

PRENTISS CHRISTIAN SCHOOL



**Parent/Student Handbook
2023-2024**

***Developing next generation leaders through a quality
education taught from a Biblical worldview.***

Board of Directors

Mrs. Tammy Bass, President
Mr. Chris Bush
Mrs. Jessica Jackson, Secretary/Treasurer
Mrs. Carla Magee, Vice-President
Mr. Roger May
Mrs. Cassie Pittman
Dr. James Stephens

Contact and Social Media

1643 Amanda Street
P. O. Box 1287
Prentiss, MS 39474

Phone: 601-792-8549
Fax: 601-792-2560

Email: prentisschristianschool@gmail.com

Facebook: Prentiss Christian School
Instagram: @SaintsPC

Revised July 6, 2023

TABLE OF CONTENTS

Forward	1
Introduction	1
History	1
Philosophy	2
Mission Statement.....	2
Goals	2
General School Policies	2
• School Office	2
• Bell Schedules.....	3
• Whole School Early Dismissal.....	3
• Admission Policy.....	3
• Enrollment Procedures	3
• Transfer Students	4
School Attendance	5
Absences	5
Types of Absence	5
• Excused	6
• Unexcused.....	6
• School-Sponsored Events	6
• Tardies	6
Early Dismissals.....	7
Make-up Work.....	8
Perfect Attendance	8
Assemblies	9
Building Policy	9
Use of Buildings and Grounds.....	9
Care of School Property.....	9
Gym.....	10
Cafeteria	10
Classification of Students.....	10
Student Conduct and Discipline Procedures.....	10
• Disregard of Directions or Commands.....	11
• Profanity	11
• Rude and Disrespectful Behavior.....	11
• Tobacco Products, Vaping Products, E-Cigarettes	11
• Cheating.....	12
• Gambling, Extortion, Card Playing.....	12
• Public Display of Affection	12
• Drug use or Possession	12
• Selling or Attempting to Sell Drugs	13
• Alcoholic Beverages.....	13
• Assault and/or Battery on School Employee.....	13

• Assault and/or Batter on Non-School Employee	13
• Fighting.....	13
• Weapons	14
• Damage, Destruction, Theft, Vandalsim, or Trespassing of School Property	14
• Damage, Destruction, or Theft of Private Property	14
• School Pranks.....	15
• Disruptioon of School.....	15
• Fireworks/Flammables.....	15
• Truancy.....	15
• Pornography.....	16
• Harassment, Intimidation, Threats, or Bullying – Either Physical or Verbal.....	16
• Sexual Harassment	16
• Indecent Exposure or Blatant Sexual Act	16
• Repeated Minor Infractions	17
• Food and Drinks	17
• Radios, CD & MP3 Players, Toys, Video Games	17
• Activities Related to Gangs, The Occult, Witchcraft, or Deviant Groups	17
• Computers, Electronic Devices, Email, and The Internet	17
• Initiations, Hazing, or Induction Ceremonies.....	17
• Cell Phones/Electronic Communication Devices	18
Sanctions for Misconduct.....	18
After-School Detention.....	18
Corporal Punishment.....	19
Short Term Suspension	19
Long-Term Suspension and/or Expulsion.....	19
Due Process	19
Sidewalks	20
Dress & Appearance.....	20
Examinations.....	22
Nine-Weeks Testing Schedule.....	22
Exemptions	22
Extracurricular Activities.....	23
Fundraising	23
Grading and Assessment Systems	23
Grading Scale.....	23
Grade Averages.....	24
Special Policies	24
First Aid.....	25
Visitors.....	26
Vehicles on Campus.....	26
Delivery of Flowers/Gifts	26
Textbooks	26
Disaster Drills.....	27
Communicable Disease or Illness.....	27
Closed Lunch Period	27
College Days/Senior Project Days	27
Academics.....	27
Graduation Requirements	27

Change of Schedule 28
Honor Roll..... 28
Graduation Honors..... 28
Hall of Fame 28
Grading Policy 28
Weighting of Grades..... 29
Progress Reports..... 29
Academic Reports..... 29
Faculty/Parent Conference 29
Standardized Tests 29
Summer School 30
Correspondence/Online Courses..... 30
Failures 30
Students Council..... 30
Class Officers 30
Who’s Who..... 31
Class Who’s Who Qualifications..... 31
Athletics 32
Homecoming Court 32
Clubs 32
Drill Team 33
Junior High Cheer 33
Varsity Cheer Rules and Regulations..... 33
Asbestos Statement..... 33
Conclusion 33

FOREWORD

We wish to extend a warm welcome to all new students who have joined the student body at Prentiss Christian School this year and want you to feel free to call on the administration and faculty to answer any questions that will make your transition as smooth as possible.

