university and are licensed through the state of Ohio. See our website for a complete list of teachers and class/grade assignment.

Polaris Christian Academy is a member of the Association of Christian Schools International.

Polaris Christian Academy is chartered by the Ohio Board of Education.

Polaris Christian Academy is a ministry of Polaris Church.

DAILY SCHEDULE

8:30 – Report to Homerooms

8:45 – Classes begin

11:15 – K-1st Lunch

11:45 – 2-5 Lunch/Middle School Recess

12:05 – 2-5 Recess/ Middle School Lunch/ K-1st Resumes classes

12:25 – 2-5 and Middle School resumes classes

2:00 – Elementary recess

3:27 – School dismisses

CHAPEL SCHEDULE

Chapel is held each Wednesday morning in the Children’s or Main Auditorium. Middle School meets from 9:00-9:25, Krd-5th meets from 9:30-9:55. When all grades are together for chapel, we meet in the Main Auditorium from 9:00-9:25.

ACADEMICS

PCA uses both Christian and secular curriculum materials. The guiding principle that God is the source of all knowledge is woven throughout. The curriculum promotes a Christian perspective of life integrating Biblical teachings with academic studies and featuring the study of the Bible. The curriculum also encourages internalizing God’s Word through Bible memorization and provides a practical guide through real-life situations.

GRADES

The purpose of our reporting system is to give parents and students an indication of the progress being made. Grade cards will be issued every nine weeks (see the school calendar on the website for end-of-the-quarter dates. *All fees must be paid in full in order to release a student’s grade card at the end of the year.*

Grade card markings are explained on the cards. Students should be encouraged to work for achievement, not for grades. Please do not compare your child’s grades with others. Each student should be encouraged to “Do all things as unto the Lord”. Parents are encouraged to ask for a conference any time they think it is necessary. Please schedule these in advance.

RENWEB

In grades 4th-8th, parents may access their child’s grades through the RenWeb computer program. Parents are encouraged to log-in at anytime to check grades. Please create a login name and password following the instructions found on our website under the Parent tab. Interim reports will be sent home each quarter.

K-3rd GRADE SCALE

E	Exceeding grade level expectations
M	Meeting grade level expectations
P	Progressing towards grade level expectations
I	Improvement needed.

4th through 8th GRADE SCALE

A+	100%	B+	87-89%	C+	77-79%	D+	67-69%
A	93-99%	B	83-86%	C	73-76%	D	63-66%
A-	90-92%	B-	80-82%	C-	70-72%	D-	60-62%
F	59% or below						

In Middle School, students are honored quarterly for getting all A's and B's within a nine weeks. Students will receive recognition at a special breakfast in the café at the conclusion of quarters 1, 2 and 3.

HOMEWORK POLICY

Homework at PCA is to be purposeful. It will either be practice (such as math problems), preparation (such as studying for a test), or an extension (such as a project). Homework is to involve parents in appropriate ways without requiring parents to act as teachers or to police students' homework completion. Teachers will carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities.

EXTRA-CURRICULAR ELIGIBILITY

In order for a student to be eligible to participate in extra-curricular activities, he/she must have a 70% or higher in all subjects, including electives.

RETENTION

K-5th grade is at the recommendation of the teacher

- 6th, 7th and 8th Any 2 F's in core subjects - retain (no summer school)
- 1 F in a core subject - require summer school
- 1 D in a core subject - recommend summer school

Core subjects are : *Bible, Math, Language Arts, Health/Modular Technology, Science, Spanish, and History*

The summer school requirement may be met by satisfactory completion of a PCA approved tutoring program if PCA does not offer a summer school program.

TESTING

Standardized achievement tests will be given during the spring semester. Dates are on the school calendar. Requests for vacations are strongly discouraged during testing week.

TEXTBOOKS

Many of the textbooks we use at PCA are consumable (the student takes the book home at the end of the year). But, there are some books that we use year after year. These textbooks are the responsibility of the student during the school year, and are expected to be returned in good condition.

CODE OF CONDUCT

CODE OF CONDUCT

Polaris Christian Academy (PCA) was founded to assist parents in fulfilling their God-given responsibility to “train up a child in the way he should go”, Proverbs 22:6. It is our desire to provide every student with a learning environment that will bring them into the fullness of their calling in the Lord. How a student conducts himself will have an effect on his own future and the ability of others to meet their potential.

