



**Parent - Student Handbook  
2026-2027**

**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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## Website

[www.pioneerchristian.org](http://www.pioneerchristian.org)

**501(c) 3 Non-Profit Status EIN**

82-4239179

# Statement of Faith

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- We believe in one God, eternally existing as the Father, Son (Jesus Christ), and Holy Spirit, who has revealed Himself through scripture and through Jesus.
- We believe the Bible is the inerrant Word of God, inspired by Him, and serves as the final authority for faith, truth, and Christian living.
- We believe Jesus Christ, the Son of God, was born of a virgin, lived a sinless life, died on the cross for our sins, and rose again on the third day. He is the only way to salvation, reconciling us to God through His sacrifice, for all who believe in Him.
- We believe salvation is a free gift from God, received through faith in Jesus Christ alone, and not by human works, transforming us to live for Him.
- We believe the Holy Spirit indwells believers, guiding, empowering, and equipping them to live a life of faith, love, and holiness.
- We believe in the beginning God created all things. He made humanity in His image, calling us to a relationship with Him and to value all human life, from conception to natural death.
- We believe that marriage, as intended by God, is the lifelong union of one man and one woman, reflecting God's creation of each person as distinctly male or female, these two complementary genders together reflecting His image and nature.
- We believe the Church is the body of Christ, a community of believers called to worship, serve, and share the message of God's love with the world.
- We believe in baptism with water as a symbol of spiritual baptism, cleansing from sin, and commitment to Christ. The Lord's Supper (communion) is to be observed as a symbol of Christ's sacrifice and the fellowship of His Church until His return.
- We believe in living with integrity, humility, and compassion, reflecting Christ's love in our relationships, actions, and service to others.
- We believe the state is ordained by God to maintain order, and Christians should pray for, honor and be subject to authorities.
- We believe Jesus will return one day to bring eternal life to those who trust in Him, while those who reject Him will face separation from God.

This statement of faith does not exhaust the extent of our beliefs. The board of directors is the final interpretive authority on the Bible's meaning and application for Pioneer Christian Academy's faith, doctrine, policy, and discipline.

# Admissions

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## 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](http://pioneerchristian.org/apply). Applications for the following school year open in February, enrollment interviews begin in April. Enrollment applications are open through July 30<sup>th</sup>.

Step Three: After completing your application, the school administration will reach out to set up an in-person visit at the school. Following that visit, the school will reach out to let you know if you have been accepted.

Step Four: Once you receive your enrollment packet, sign the enrollment contract and get it back to the school.

All enrollment decisions, for the following year, will be made starting April 1<sup>st</sup>. Existing patron families have access to early enrollment during the month of March.

## 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. The school requires incoming first-grade students to have completed kindergarten prior to entering first grade. A readiness test will be given to all first graders that have not completed Kindergarten at PCA.
4. Any students of patron families that are planning to enroll in first grade but not in kindergarten must enroll the student a year early to reserve a spot in 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

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## Calendar

PCA's calendar can be viewed online at [pioneerchristian.org/events](http://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 (three-day break), Christmas (one-two week break), and Good Friday. In addition, the school takes a one-week Spring Break in March. 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

Half 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. General Assembly (beginning of Q3)
4. World Awareness Day
5. Spring and Fall Field Trips for each grade
6. Senior Graduation
7. End of School Picnic

Parents and students are expected to be at all PCA hosted events. (exceptions made for extenuating circumstances)

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 to be respectful of all our families; PCA will not organize or allow any celebration of Halloween at school during school hours.

# Academics

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## 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 grades 1-11 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](http://pioneerchristian.org/academics) for a full scope and sequence.

## Curriculum

PCA will use the following curriculum:

	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Math</b>	A Beka	A Beka	A Beka / BJU
<b>Science</b>	A Beka	A Beka	A Beka / BJU
<b>English</b>	A Beka	A Beka	A Beka / Various
<b>History</b>	Faith Builders	A Beka	A Beka / BJU

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
- 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.

<b>Algebra</b>	<b>Practical Math</b>
Algebra 2	Consumer Math
Advanced Math	Business Math
Calculus	

## Science

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

<b>Classroom</b>	<b>Grade Level Taught (odd years)</b>	<b>Grade Level Taught (even years)</b>
Kindergarten	Kindergarten	Kindergarten
First Grade	First Grade	First Grade
Second Grade	Second 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 (odd year)	Grade Level Taught (even year)
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	Twelfth Grade	Eleventh Grade

### Social Studies

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

Classroom	Grade Level Taught (odd year)	Grade Level Taught (even year)
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	3
Science	3
English	4
Social Studies	3.5
Phys Ed & Health	1 1/2
Life Skills	2 1/2
Bible	3
Practical & Performing Art	1
Foreign Language	1
<b>Total</b>	<b>24</b>

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**

At PCA, we care deeply about students with learning disabilities. While we do not have a full special ed program, we do have a “Breakthrough Class” to help students break through their obstacles.

Students in grades one through six are tested for reading disabilities. Students who are struggling to read at grade level receive a remedial plan.

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

# Attendance

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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 and students that leave before dismissal 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.

PCA recognizes that some absences are unavoidable, and we 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 will be subject to unexcused absence fee.

## **Unexcused Absence Fee**

Students taking off creates a lot of extra work for teachers. Parents may take each student out of school for two days per semester without a penalty. After two days, parents will be charged \$30 per day that the student is gone. This fee will be billed on the monthly invoice. The fee will be passed on to the teachers doing the extra work.

