



**Parent and Student Handbook
2019-2020**

**Helping students from all walks of life to achieve
godliness, success, and a love of learning**

Integrity · Faith · Wisdom · Respect · Love

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Contact Information

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Statement of Faith

1. We believe in one God eternally existing as Father, Son, and Holy Spirit. (Jn. 1:18, 3:16)
2. We believe that God has revealed Himself in the Scriptures of the Old and New Testaments, the inspired Word of God, and supremely in His Son, the Lord Jesus Christ. (Ps. 19, Jn. 1:1-16, 2 Tim. 3:15-18)
3. We believe that in the beginning, God created all things by His Son. He made man in His divine image with free will, moral character, and a spiritual nature. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to value all human life. (Gen. 1:1, Ps. 139, Col. 1:16-17)
4. We believe that man fell into sin, bringing depravity and death upon the race; that as a sinner, man is self-centered and self-willed, unwilling and unable to break with sin. (Gen. 1:27-31, 3:1-19, Matt. 18:1-14)
5. We believe that there is one Mediator between God and man, the man Christ Jesus, who died to redeem us from sin and arose for our justification. (Lk. 19:10, Rom. 5:11)
6. We believe that salvation is by grace through faith in Christ, a free gift bestowed by God on those who repent and believe. (Jn. 3:16, Eph. 2:8-10)
7. We believe that the Holy Spirit convicts of sin, affects the new birth, gives guidance in life, empowers for service, and enables perseverance in faith and holiness. (Jn. 16:7-15, 1 Cor. 3:16-17, 6:19)
8. We believe that the Church is the body of Christ, the brotherhood of the redeemed, a disciplined people obedient to the Word of God, and a fellowship of life, intercession, and healing. (Matt 5:13-14, Gal. 6:1, Eph. 2:11-22)
9. We believe that Christ commissioned the Church to go into the entire world, making disciples of all nations and ministering to every human need. (Matt. 28:19-20, Rom. 1:16)
10. We believe that it is the will of God that there should be ministers to teach the Word, to serve as leaders, to administer the ordinances, to lead the church in the exercise of discipline, and to serve as pastors and teachers. (Acts 20:28, Eph. 4:11-12, 1 Tim. 3:1-13)
11. We believe that those who repent and believe should be baptized with water as a symbol of baptism with the Spirit, cleansing from sin, and to declare their commitment to Christ. (Acts 2:16-21, 22:16, Rom. 6:4-6, 1 Pet. 3:21)
12. We believe that the Church should observe the communion of the Lord's Supper as a symbol of His broken body and shed blood and of the fellowship of His Church until His return. (Lk. 22:19-20, 22:16, Rom. 6:4-6, 1 Cor. 12:13)

13. We believe in the washing of the saints' feet as a symbol of brotherhood, cleansing, and service. (Jn. 13:1-17)
14. We believe that God has established unique roles for man and woman, symbolized by man's bared head in praying and prophesying and by woman's veiled head. (1 Cor. 11:2-16, Gen. 2:18-25)
15. We believe that Christian marriage is intended by God to be the union of one man and one woman for life and that Christians shall marry only in the Lord. (Gen. 1:27-28, Matt. 19:3-9, 2 Cor. 6:14-16)
16. We believe that Christians are not to be conformed to the world but should seek to conform to Christ in every area of life. (Rom. 12:1-2, 2 Cor. 6:14-18, Eph. 4:30-32)
17. We believe that Christians are to be open and transparent in life, ever speaking the truth, and employing no oaths. (Matt. 5:38-48, Jms. 5:12)
18. We believe that it is the will of God for Christians to refrain from force and violence in human relations and to show Christian love to all men. (1 Pet. 2:13-25, Jn. 18:36, Rom. 12:17-21)
19. We believe that the state is ordained of God to maintain order in society and that Christians should honor rulers, be subjects to authorities, witness to the state, and pray for governments. (Acts 4:19, Rom. 13:1-7, 1 Tim. 2:1-2)
20. We believe that at death, the unsaved enter into everlasting punishment and the saved into conscious bliss with Christ, who is coming again and will raise the dead, sit in judgment, and bring in God's everlasting kingdom. (Rev. 22:1-4, 1 Pet. 1:3-4, Matt. 25:21- 46)

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Pioneer Christian Academy's faith, doctrine, practice, policy, and discipline, the board of directors is PCA's final interpretive authority on the Bible's meaning and application.