The purpose of this handbook is to acquaint pupils, parents, and teachers with necessary information concerning school regulations and policies affecting them while attending school or any school function. It is the students' and parents' responsibilities to KNOW and OBEY all the rules in this handbook.

Parents and students must understand that although an attempt is made to cover all situations, there is always the possibility that some area will be omitted and that additions may be necessary. Students deserve the right to know what is expected of them and will always be informed of any policy changes that concern them.

INTRODUCTION

Prentiss Christian School is a non-profit corporation located on Amanda Street in Prentiss, Mississippi. Prentiss Christian School is governed by a Board of Directors elected by the membership of the corporation. The Board delegates responsibilities for the day-to-day operations of the school to the Head of School who provides leadership to the total school program.

Prentiss Christian School is accredited by the Mississippi Association of Independent Schools and AdvancEd, and all faculty members are certified instructors.

Prentiss Christian School serves students in grades K3 – 12. Lower elementary grades are self-contained. Abeka textbooks and teaching materials are used predominantly in the elementary school. The curriculum in grades 7 – 12 is broad and meets all standards established by the Institutions of Higher Learning for students who intend to enter a Mississippi public or private college or university upon graduation from high school. All classes at every level feature a low student-teacher ratio.

Prentiss Christian School is widely respected for its excellent school program and for its commitment to Christian education.

HISTORY

Prentiss Christian School was chartered by the State of Mississippi on January 22, 1970. The land for the school building was acquired on June 17th and cleared on June 25th. The foundation for the building was poured on June 30, 1970.

Parents, teachers, students, and interested friends spent many hours literally mixing mortar and laying blocks. The first "Work Day" to paint the building and classrooms and to clean the building for the first day of classes was September 5, 1970. The first day of school at Prentiss Christian was September 14, 1970.

The first Board of Trustees was composed of Dr. French Tripp – President, Mr. Arthur Pigott, Mr. Guy Magee, Mr. Milton Terrell, Mr. Truett Griffith, Mr. James Daniel, Mr. Terry Brinson, Mr. Howard Lane, and Mr. John Allen.

Members of the first faculty were Dr. J. E. Baxter – Administrator, Mrs. Donna Blackburn, Mrs. Elizabeth Brinson, Mrs. Ann Dale, Mrs. Ruby Daniel, Mrs. Carolyn Farr, Mr. Truett Griffith, Mrs. Frances Lane, Mrs. Frances Polk, Mrs. Dannel Rush, Mrs. Ruth Tripp, and Mrs. Alice Polk.

PHILOSOPHY

Prentiss Christian School believes that each student should be offered a superior education based on intellectual, spiritual, social, moral, and physical development.

Prentiss Christian School believes that an excellent faculty, a challenging curriculum, a safe environment, and parental support are keys to providing students with a superior education.

MISSION STATEMENT

Prentiss Christian School develops next generation leaders through a quality education taught from a Biblical worldview.

GOALS

1. To provide a well-balanced educational program that will help develop the students mentally, physically, spiritually, emotionally, and socially
2. To strive to provide a curriculum that is flexible, one that will assist in the development of the students attending the school
3. To provide experiences that will enable students to reason critically and objectively to draw logical conclusions
4. To provide activities that will enable students to think and act independently so that they will be better able to become active and useful citizens
5. To instill the meaning and use of the democratic process and encourage its use when students work together, share ideas, and make decisions as groups
6. To create an atmosphere of learning conducive to developing a sense of belonging and emotional security in our students
7. To provide programs that will help to clarify the students' ethical consciousness and help develop sound standards of values
8. To provide formal and informal opportunities to enhance the students' spiritual development and understanding of Biblical truths
9. To encourage students to think perceptively to evaluate their actions, their values, and their goals to foster self-understanding and self-improvement
10. To promote cooperation and good will among faculty, students, and patrons of the school in order to provide a more stable environment for learning

GENERAL SCHOOL POLICIES

SCHOOL OFFICE

The school office is a place where school business and the day-to-day school's operations are conducted. Students are not permitted to be in the school office unless they have a specific reason for being there.