A positive learning environment is one where each student is allowed to receive instruction that he can understand in a manner which takes into account his learning styles without interruption or interference from other students.

Behavior which disrupts this learning environment will not be allowed at PCA. Examples of undesired behavior are as follows: repeated tardiness or absences, repeated disruptions in class, participation in vandalism or acts of violence towards staff or students either on or off campus, bullying a fellow student, disregard for or refusal to submit to the established dress code for PCA.

PCA students are expected to:

- Respect those in authority over them by responding to directions and commands quickly and appropriately and by using appropriate titles for adults such as Mr. or Mrs. when communicating with them.
- Respect fellow classmates by not stealing or damaging their property, and by not bullying or participating in any form of harassment.
- Respect the facilities used by the school by not defacing or damaging those facilities.
- Be responsible for the care of books, equipment, and facilities which they are allowed to use.
- Refrain from fighting, horseplay, or activities which endanger the physical well

- being of students.
- Maintain a consistent Christian testimony in their actions and interactions with school policies and regulations.

DISCIPLINE

The school and the home must be parallel in the discipline of the student in order to be effective. Only a philosophy and practice based on God's Word is acceptable. Our philosophy is as follows:

- The responsibility and authority to discipline comes from God. (Eph. 6:14)
- Discipline has moral content. It is both positive and negative. Disobedience is the core of sin. (1 Pet. 1:14-16)
- Christian love is at the heart of all discipline. Correction and chastening are essential and should be balanced. Firmness without love becomes harsh; love without firmness becomes sentimentality. (Prov: 3:11,12)
- All discipline is designed to show the child his sinful will, lead him to trust in Christ, and to become Spirit-disciplined. (Gal. 3:19-24)

The school helps to cooperate with the home in forming good habits such as:

Cheerful obedience to authority, which should be willing and immediate.

Responsibility in doing assigned tasks.

Cooperation with others in playing and working at school.

Courtesy and respect for others: students, staff, and visitors.

Cleanliness in person and property.

Truthfulness and honesty in word and life.

Respect for property of others and the school.

Promptness in attendance and assignments.

Good moral conduct in respect to recreation, social relationships, and language.

It is the heart of PCA to partner with the parents in nurturing and disciplining the students of the school. When a student deviates in these areas, it is the responsibility of the home and school to provide correction and guidance.

Attendance at Polaris Christian Academy is a privilege. Any student whose conduct or attitude presents a consistent problem will be asked to withdraw.

PCA Discipline may include:

1. Warning
2. Loss of privilege
3. Lunchtime Detention
4. After School Detention
5. In-school Suspension
6. Out of school suspension - two day, five day, ten day
7. Expulsion from School

Please see the Discipline Policy posted on our website under forms and documents in the Parent Tab for more specific guidelines.

DETENTIONS

Detentions will be supervised by the student's teacher, on-duty teacher, or the principal. They will take place at lunch time or after school according to the severity of the infraction.

DRESS AND APPEARANCE CODE

Students are to arrive at school in uniform and are to remain in uniform until the end of the school day.

General Guidelines for All Students

1. School uniforms must be purchased from School Belles or Land's End. Please note: these vendors supply uniforms to many private schools so please make sure to search for *approved items* that are part of the Polaris Christian Academy uniform.
2. A school uniform shirt is to be worn and tucked in every day, even when wearing a sweater, sweatshirt or hoodie.
3. Beginning in first grade, belts are required with uniform pants and shorts. The belt must be a coordinating color.
4. Only sweatshirts and sweaters purchased from PCA, School Belles or Land's End (only approved items) may be worn to class.
5. Shoes must have a closed toe. If the shoe does not have a closed heel, it must have a strap. Heels/soles should not exceed two inches in height.
6. Socks, leggings or tights must be a solid color that coordinates with our uniforms without design or pattern. A small logo on the ankle is acceptable.
7. All students must wear tennis shoes and socks for gym class.
8. All school attire must be clean and in good repair. No rips or tears in pants/shorts are allowed.
9. Undershirts must coordinate with uniform tops.
10. All pants, shorts, skirts, skorts and jumpers must be hemmed.
12. Hats and sunglasses are not to be worn in the school building.
13. No body piercing permitted except earrings on girls.
14. Hair dyeing (unnatural colors) or styles that draw undue attention are not permitted. Boys should be clean-shaven at all times.
15. Apparel at school-related activities must be modest and appropriate.
16. Coats are not to be worn in the classroom. Students are encouraged to have a uniform-approved sweater or sweatshirt to put on when needed.