Admissions

How to Enroll

Step One: Read the Statement of Faith and the Parent-Student Handbook.

Step Two: Fill out an application at pioneerchristian.org.

Step Three: After completing your application, the school administration will respond with one of the following three replies:

- A. Accepted
- B. Not accepted
- C. Need more information

First-year Requirements

1. Kindergarten students need to be 5 years old by September 1
2. First grade students need to be 6 years old by September 1
New first-grade students are not required to attend kindergarten first.

Transfer Students

PCA will place a request for all academic and health records. After receiving the records, the PCA administration will set up a meeting with both the parents and the transfer students. At the meeting the students will also take a reading aptitude test and a math placement test.

Re-enrollment

Re-enrollment forms will be sent out in January and are due back by March 1. Registration confirmations will be sent out by May 30.

Calendar and Special Events

Calendar

Pioneer Christian Academy sends out a calendar before the beginning of each school year. The calendar contains the following information: contact information for the school, staff, and board; the hot lunch schedule; the monthly cleaning schedule; scheduled days for kindergarten; and scheduled special days and events.

Special Events

Pioneer Christian Academy holds the following special events each year:

1. Back-to-School Picnic
2. Two Annual School Programs (Winter and Spring)
3. World Awareness Day
4. Track and Field Day/Picnic

Academics

Grading Scales

Letter	Percent	GPA
A+	100-97	4.0
A	96-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	0.7
F	Under 60	0.0

Honor Roll

Honor roll is awarded once a quarter to students who meet the following requirements:

1. 90%-100% quarterly average
2. All class quarterly averages higher than 60%
3. Three or fewer unexcused absences that quarter

Report Cards

Report cards are issued after each quarter (9 weeks) of study.

Standardized Testing

Pioneer Christian Academy administers standardized tests once per year in the spring. All students in K-11 take Stanford 10 tests. Test results are reported to the school and kept in each student's permanent record. Seniors are encouraged to take an SAT or ACT.

Homework

All homework is due at 8:30 on the day of the next class period.

Late work will be scored as follows:

1 day	10% reduction in score
2 days	20% reduction in score
3 days	30% reduction in score
4+ days	assigned given a score of 0%

Assignments must be completed and in hand or handed in by the time the assignments are due.

Classroom Organization

Pioneer Christian Academy is organized into three schools.

1. Elementary School (Kindergarten – Fourth Grade)
2. Middle School (Fifth – Eighth Grade)
3. High School (Ninth – Twelfth Grade)

Each school is divided into classrooms

1. Elementary School
 - a. Kindergarten Classroom
 - b. First and Second Grade Classroom
 - c. Third and Fourth Grade Classroom
2. Middle School
 - a. Fifth and Sixth Grade Classroom
 - b. Seventh and Eighth Grade Classroom
3. High School Classroom
 - a. High school students all stay in the same homeroom for their study halls.
 - b. Classes are held in various other rooms.

Curriculum

Pioneer Christian Academy uses the following curriculum:

	Elementary School	Middle School	High School
Math	A Beka	Saxon	Saxon, A Beka
Science	A Beka	A Beka	A Beka
English	A Beka	A Beka	A Beka
History	Faith Builders	A Beka	A Beka

Math

After completing fourth grade math, students at Pioneer Christian Academy enter either the traditional math track or the accelerated math track. Placement is determined by how well students have mastered math by fourth grade, how well students score on their achievement tests, and how well students score on a placement test given at the end of fourth grade.

	Traditional	Accelerated
Fifth Grade	Math 54	Math 65
Sixth Grade	Math 65	Math 76
Seventh Grade	Math 76	Algebra ½ (Pre-Algebra)
Eighth Grade	Algebra ½ (Pre-Algebra)	Algebra 1
Ninth Grade	Algebra 1	Geometry
Tenth Grade	Geometry	-

High school students need to take four math classes while in high school. After completing Geometry, high school students may pick from the following classes.

Algebra	Practical Math
Algebra 2	Consumer Math
Advanced Math	Business Math
Calculus	Accounting with QuickBooks

High School Tracks and Graduation Requirements

Pioneer Christian Academy offers the following high school tracks.