BELL SCHEDULES

Regular		Activity		Pep Rally	
1 st Block	8:00 – 9:30	1 st Block	8:00 – 9:15	1 st Block	8:00 – 9:30
Break	9:30 – 9:45	Break	9:15 – 9:30	Break	9:30 – 9:45
2 nd Block	9:50 – 11:18	2 nd Block	10:08 – 11:18	2 nd Block	9:50 – 11:18
3 rd Block	11:21 – 1:11	3 rd Block	11:21 – 1:11	3 rd Block	11:21 – 1:11
4 th Block	1:15 – 2:45	4 th Block	1:15 – 2:45	4 th Block	1:15 – 1:55
Lunch				Pep Rally	2:00 – 2:45
K3 – 3 rd Grade		4 th – 6 th Grade		10 th – 12 th Grade	
10:50 – 11:35		11:45 – 12:05		12:50 – 1:11	
***Pep rallies will take place at 2:00 on Friday afternoons for varsity and on Thursday at 2:00.					

WHOLE SCHOOL EARLY DISMISSAL

Poor weather conditions, loss of electrical power, or certain emergency conditions may cause the early dismissal of school. In such cases, information concerning the early dismissal will be provided to WDAM TV (Hattiesburg), WJDR 98.3 Radio (Prentiss), WLBT TV (Jackson), the Jefferson Davis County Sheriff’s Office, The Prentiss Police Department, and by email, social media, and the Remind App, if possible. Information regarding the re-opening of the school will also be provided to these agencies.

ADMISSION POLICY

Prentiss Christian School seeks to serve students who have a sincere interest in receiving a superior elementary and secondary education. Students who have poor academic records, poor school attendance, or unacceptable behavior in the school environment or community will be discouraged from enrolling at Prentiss Christian School.

ENROLLMENT PROCEDURES

The following steps must be taken to enroll a student at Prentiss Christian School:

1. Complete an application for admission and pay registration fee.
2. The student(s) and parent(s) must meet with the Head of School.
3. Applications will be accepted or denied by the Head of School and the Board of Directors.
4. Students in grades 7 – 12 applying for admission must submit a drug screen with the application. The drug screen will be scheduled by the Head of School, administered by JDCH, and will be done at the parent’s expense.

Any student who is married or has been married, is engaged, is pregnant or has a child, or is the biological father of a child will not be permitted to attend Prentiss Christian School.

FIRST-TIME ADMISSION DOCUMENTATION REQUIREMENTS

Students who are enrolling at Prentiss Christian School for the first time must provide the following documents:

1. Completed Admissions Application and Information Form
2. Certified copy of student’s birth certificate

3. Certificate of Immunization
4. Copy of guardianship documents if applicable
5. Copy of Social Security Card
6. For students who will be driving to campus – copy of driver’s license and insurance card
7. Copy of last report card or progress from previous school

RETURNING STUDENTS

1. Completed Updated Information Form
2. Signature on current school year fee sheet
3. Signature on current school year agreement form
4. Registration fee
5. For students who will be driving to campus – copy of driver’s license and insurance card

TRANSFER STUDENTS

*****In addition to First Time Enrollment Requirements**

Prentiss Christian School will accept grades and credits earned by students who have been enrolled in any educational system which is accredited by the Mississippi Association of Independent Schools, AdvancEd, or any state department of education. Students who receive grades or credits from educational institutions or special programs (“home school”) who do not meet the above standard must validate grade placement. All expenses for testing to validate grade placement or credits shall be the responsibility of the student and/or his or her parents.