Boys Dress Guidelines

Pants & shorts - Navy or khaki

Oxford Shirts – Long or short-sleeved in white, light blue, or yellow.

Knit Polo Shirts – Long or short-sleeved in white, navy, yellow, hunter green, light blue, and red.

Turtlenecks – White, navy, yellow, hunter green, and red.

Sweaters and Vests – Navy or hunter green; cardigan, v-neck, crew neck, or vest.

Boys Gym Attire

Boys 4th-8th—Must wear official gym t-shirt purchased through our school Spirit Wear. Students change in the restroom and clothes are to be taken with them to the gym; students should have a lightweight gym bag to keep their clothes in.

Girls Dress Guidelines

Jumpers, skirts, shorts & skorts – School plaid, khaki or navy; must come within 2 inches of the knee or longer.

Pants - Navy or khaki

Oxford Shirts – Long or short-sleeved in white, light blue, or yellow.

Round Collar Blouses - Light blue, white or yellow.

Knit Polo Shirts – Collared, long or short-sleeved in white, navy, yellow, light blue, hunter green, and red.

Turtlenecks – White, navy, yellow, hunter green, and red.

Sweaters and Vests – Navy or hunter green; cardigan, v-neck, crew neck, or vest.

Girls Gym Attire

Girls 4th–8th—Must wear official gym t-shirt purchased through our school Spirit Wear. Shorts must be modest and reach to the bottom of the fingertips. Spandex may be worn under shorts but not alone. Students change in the restroom and clothes are to be taken with them to the gym; students should have a lightweight gym bag to keep their clothes in.

Dress Down / Out of Uniform Days

PCA enjoys Dress Down days throughout the school year as well as events such as fieldtrips, concerts and 8th grade graduation. The following guidelines should be followed in dressing for those days and events.

1. Clothing is not to be either oversized or skin-tight.
2. The same shoe rules apply for these days.
3. All undergarments must be covered. Any tank top style clothing must have 3-finger width straps.
4. Midriffs must be covered (front and back) even when bending and reaching.
5. If leggings are worn, shirts/tops must reach to bottom of fingertips.
6. See-through/sheer clothing is permitted, if layered with a tank top or other shirt

- underneath.
7. No low-cut shirts (more than a hand size beneath the collar bone) or shirts with part of the back cut out.
 8. The same rules apply for skirt, dress and short length – 2 inches above the knee or longer.
 9. Clothing should be clean and in good repair, without tears or holes.
 10. Any questionable clothing will be at the teacher's / administrator's discretion.

Dress Code Violation

When a student is in Dress Code Violation, a Dress Code Violation slip will be given to the student, and the student is expected to fix the problem. If the student cannot fix the problem, the office will determine if it warrants a call to the parent. Middle School students will lose a ROAR buck and will serve a detention if the problem persists.

ATTENDANCE

A.M. ARRIVAL OF STUDENTS

Teachers are ready to receive students at 8:30am. Parents are to drop off children between 8:30am-8:40am.

TARDIES

Parents must call the school when their children are absent. Parents bringing students who arrive after 8:45 must sign-in at the office. **At the event of an area wide traffic incident or weather condition, tardies will be considered excused, at the discretion of administration. *Except in case of an emergency, all tardies will be unexcused.***

Students who arrive after 10:30 am or leave before 2:30 pm will be marked 1/2 day absent.

Excessive tardiness:

For elementary students, all work that is missed to do an unexcused tardy is to be sent home and completed as homework. After four unexcused tardies per quarter, a conference may be requested by the principal. For middle school students, missed work must be completed as homework. After four unexcused tardies per quarter, a conference may be requested by the principal.

ABSENCES

Regular and punctual attendance is essential to successful class work.

