



**Parent - Student Handbook
2021-2022**

**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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82-4239179

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 Apply

Step One: Read Parent-Student Handbook and the Statement of Faith (included in the Parent-Student Handbook).

Step Two: Fill out an application at pioneerchristian.org/apply or contact the school office for a paper form.

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
3. By the 2021-2022 school year, the school will require incoming first-grade students to have completed kindergarten prior to entering first grade.

Transfer Students

PCA will request a copy of each transfer student's academic records from the student's previous school. 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.

Calendar and Special Events

Calendar

PCA's calendar can be viewed online at pioneerchristian.org/events. The school office also 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; scheduled days for the half-time kindergarten; early-release days; and special events.

The school year begins on the Tuesday after Labor Day and concludes on the Thursday before Memorial Day. The school observes the following religious holidays: Thanksgiving (two-day break), Christmas (one-two week break), and Good Friday. In addition, the school takes a one-week Spring Break between the end of the third marking period and the beginning of the fourth marking period. The school year is divided into four marking periods of roughly nine weeks each.

Kindergarten runs a half-time schedule. Kindergarten students come to school for full days on Monday, Wednesday, and every other Friday.

Here is the typical school day schedule:

8:15 AM	Doors open
8:27 AM	Warning bell
8:30 AM	Opening bell/doors closed and locked
3:00 PM	Closing bell/dismissal

Early release days start at 8:30 AM and conclude at 12:00 PM.

Special Events

Pioneer Christian Academy holds the following special events each year:

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

Note: Various Christian groups approach Halloween differently. Some groups embrace Halloween as a harmless chance to eat candy. Others decry it as evil. Still others fall somewhere between those positions. PCA has decided against celebrating Halloween because of the holiday's dark history and use of dark symbols and costumes. Of course, families can choose to celebrate or not celebrate the holiday themselves, but PCA will not organize or allow any celebration of Halloween at school during school hours.

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 at the end of each marking period to students who meet the following requirements:

- Kindergarten – satisfactory progress
- Elementary (First – Fourth Grade)
 1. A in every class with one exception
 2. Three or fewer unexcused absences
- Middle and High School (Fifth – Twelfth Grade)
 1. 90%-100% quarterly average
 2. Not failing any classes
 3. Three or fewer unexcused absences

Progress Reports

Progress Reports are issued after each marking period (roughly nine 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 Due Dates

All homework assignments are due at the opening bell of the due date.

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	assignments given a score of 0%

Classroom Organization

PCA uses a multi-grade classroom organization to help keep private education more affordable. Classrooms are organized like this:

- Kindergarten
- First Grade
- Second Grade
- Third and Fourth Grade
- Fifth and Sixth Grade
- Seventh and Eighth Grade
 - High School Homeroom

Kindergarten

PCA believes that kindergarten-age students are independent enough to start learning away from home but still tender enough to need more formative time with their parents. For this reason, the school offers a half-time kindergarten that runs Monday, Wednesday, and every other Friday for full days.

PCA focuses on teaching kindergarten students basic math and English language arts concepts. In math, students learn how to count, add, and subtract. In ELA, students learn the names and sounds of each letter, how to write each letter, and how to read short and long vowel words. By the end of school, most students are able to read very simple books.

In addition, PCA teaches kindergarten students basic social studies and science concepts and develops their fine motor skills through arts and crafts.

For additional information about the concepts PCA covers in kindergarten, go to pioneerchristian.org/academics for a full scope and sequence.

Curriculum

For the 2020-2021 school year, PCA will use the following curriculum:

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

Note: this may change without notice.

Math

Students at PCA progress through math classes in the following order:

- Elementary math
 - Kindergarten
 - First Grade
 - Second Grade
 - Third Grade
 - Fourth Grade
 - Note: after fourth grade, students are given a placement test to determine if they are ready for math Level Five or Level Six.
- Fifth Grade
- Sixth Grade
- Seventh Grade
- Pre-Algebra
- Algebra One
- 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	

Science

PCA teaches science to the joint classrooms following a revolving, two-year schedule:

Classroom	Grade Level Taught (21-22)	Grade Level Taught (22-23)
Kindergarten	Kindergarten	Kindergarten
First and Second Grade	First Grade	Second Grade
Third and Fourth Grade	Fourth Grade	Third Grade
Fifth and Sixth Grade	Fifth Grade	Sixth Grade
Seventh and Eighth Grade	Eighth Grade	Seventh Grade
Ninth and Tenth Grade	Ninth Grade (Physical Science)	Tenth Grade (Biology)
Eleventh Grade	Chemistry	Chemistry

PCA requires high school students to complete three years of science. PCA also offers a fourth-year, elective, self-study Physics course through A Beka's online video program.