## **My student is sick. What do I do?**

1. Contact the school office as early as possible. (The office will fill out an **Absentee Form**)
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. Submit an **Absentee Form** to the office as far ahead of time as possible. (these can be found at [www.pioneerchristian.org](http://www.pioneerchristian.org)) Reach out to the teacher and let them know what's happening.
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.

# Behavior, Discipline, and Code of Conduct

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## **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](http://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	<ul style="list-style-type: none"> <li>■ Yellow (Warning)</li> <li>Communicating in class without permission</li> <li>Using unnecessary/bywords</li> </ul>
Good Choices	<ul style="list-style-type: none"> <li>Getting out of line</li> <li>Being noisy in restrooms</li> <li>Arriving late for class</li> <li>Slamming doors</li> </ul>
Ready to Learn	<ul style="list-style-type: none"> <li>Failing to stop immediately in play when bell rings</li> <li>Littering</li> <li>Running in the hallway</li> </ul>
Warning	<ul style="list-style-type: none"> <li>■ Orange (Teacher's Choice)</li> <li>Cuss words</li> <li>Bad attitudes</li> </ul>
Teacher's Choice	<ul style="list-style-type: none"> <li>■ Red (Parent Contact/Principal's Office)</li> <li>Stealing</li> <li>Bullying</li> <li>Lying</li> <li>Showing disrespect</li> </ul>
Parent Contact	<ul style="list-style-type: none"> <li>Cheating</li> </ul>

## 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](http://pioneerchristian.org/policies).

# School Uniform

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## Uniform Colors

(applies to all shirts, skirts, dresses, leggings, sweaters, sweatshirts, & jackets. Solid colors only)

1. Black
2. Gray (any shade)
3. White
4. Classic Red
5. Navy



## Boys

1. Boys need to wear polo shirts and blue jeans.
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. Hair is to be neat, clean, and of natural color. Hair when styled may not be over eyebrows, earlobes, or collars.

## Girls

1. Dresses with sleeves, skirts with polo shirts, or jumpers with polo shirts
2. Dresses, jumpers, and skirts need to reach below the knee while sitting or standing and may not have slits above the knee.
3. Young girls are encouraged to wear shorts or leggings underneath their skirts for playground modesty. Leggings must be consistent with school colors.
4. Hair is to be neat, clean, and of natural color. Hair should be of shoulder length.

## Misc.

1. Only coats, jackets, sweaters, and sweatshirts that are solid 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. Shoelaces need to be tied.
3. Students may not wear hats or sunglasses, or keep their sweatshirt hoods up while inside the school building
4. All jeans, jean skirts, and jean sweaters/vests need to be a dark blue wash. (navy)
5. Logos and lettering must fit inside a 2” square.
6. Makeup and jewelry must not be excessive. No piercings.

## Relaxed Dress Code

1. Students must have sleeves, long pants, and skirts.
2. Students must maintain modest attire, form-fitting or revealing clothing is not allowed.
3. Logos and lettering must be appropriate.

## 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.

## **The Why**

Students attending PCA are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus. (2 Thessalonians 1:11-12) Students are expected to be neatly and appropriately dressed. A student's attire should reflect Christian values of modesty, cleanliness, neatness and should enhance the educational atmosphere of the school. Students are reminded that they represent PCA and their appearance makes a statement to our community regarding our values; therefore, students should follow dress code guidelines at all school related and/or sponsored events.

The major responsibility for complying with our school's dress code lies with the parents and students. Student attitudes are formed significantly by their parents. Teachers should not have to point out violations. Given the wide range of opinions regarding what is an appropriate or inappropriate dress, we ask for your cooperation in supporting this dress code even when your personal preference would differ. It should be noted that the school administration reserves the right to rule on the final interpretation and meaning of the following terms: Neat, appropriate, modest, excessive, and extreme.

# Cell Phones and Electronics

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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. 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.

This policy also applies to field trips. Teachers may make exceptions for special occasions.

Smart watches may be worn at school with the permission of the homeroom teacher. Any watch that becomes a distraction in the classroom may be confiscated and returned at the end of the day.

## AI Usage

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The main purpose of education is to learn and grow through critical thinking, creativity, and individual effort. While AI can be a helpful tool in that process, it cannot replace active engagement.

Policy:

- Supplemental: AI may be used as a tool for assistance in brainstorming ideas, understanding complex texts, or improving grammar and syntax. However, the bulk of thinking, analysis, and composition should be students' own. (use in English class is by permission only)
- Clarification: Use AI for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysis, and comprehension.
- Learning and Tutoring, Not Completing: Use AI as a tool for learning, not just for task completion. The primary goal should be understanding and skill development, not simply finishing an assignment. Use AI to ask questions as you would an English teacher. Just as your English teacher would not provide "what are the answers," neither should AI.
- Reference and Citation: If significant insights or phrases are borrowed from AI, these should be properly cited, much as you would cite a human source.

Violation of this AI policy will be considered cheating and will be dealt with on a case-by-case basis. (See handbook procedures for cheating.)

# Immunizations, Medications, and Allergies

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## **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

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## **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.

During the school year, parents are expected to provide hot lunch and clean the classroom when their turn arises.

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 parents to help plan special events, give flashcards, tutor students, grade assignments, and complete other school-related tasks.

## **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.

## **Additional Events**

Pioneer Christian Academy holds the following special events each year:

1. School Cleaning
2. Back-to-School Open House
3. Two Annual School Programs (Winter and Spring)
4. General Assembly (beginning of Q3)
5. Senior Graduation
6. End of School Picnic

Our model at PCA only works if parents are involved. We expect parents to attend all applicable PCA hosted events.

# Miscellaneous

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## **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

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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.