Excused absences may be given for the following reasons:

1. Personal illness
2. Family illness
3. Death of a relative

4. Family emergency
5. Absences approved in advance by the administration

We understand that some family situations cannot help but have vacations fall within the school year. It is our concern, though, that students do not fall behind academically. Parents who wish to request that their child be excused from school for a vacation should submit the request to the office, on a Prearranged Absence form, at least one week prior to the planned vacation. Homework given prior to the absence is due upon returning unless other arrangements have been made with the teacher.

It is the parent’s responsibility to report absences:

Parents must call the school by 9:00 am on the day of an absence and state the specific reason for the absence. If the parent does not call, the school will call them..

Extended or excessive absences:

When a student is absent more than 5 days in a semester, the school will contact the parents. Students absent for more than 10 days in a semester or 20 days in a year will be taken before the administration to determine the next step. Steps may include tutoring, retention in current grade, other disciplinary measures, or expulsion.

EARLY DISMISSAL

A note from the parents requesting early dismissal should be brought to the teacher by the student first thing in the morning. Early dismissal should be done infrequently as not to interrupt the class or the students’ learning time.

Students must be signed out at the office by a parent or guardian.

DISMISSAL / AFTER SCHOOL PICK-UP

At 3:30pm dismissal, students are called over the loud speaker in order of parents’ arrival and position in line. All students are to be picked up by 3:45pm! Please do not leave your car unattended in line during afternoon dismissal or morning drop-off times.

WITHDRAWALS

Withdrawals from school must be done through the school office. Parents must fill out a withdrawal form and all tuition balances must be paid in full in order for PCA to release student records to another school. Tuition adjustment arrangements will be made when the student’s family withdrawals. Parents will be asked to complete an Exit Survey upon withdrawal of a student from the school.

CANCELLATIONS and EMERGENCY SCHOOL CLOSINGS

School cancellations are announced on:

Radio Stations: WCVO - 104.9 FM WTVN - 610 AM

TV Stations: WCMH – 4 WSYX - 6 WBNS - 10 FOX - 28

If school is cancelled due to weather, all after school activities will also be cancelled.

Text alerts are now available. Text “pcahoban” to 81010 to sign up to receive text alerts. An email will also be sent out to all families.

FINANCES

TUITION

Tuition will be reported to parents in the re-enrollment letter and brochures. Tuition may be paid annually or in equal monthly payments:

Please note: If tuition is paid in full and the student(s) withdraw from school, a refund check (minus any tuition discounts previously given) will be mailed back to the family within sixty (60) days of withdrawing.

If paying monthly, all payments must be the same each month and for your convenience will be deducted directly from your checking or savings account. There are two terms available for paying monthly: 9 month (September through May) or 12 (July through June). There are also two monthly payment dates available; the 5th or/and the 20th of each month. You may indicate on the ACH form which term and which payment date you want the tuition deducted from your bank account.

Please note: In order to sign up for the 12 month plan, the ACH form, Tuition Calculation Sheet and a voided check must be turned in to the school office by June 30th. If a student’s ACH form is not turned in by this date it, it is assumed tuition will be paid on the 9 month payment plan.

In order for a student to begin attending on the first day of school, tuition payment paperwork must be turned in to the school office no later than the day prior.

Refer to the Terms and Conditions described on the ACH form for additional information. If you should need to change the date of your debit from what you originally indicated, please see the finance office at phone number (614) 436-1117 EXT 2191.

If tuition should become thirty (30) days past due, the child (ren) in connection to the account would not be permitted to attend school until tuition is current. This includes tuition, and/or any fees that may be accessed.

FUNDRAISERS

Tuition does not cover all of the costs of the school, so fundraisers are necessary. As part of PCA, families are expected to participate in all fundraisers.

SCHOOL FEES

Fee	Amount	Note
Application Fee	\$50	One time only, non-refundable
Registration Fee	\$150	New students only
Re-enrollment Fee	See note	\$125 if paid by March 1 st . \$150 if paid after March 1 st .
Class Fee	\$15	Per child. Due annually
Kindergarten Snack Fee	\$25	One time fee covers the entire year.
Facility Fee	\$200	Per family
Music Book Fee (5 th – 8 th grade)	\$10	If needed.
Music Shirt Fee (6 th – 8 th grade)	\$15	If needed.