English Language Arts (ELA)

PCA teaches English language arts to each consecutive elementary grade primarily using ABeka ELA curriculum. Elementary students are taught penmanship, spelling, grammar, phonics, and reading literacy.

PCA teaches ELA to middle and high school following a revolving, two-year schedule and primarily using ABeka ELA curriculum. Middle and high school students are taught penmanship, vocabulary and spelling, grammar, composition, and literature.

Classroom	Grade Level Taught (21-22)	Grade Level Taught (22-23)
Fifth and Sixth Grade	Fifth Grade	Sixth Grade
Seventh and Eighth Grade	Eighth Grade	Seventh Grade
Ninth and Tenth Grade	Ninth Grade	Tenth Grade
Eleventh and Twelfth Grade	Ninth Grade	Eleventh Grade

Social Studies

PCA teaches social studies to the joint classrooms following a revolving, two-year schedule:

Classroom	Grade Level Taught (21-22)	Grade Level Taught (22-23)
Kindergarten	Kindergarten	Kindergarten
First and Second Grade	First Grade	Second Grade
Third and Fourth Grade	Fourth Grade	Third Grade
Fifth and Sixth Grade	Fifth Grade	Sixth Grade
Seventh and Eighth Grade	Eighth Grade	Seventh Grade
Ninth and Tenth Grade	Ninth Grade (Geography/Health)	Tenth Grade (World History)
Eleventh and Twelfth Grade	Twelfth Grade (American Government/Economics)	Eleventh Grade (American History)

High Graduation Requirements

Subject	Credits
Math	4
Science	3
English	4
Social Studies	4
Phys Ed & Health	1 1/2
Career Education	1 1/2
Bible	4
Music	1
Spanish	1
Total	24

Note: one high school credit equals one full-time year of study. High school credits are based off two different approaches. The first approach is called the Carnegie Unit which means 120-180 hours of study in a

particular subject to earn one credit. The second approach is to award a credit once a student has achieved a set of commonly accepted learning objectives.

College Credits

PCA 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. PCA helps students to prepare for and take CLEP exams that earn college credits. CLEP exams are taken at Linn-Benton Community College or another local college or university.
2. Dual Enrollment. PCA works with students who want to enroll in college while still in high school. So far the school has worked with students enrolled in Linn-Benton Community College.

Breakthrough

PCA 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

PCA's goal is to have every student in school every day. Studies of k-12 student performance show that students who are chronically absent (about 15 days a year) fall behind significantly. For this reason, we encourage students to be in school as much as possible. However, we also do our best to work with students who cannot avoid missing school.

Absences and Tardies

Students who are not in their classrooms by the opening bell will be counted tardy.

PCA counts students absent if students miss more than half of a day of school. Students who arrive by the opening bell but leave before 11:45 will be counted absent. Students who arrive after 11:45 will also be counted absent. Finally, students who never arrive will be counted absent. (Note: 11:45 is halfway through the school day.)

PCA recognizes that some absences and tardies are unavoidable and excuse the following reasons:

1. Sickness
2. Weddings and funerals
 - a. One day for in-state weddings and funerals
 - b. Three days for out-of-state weddings and funerals
3. Doctor and dentist visits
4. Mission trips (majority of time spent actively doing mission work)
5. Family and medical emergencies

All other absences and tardies will not be excused.

My student is sick. What do I do?

1. Contact the school office as soon as possible.
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. Contact the school office as far ahead of time as possible.
2. Teachers will pull together assignments as soon as possible.
3. Work with the teachers to get all assignments taught, completed, and turned in before you leave.

Student absences create a lot of extra work for a teacher.

1. We ask that you notify the teacher as far in advance as possible.
2. Be sure ALL assignments are completed before the absence.
3. Plan trips around school breaks and holidays.

Behavior, Discipline, and Code of Conduct

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 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. 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.

Note: The principal may adjust the punishment as needed.

Incidences that involve cheating are always painful. PCA 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 school day.
2. Students will be given the opportunity to make restitution with the victims of bullying.
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.

Note: The principal may adjust the punishment as needed.

What is bullying? (taken from stopbullying.gov)

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

PCA 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 staff. Help the school defeat bullying. If you see or hear any reports of bullying, tell the principal or one of the teachers. The school commits itself to guard against and deal with all bullying as quickly as possible.