	Traditional Track	College Track
Math	4	4 (all algebra courses)
Science	3	4
English	4	4
Social Studies	4	4
Physical Education	1	1
Health	1	1
Career Education	4	4
Bible	2	2
Music	1	1
Total	24 credits	26 credits

Career Education

Pioneer Christian Academy focuses on offering business and entrepreneurship electives to high school students. These classes are designed to help students prepare for potential roles as employees, managers, or business owners.

College Credits

Pioneer Christian Academy offers students the ability to earn college credits while also earning high school credits. Students can do this by using the following programs:

1. CLEP tests. PCA helps students to prepare for and take tests that earn college credits.
2. Dual Enrollment. PCA works with students who want to enroll in college while still in high school.

Breakthrough

Pioneer Christian Academy works hard to help students with learning disabilities. The school calls its special education classroom “Breakthrough” because it exists to help students break through their obstacles.

All students in grades one through six are tested for reading disabilities. Students who are struggling to read at grade level are placed in a remedial program.

The Breakthrough classroom also provides one-on-one tutoring for students who need extra help.

Attendance

Students who arrive after 8:30 will be counted tardy. Students who never arrive or who arrive after 11:45 will be counted absent. Students who arrive by 8:30 but leave before 11:45 will be counted absent. (Note: 11:45 is halfway through the school day.)

Absences and Tardies

Pioneer Christian excuses the following absences and tardies:

1. Sickness
2. Weddings
 - a. One day for in-state weddings
 - b. Two days for out-of-state weddings
3. Doctor and Dentist Visits
4. Mission Trips
5. Emergencies

All other absences and tardies will not be excused.

The difference between excused and unexcused absences and tardies is that unexcused absences and tardies will result in penalties while excused absences and tardies will not.

My student is sick. What do we do?

1. Contact the teacher as soon as possible (in the morning before school starts works great).
2. The teacher will pull together the assignments and books and send them home with a sibling or get them ready for you to pick up.

We will be traveling. What do we do?

1. Let the homeroom teachers know as far ahead of time as you can.
2. The teacher will be able to pull the assignments together a week or so before you take off.
3. Work with the teacher to get the assignments taught, completed, and turned in ahead of time.
4. If the assignments aren't turned in before you leave, the assignments will be penalized according to the late work guidelines.
5. If you will be gone more than a week, the teachers will make special arrangements because it's tough for students to do that much work ahead of time.

Unexcused Absence Fee

Students taking off creates a lot of extra work for teachers. Parents may take each student out of school for five days per year without a penalty. After five days, parents will be charged \$20 per day that the student is gone. For example, if a family has three students and takes all their students out of school for ten school days, the family will be charged $\$20 \times 3 \text{ students} \times 5 \text{ days} = \300.00 . This fee will be billed on the monthly invoice. The fee will be passed on to the teachers doing the extra work.

Behavior and Discipline

Cheating

If students are caught cheating, the school will follow these procedures:

1. Students will immediately be sent to the principal's office where they will wait to be picked up from school. They will be suspended for the rest of the day plus the following school day.
2. Any assignments on which cheating occurred will be scored as 0%. The students will not have a chance to redo the assignments.
3. Teachers will prepare assignments for the students. The assignments need to be completed by the time the students return to school. Any uncompleted assignments will be penalized according to the late work guidelines.
4. Students will be given the chance to apologize publicly to their class for their actions. Otherwise, teachers will explain to the rest of the class why the students are missing.
5. The principal will facilitate and adjust the punishment as needed.

Incidences that involve cheating are always painful. Pioneer Christian Academy is committed to handling these situations with justice but also with mercy. These situations can be redeemed into teaching moments.

Bullying

If students are caught bullying other students, the school will follow these procedures:

1. Students will immediately be sent to the principal's office where they will wait to be picked up from school. They will be suspended for the rest of the day plus the following school day.
2. Teachers will prepare assignments for the students. The assignments need to be completed by the time the students return to school. Any uncompleted assignments will be penalized according to the late work guidelines.
3. Students will be given the chance to apologize publicly to their class for their actions. Otherwise, teachers will explain to the rest of the class why the students are missing.
4. The principal will facilitate and adjust the punishment as needed.

What is bullying?