***All fees, including any late tuition payments, must be paid in full in order to release a student's grade card at the end of the year.*

INSUFFICIENT FUNDS

ACH payments that come back as insufficient funds will be assessed a fee of \$30. For checks, this amount will need to be paid directly to the school in addition to the amount of the check. For ACH payments, the amount owed along with the NSF fee will be auto debited from your bank account.

TUITION DISCOUNTS

Pre-Paid Tuition Discount:

Families choosing to pre-pay their tuition in full will receive an additional discount of \$250 per student enrolled if all tuition and fees are paid in full by June 30th. A \$200 discount is available per student enrolled if all tuition and fees are paid in full by July 31st.

Multiple Child Discount:

Second Child = \$300

Third Child = \$550

Fourth Child = \$800

FINANCIAL ASSISTANCE

Limited financial assistance is available for school tuition. The amount of financial assistance awarded is based upon funds that are available, class size, as well as your family's need. Your family's need is determined by an assessment that you complete online. That online assessment can be found at www.factstuitionaid.com. Financial assistance must be applied for each school year.

The deadline for existing families applying for financial aid for the next school year will be April 1, of the previous school year. You will be notified regarding the amount of financial aid awarded by May 15.

We accept the EdChoice scholarship. This scholarship is made available through the state of Ohio to families who are assigned to a “failing” public school. The EdChoice expansion scholarship is also available to families who qualify through low-income. Please contact the school office for further details.

LIBRARY FINES AND LUNCH BALANCES

Grade cards will be held at the end of the school year for any students who has missing class library books or a negative lunch balance.

HEALTH AND SAFETY

FIRE DRILLS & TORNADO DRILLS

Fire and tornado drills will be held at various times throughout the school year as required by state law. When the signal is given students should:

1. Stop talking and stop working.
2. Exit quickly and in an orderly, single file fashion, following the exit procedure outlined in a map displayed on the wall near the door.

SAFETY DRILLS

Safety drills will be held at various times throughout the school year. This drill includes lockdown procedures as well as evacuation procedures

HEALTH RECORDS

Prior to the first day of school, each student is to have a copy of their birth certificate and immunization record on file in the school office.

All students **must** have an immunization record on file in the school office. All immunizations and records of communicable diseases should be reported to the

school office. State immunization requirement must be met. If it is not, there must be a form signed by the student's doctor stating the reason the immunization requirements are not met. Students in grades 6-8, who are participating in sports, must have a physical form on file in the office.

MEDICATION

In accordance with guidelines established by the State of Ohio, all medication brought to school must be in its original container, accompanied by a permission note, which has been signed by the parent or guardian and a physician. The note should include how much medicine the child should have and the time(s) it should be given. **All medications will be kept in and dispensed through the school office. No student is to have prescription or non-prescription medication with them or in their locker; except inhalers or epipens that have been prior approved.**

SICKNESS / INJURIES

When a student becomes injured or ill at school, he will be sent to the office. If the situation cannot be adequately treated, the parent or guardian will be notified. The student will not be sent to a doctor or hospital without the parent's authorization except in an emergency. If a child is hit on the head while at school, he or she will receive an icepack and a call will be made home to notify the parent of the injury. **Please do not send your child to school if he / she has a fever or is complaining of feeling ill or if they have had a fever or vomited within the last 24 hours. A note from the parent describing why the child was not in school will need to be sent in on the student's return to school.**

STUDENT LIFE

CELL PHONES, ELECTRONIC DEVICES AND TOYS

PCA adopts an "Away for the Day" policy when it comes to personal/portable electronic devices and toys. All toys should be put away for the day and not be used for any reason until the school day ends.

If emergencies arise during the school day, the school will contact the parent. If a child feels that they need to contact their parent during school hours, they must request permission from the teacher to do so and use a school phone to make the call. Likewise, if the parent needs to contact the school or speak with their child in the event of an emergency during school hours, they will need to call the school's main line at 614-431-6888.

If a parent believes that their child needs to carry a cell phone for safety reasons as they travel to and from school, a "**Cell Phone Contract**" must be filled out by the parent/guardian and the student and returned to the school office/teacher before the

student can bring the device to school. This contract remains valid for the entire school year.