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" (Ready to Learn) at the beginning of each day. For small misbehaviors, teachers will move a student's clothespin to "yellow." For bigger misbehaviors, teachers will move a student's clothespin to "orange" or "red." With each misbehavior, a student's clothespin will be moved to the next color. Parents or guardians will be contacted if a student reaches red. Students can also move their clothespin up from "green" to "blue" and "purple" for exceptional behavior or work.

Outstanding	■ Yellow (Warning) Communicating in class without permission Using unnecessary/bywords
Good Choices	Getting out of line Being noisy in restrooms Arriving late for class Slamming doors
Ready to Learn	Failing to stop immediately in play when bell rings Littering Running in the hallway
Warning	■ Orange (Teacher's Choice) Cuss words Bad attitudes
Teacher's Choice	■ Red (Parent Contact/Principal's Office) Stealing Bullying Lying
Parent Contact	Showing disrespect Cheating

Fifth – Twelfth Grade

Code of Conduct

Be Safe:

- Follow directions and safety procedures
- Use equipment, furniture, and materials properly
- Enter and exit classrooms and buildings in an orderly fashion
- Stay in designated student areas

Be Respectful:

- Treat school, staff, and student property with respect
- Treat others the way you want to be treated
- Use good manners and positive language
- Maintain a clean and inviting campus
- Dress professionally and appropriately
- Actively listen to classmates, teachers, and guests

Be Responsible:

- Remind others to follow the rules
- Show up to school and classes on time and prepared
- Actively participate and be responsible for your own learning and behavior
- Maintain studious and orderly classes and study halls
- Ask questions and get help when needed
- Clean up after yourself

Intervention Protocol

PCA staff and administration members will follow this protocol to support students who struggle to follow the code of conduct.

Occurrence	Intervention	Actions Taken
1	Warning/Quick Conference	1. Teacher will warn the student to cease the problem behavior 2. Teacher will initiate a brief 1-on-1 conference (privately) with the student to discuss the problem behavior and attempt to alleviate further incidence
2	15-Minute Detention	1. Teacher will assign a 15-minute classroom detention (to be served with the teacher before school, during lunch, or after school) 2. Teacher will call or email parents (within 24 hours) to discuss the student's problem behavior, assigned detention, and next steps to be taken if behavior continues 4. If a student fails to serve the classroom detention, the teacher will refer the student to the Principal
3	Referral to Principal	1. Teacher will send student to the principal for behavior consequences 2. Principal will call or email parents to discuss the student's continued problem behavior and consequences

Student Drug, Alcohol, and Tobacco Policy

PURPOSE: Pioneer Christian Academy is committed to providing a safe, healthy environment for its students. Student involvement with alcohol, tobacco, or other illegal substances poses serious safety and health risks to the student involved, as well as others in the school community, and adversely affects educational and extracurricular programs. Pioneer Christian Academy also has the obligation to abide by the laws of the United States, the state of Oregon, Linn County, and the city of Brownsville and to require its students to do the same.

RULES: The following rules shall be used by Pioneer Christian Academy when responding to a student's involvement with alcohol, tobacco or any other mood-altering substance. PCA's rules in this critical area of alcohol and other drug use are motivated not only by respect for the law but also by a genuine concern for the physical, psychological and emotional well being for all its students. The possession, purchase, acceptance, consumption (use), whether actual or attempted, OR being in the presence of alcohol, or any illegal drug, drug paraphernalia or other substance by the students on the Pioneer Christian Academy campus or at any other school-sponsored activity/event at any time or place is prohibited. Regardless of age, students are not allowed to use any form of tobacco on school grounds or at any school function.

OFF-CAMPUS BEHAVIOR: Regardless of whether or not a student is on campus or involved in a school-sponsored activity, students enrolled at Pioneer Christian Academy are not to engage in the use, possession, or distribution of illegal drugs, alcohol, and tobacco and are not to abuse over-the-counter or prescription drugs. A private party held off campus is not a school-sponsored event. The school cannot be held responsible for supervision or enforcement of its rules on substance use at private parties. Supervision and enforcement at such events are the responsibility of parents and police. Pioneer Christian Academy reserves the right to take disciplinary action, however, when a student's actions or conduct at a private party or anywhere else bring discredit to the school or break the law. Examples would be vandalism, property damage, violence or illegal behavior that gives rise to a medical emergency or a police response. The host of a private party where such behavior occurs, as well as other involved students, will be subject to disciplinary action if the matter comes to the attention of the school.

CONSEQUENCES: A student who violates the alcohol, tobacco, and other drug rules outlined above will be subject to disciplinary action, which may include expulsion, regardless of the student's previous disciplinary record. In addition, a student who violates the above policy may be required to undergo drug/alcohol counseling. Any student who chooses to remain in the presence of someone engaging in any prohibited activities may also be subject to disciplinary action.