There are three types of bullying:

1. Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - a. Teasing
 - b. Name-calling
 - c. Inappropriate comments
 - d. Taunting
 - e. Threatening to cause harm
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - a. Leaving someone out on purpose
 - b. Telling other children not to be friends with someone
 - c. Spreading rumors about someone
 - d. Embarrassing someone in public

3. Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
 - a. Hitting/kicking/pinching
 - b. Spitting
 - c. Tripping/pushing
 - d. Taking or breaking someone's things
 - e. Making mean or rude hand gestures

(taken from stopbullying.gov)

Pioneer Christian is committed to making the school a safe, bully-free environment. Is your student being bullied? It can be hard for the school to tell because bullying usually takes place behind the backs of the teachers. Help the school defeat bullying. If you see or hear any reports of bullying, tell the principal or one of the teachers. The school will do its best to watch for and deal with all bullying.

Kindergarten – Fourth Grade

Discipline in K-4 is based on a color chart. A clothespin with each student's name will be placed on "green" (Great Work!) at the beginning of each day. For small misbehaviors, the teacher will move a student's clothespin to "yellow." For bigger misbehaviors, the teacher will move a student's clothespin to "red" or "blue." With each misbehavior, a student's clothespin will be moved to the next color. Demerits will be sent home to parents for each misbehavior. Parents need to sign the demerits and send them back the following day. Students can also move their clothespin up from "green" to "purple" for exceptional behavior or work.

Purple = Fantastic!

Green = Great Work!

Yellow = demerit sent home to parents, stay in from recess for 10 minutes

1. Cutting in line
2. Not paying attention
3. Disrupting class
4. Late for class

Red = demerit sent home to parents, stay in for whole recess

1. Swearing
2. Bad attitude

Blue = demerit sent home to parents, stay in for whole recess, apologize to the class

1. Lying
2. Showing disrespect

Fifth – Twelfth Grade

Discipline in grades 5-12 is based on the following chart. Demerits will be sent home to parents. Parents need to sign the demerits and send them back the next day. If bad behavior persists, the teachers and principal will work with parents to develop a plan to correct the bad behavior.

Unexcused tardy	10-minute demerit
Disrupting class	10-minute demerit
Late for class	10-minute demerit
Swearing	recess demerit
Bad attitude	recess demerit
Lying	recess demerit
Showing disrespect	recess demerit

Respecting Each Other

We discourage students from forming cliques. Instead, we encourage students to interact and build friendships with a wide range of students.

Students from many different churches and homes attend Pioneer Christian Academy. We encourage students to be sensitive to the convictions of other students and to talk and act in ways that respect those convictions.

Dress Code

School Colors

1. Black
2. Gray
3. White
4. Classic Red
5. Navy



The school colors apply to shirts, blouses, sweaters, sweatshirts, jackets, dresses, jumpers, and skirts. All clothes need to be solid colored. (The rule of thumb to figure this out is whether or not clothing looks solid from 15' away.)

Boys

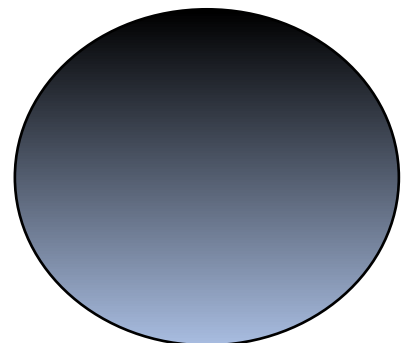
1. Boys need to wear polo shirts and blue jeans. In addition, they may wear sweaters or sweatshirts over their polo shirts.
2. Boys need to wear blue jeans that fit well and are free of holes and tears.
3. Boys need to keep their hair short enough so that it does not hang onto their shirt collars.

Girls

1. Girls need to wear dresses, jumpers, or skirts.
2. Along with jumpers, girls need to wear polo shirts, blouses, sweaters, or sweatshirts over or under the jumpers. T-shirts do not count as blouses. Shirt and blouse sleeves need to reach at least halfway between the shoulder and elbow.
3. Along with skirts, girls need to wear either polo shirts or blouses. T-shirts do not count as blouses. Shirt and blouse sleeves need to reach at least halfway between the shoulder and elbow. In addition, they may wear sweaters or sweatshirts over their polo shirts or blouses.
4. Dresses, jumpers, and skirts need to reach below the knee and may not have slits above the knee.
5. Girls need to keep their hair pulled back either in a pony tail, braid, or bun.

Misc.