Once the form is received and approved, the child may bring the cell phone to school. However, the following rules apply:

- Cell phones must be turned off and/or silenced during school hours, more specifically, prior to the tardy bell at 8:45 and remain so until the dismissal bell at 3:27.
- Cell phones are not permitted in the classrooms. They are to remain in a student's locker or backpack (if a student has not been assigned a locker) during school hours.
- Use of a cell phone to talk, text, photograph or access the internet during the instructional day, including in between classes at lockers or during lunch, will result in the cell phone being confiscated and placed in the office.
- If a student's cell phone is confiscated, a parent/guardian must pick up the phone. Confiscated phones will not be returned to a student. The school will not contact parents to notify them that a phone has been confiscated.
- A second violation of the cell phone contract will result in loss of cell phone privileges for a specified period of time, determined by school administration. During this time of suspension of privileges, students will not be permitted to have the phone at school either before or after the instructional day.
- If a student continues to violate the Cell Phone Policy, the student will have cell phone privileges revoked for the remainder of the year. An in-school or out of school suspension may possibly result.
- PCA is not responsible for lost or stolen cell phones.

CHEWING GUM

Chewing gum is not allowed due to problems with gum in carpet, under chairs and desks, etc.

COMPUTER ACCEPTABLE USE POLICY

All students are to have a signed Computer Acceptable Use Policy form on file in the office. It is a privilege for students to use the school computers, and the policy's guidelines must be upheld.

FIELDTRIPS

Each class will go on various fieldtrips throughout the year. Teachers will distribute permission slips ahead of time and secure transportation. PCA participates in two overnight fieldtrips. In 4th and 5th grade, the students go to Environmental Camp for three days. In 8th grade, the students go to Washington, D.C. for four days.

LOCKERS

Each middle school student is assigned a locker for his/her books and coat. Lockers should be kept clean and in order by all students. Students are permitted to bring in a combination lock to secure their lockers and must provide the combination to the office.

LUNCH PROGRAM

Parents receive a link through email to order student lunches. Lunches may be paid for online through paypal or a check can be sent into the school. Lunches are to be ordered ahead of time. If a student needs to add a lunch order at the last minute, they must first have money in their account. If a student does not have a lunch and does not have money in their account, the parent will be called to make arrangements. Milk and water are available for purchase each day, as well as healthy snacks.

MUSIC PROGRAMS

Music Programs will be presented twice each school year. For students who participate in the music programs, a percentage of their Music grades are based on attendance at Music Programs. A pre-arranged absence request must be turned in to the Principal ***one month*** in advance of the program. Absences other than a Principal approved Pre-Arranged Absence, student illness, or death/illness in the family, will be considered unexcused and graded as such. Any absence will require a note from a parent or guardian explaining the absence when the student returns to school.

ITEMS BROUGHT FROM HOME

It is discouraged for students to bring items from home because of the chance of them getting lost or broken. Students are not allowed to bring items to be traded, such as cards of any type.

LIABILITY

Polaris Christian Academy is not responsible for personal property which may be lost or stolen. All items should be labeled with the student's name. All lost items will be placed in the lost and found. Any student who loses books or equipment belonging to PCA will be required to replace them. Students are liable for willful destruction of property. All articles should be channeled through the office. The school assumes no responsibility for lost items. **Please make sure all personal items are properly labeled.**

PLEDGES

Pledge To The Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and I will hide its words in my heart that I might not sin against God.

Pledge To The Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands,

one Savior crucified, risen and coming again with life and liberty for all who believe.

Pledge To The American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

HOME/SCHOOL RELATIONSHIP

COMMUNICATION

Teachers will communicate with parents on a weekly and as-needed basis. The communication may include emails, updates on the website, phone calls and hand-written notes. Electronic newsletters are sent home from the office every Thursday.

PARENT FELLOWSHIP ORGANIZATION

PCA endorses the establishment of the Parent Fellowship Organization (PFO). This service organization has as its goals to be a help to the administration, to encourage and assist the faculty and staff, and to encourage fellowship and socialization among PCA parents. All Polaris Christian Academy parents are automatically members of the PFO. We encourage parents to get involved as much as possible.

PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences will be held twice each school year. Conference dates are printed on the school calendar. **All parents are encouraged to meet their children's teachers at these times**, as per previously arranged appointments.

VISITORS

Any person other than students, staff, faculty, and administration is considered a visitor. Each visitor must report to the office for clearance before going anywhere in the school.