Any student found in violation of the school's alcohol, tobacco and other drug policy will:

- receive a suspension from school of at least five school days
- be referred to the pastor of the family's church (if applicable)
- have a professional evaluation related to substance abuse issues and dependency by an agency or a person acceptable to the school. The cost shall be paid by the parent(s) and a written confidential report prepared and turned over to the school and the parent(s).
- participate in an alcohol/drug education or counseling session if recommended
- with his/her parents, meet with the principal or other school board members and administration before the student is allowed to re-enter the school

Harassment Policy

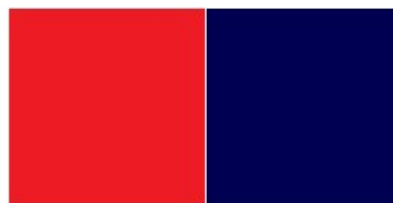
It is the policy of Pioneer Christian Academy to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability. The school prohibits any and all forms of harassment because of race, color, sex, national origin, and disability. It shall be a violation of school policy for any student, teacher, administrator, or other school personnel to harass a student through conduct of a sexual nature, or regarding race, color, national origin or disability, as defined by this policy. It shall also be a violation of school policy for any teacher, administrator or other school personnel to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school. For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school. The school will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

To read the full Harassment Policy, please visit pioneerchristian.org/policies.

School Uniform

Uniform Colors

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



The uniform 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

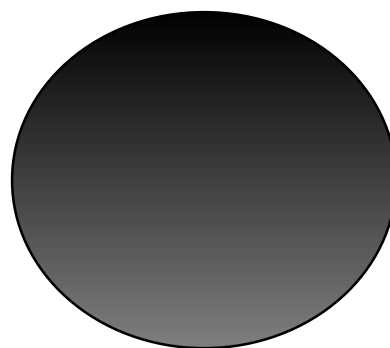
1. Boys need to wear polo shirts and blue jeans. In addition, they may wear sweaters or sweatshirts over their polo shirts.
2. Boys need to wear blue jeans that fit well and are free of holes and tears.
3. Boys need to keep their hair short enough so that it does not hang onto their shirt collars.

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. Shirts and blouses need to have sleeves.
3. Along with skirts, girls need to wear either polo shirts or blouses. T-shirts do not count as blouses. Shirts and blouses need to have sleeves. 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. Leggings must be consistent with school colors.

Misc.

1. Only coats, jackets, sweaters, and sweatshirts that are the uniform 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.

Violations

Failure to follow the school uniform will result in a uniform violation. The violation will be sent home to parents. Parents need to sign the violation and send it back the next day. If a particular uniform 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 the device being kept in the school office until it is retrieved by a parent or guardian.

Immunizations, Medications, and Allergies

Immunizations

PCA is required by law to report immunization records to the Linn County Health Department each year. In order to follow the law, the school keeps immunization records on file. The school uses the ALERT Immunization Information System to look up the vaccination records for each student. If parents or guardians have decided to opt out of vaccinating their students, they are required to complete the medical or nonmedical exemption education requirements and to present the exemption forms for each exempted vaccination to the school office. The exemptions are also kept on file.

As required by law, PCA reports the vaccination statistics for Linn County and the school on the school website each year.

Medications

Non-prescription Medications

PCA 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

PCA 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.

In addition, PCA hosts an annual parent-teacher assembly shortly after quarter 2.

Service Time

PCA depends on the volunteer efforts of parents and guardians to help lower costs. Parents and guardians are expected to help prepare the school building by cleaning and completing maintenance projects at the annual back-to-school cleaning event held in late summer. In addition, other cleaning and maintenance projects may arise throughout the school year, and the school will ask for your help.

Each homeroom teacher will look for a team of room mothers to help plan special events, give flashcards, tutor students, grade assignments, and complete other school-related tasks.

The school will also look for volunteers to address the student body at the weekly student chapels and to provide hot lunches.

Note: The guidelines and requirements for schools in Oregon to operate in the 2020-2021 school year highly discourage schools from using volunteers to complete tasks at school. As of the printing of this handbook, final plans for incorporating rules and guidelines have not yet been made. However, volunteer opportunities at PCA will certainly look different as we incorporate these guidelines.

Annual Auction

PCA 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

PCA 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

PCA 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. Unclaimed items will be donated to a local thrift store.

Lunch on Early Release Days

Occasionally the school schedules early release days. 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.

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