1. Only coats, jackets, sweaters, and sweatshirts that are the school colors may be worn inside the school building. Any outerwear that is not of the school colors needs to be removed while inside the school building.
2. Students need to wear closed-heel, closed-toe shoes all the time. (This means no flip-flops.)
3. Shoelaces need to be tied.
4. Students may not wear hats or sunglasses or keep their sweatshirt hoods up while inside the school building.
5. Logos and lettering need to fit inside this oval (1 1/2" high x 2" wide).



Special Activities

1. The school dress code applies to official school activities.
2. The staff may make exceptions to the school dress code for special occasions.

Dress Code Violations

Failure to follow the dress code will result in a 10-minute demerit. The demerit will be sent home to the parents. Parents need to sign the demerit and send it back the next day. If a dress code violation persists, the teachers and principal will work with parents to develop a plan to correct the violation.

Cell Phones and Electronics

Cell phones and other electronic devices may not be used at school. When students arrive at school, they need to turn their devices in either at the school office or to their teachers. The devices may be picked up when the students leave school. This policy also applies to field trips. Teachers may make exceptions for special occasions. Failure to turn in a cell or other electronic device will result in a 10-minute demerit. The demerit will be sent home to the parents. Parents need to sign the demerit and send it back the next day. If the problem persists, the teachers and principal will work with parents to develop a plan to correct the problem.

Immunizations, Medications, and Allergies

Immunizations

Pioneer Christian Academy uses the Alert Immunization Information System to manage student immunization records. This system automatically provides the school with every student's immunization records.

Medications

Non-prescription Medications

Pioneer Christian Academy keeps ibuprofen (Advil), acetaminophen (Tylenol), and bismuth subsalicylate (Pepto-Bismol) on hand to dispense to students with aches and pains. Parents need to sign a waiver form to allow the school to do this. Non-prescription painkillers will not be dispensed if a waiver has not been signed.

Prescription Medications

Parents of students who need prescription medications administered while the students are at school need to inform the school's administration about how to properly administer the medication. The medication will be kept in the school office and will be administered by a staff member. Epi-pens will be kept in the school office.

Allergies

Parents need to inform the school of any allergies students may have. The school will keep this on record and do its best to keep the students safe.

Parent Expectations and Opportunities

Parent-Teacher Conferences

Pioneer Christian Academy holds two PTCs each year at the end of quarter 1 and quarter 3. These meetings will be scheduled with each student's teacher. PTCs are important, so parents are encouraged to make them a priority.

Service Time

Pioneer Christian Academy asks parents to help out around the school. This helps to lower costs, gives parents a chance to interact with the staff and students, and allows parents to stay involved in their students' education. Each family is required to spend 30 hours at school per year – 15 hours per parent.

A list of jobs is posted before each year begins. Parents are asked to sign up for jobs. These jobs include providing hot lunch, cleaning, helping out in the classroom, giving all-school devotions, and doing maintenance jobs.

Annual Auction

Pioneer Christian Academy holds an annual auction. The school and board look to the parents and students to help plan the auction and make it a success.

Miscellaneous

Booster Seats

Pioneer Christian Academy requires parents of students requiring a booster seat to provide booster seats when the students leave the PCA school grounds under the care of a PCA staff member or volunteer. If a booster seat is not provided for a child needing a booster seat, the child will not be allowed to leave the premises. PCA obeys the law because it is liable in case of an accident or traffic stop. The following laws apply to Oregon students:

1. Once a student weighs over 40 pounds, the student must ride in a booster seat.
2. A student must use the booster until the student is 8 years old or at least 4'9" tall.

After-school Activities

Pioneer Christian Academy is responsible for the transportation, supervision, and logistics for any extracurricular event that is mandatory or is officially planned by the school or its staff. The school is not responsible for any event that is optional or not officially planned by the school or its staff. Parents are responsible for the students' transportation and safety for all other events, even if the event comes after an official school event such as a school program or auction. Although teachers may be present at unofficial events, parents are ultimately responsible for their students.

Lost and Found

The lost and found box is kept in the school office. Items in the lost and found box may be retrieved after a 25¢ fine is paid. Unclaimed items will be donated to a local thrift store.

Early Dismissal

Occasionally the school schedules a half day. On those days, there is no lunch time scheduled at school, and students should not bring a packed lunch unless otherwise notified.

Disclaimers

This handbook or any other handbook published by Pioneer Christian Academy does not contractually bind the school in any way.

This handbook or any other handbook published by Pioneer Christian Academy is subject to change without notice by the school's governing body.