If a student requesting to transfer to Prentiss Christian School from a Mississippi public high school has taken a course that requires the passing of a subject-area test (Algebra I, English II, Biology, U.S. History), but has not passed the test for that course, the student must have the following minimum ACT score based on the grade level for which he or she applies:

<u>Grade</u>	<u>Score</u>
10	16
11	17
12	18

If a student requesting transfer does not meet the above requirements, that student may be denied admission OR may be admitted under probationary status. The probation will be for the first 9-week grading period. At the end of that term, that student must have maintained a minimum 2.5 GPA in order for the probation to be lifted. If the minimum 2.5 GPA is not met after the first 9-week grading period, the probationary period will be extended to the second 9-week grading period. If the 2.5 GPA or the proper ACT score is not attained for the first semester grading period, the probationary student **COULD** be asked to withdraw from Prentiss Christian School. The probation period may be lifted immediately, at any time, upon the attainment of the proper ACT score listed above. **Prentiss Christian School also reserves the right to not allow a student to participate in extra-curricular activities while on probation.**

SCHOOL ATTENDANCE

Prentiss Christian School stresses regular and punctual school attendance. Good attendance habits that are established today will help equip students for success in the future. Poor attendance and truancy can, on the other hand, lead to academic failure.

Regular and punctual attendance on the part of all students is necessary for success in school work. Frequent absences affect scholarship, interest in school activities, and eventually, the whole attitude toward school. It is, therefore, important that students be in school on time every day.

ABSENCES

Students in grades 1 through 12 will be allowed seven total absences per semester. At the eighth absence, three points will be deducted from that student's average in the course(s) missed for the semester. Each additional absence after the eighth will result in one additional point deduction from that course for the semester. Absences due to school-sponsored activities will not count towards the total. Absences accompanied by an excuse from a doctor or medical professional will not count towards the total. The excuse **MUST** be presented the day immediately following the absence, or the absence **WILL** count towards the total. Absences accompanied by no note will count towards the total and will be unexcused. Absences accompanied by a parent's note will count towards the total and will be excused. Absences due to suspension will be unexcused and will not count towards the total. The Headmaster has the authority to make any final determination on any absence.

At the end of each semester, the teachers will turn in to the office a list of all students who missed over 7 days. The office will then report to the teacher the number of points to be deducted, if any. Any elementary student's point deduction will be taken from the subject with the highest average. Both the student and the student's parents/guardians may be required to appear before the Board of Directors when additional absences are requested.

In compliance with MAIS Accreditation Standard 42.013, no student shall be granted a credit whose absences exceed 20 days during the school year. The Administration and School Board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness. A limit of 5 days shall be placed on all single nine-weeks $\frac{1}{2}$ credit courses.

There is no difference in excused or unexcused absences when counting the number of days missed.

Extenuating Circumstances: (Accident, surgery, etc.)

Absences in excess of the number described above may be excused at the sole discretion of the Head of School after a conference with the parent or guardian. The conference with the parent or guardian will not automatically result in an excused absence.

TYPES OF ABSENCE

Students who have excused absences are expected to make up any missed work. Students who have unexcused absences will not be allowed the opportunity to make up missed work.

EXCUSED

An absence will be excused, and the student will be allowed to make up the work he or she missed with the following guidelines:

- Only three (3) parent notes will be accepted each semester. All other absences during that semester will be considered unexcused unless the absence is verified by a medical professional.
- **Notes and doctor's excuses must be presented the day the student returns to school for the absence to be excused.**

UNEXCUSED

All other absences will be considered unexcused, and the student will not be given the opportunity to make up missed work. A grade of zero (0) will be given for any missed work.

SCHOOL-SPONSORED EVENTS

Students attending a school-sponsored event shall not be considered absent. Only those activities which require the direct supervision of a school employee while traveling to and from the activity and during the activity shall be considered school sponsored for this purpose.

*****Students must be in school on the day of an extracurricular activity in order to participate in that activity.**

TARDIES

Students who arrive after the tardy bell rings at 8:05 a.m. are considered tardy. These students must receive an "Admit to Class" slip from the office. Most tardies will be considered unexcused unless there is a valid, verifiable reason for the tardy.

EXCUSES

All excuses will be classified as either excused or unexcused. Excused absences must meet one of the following conditions:

1. Illness, death, or marriage in the immediate family (Parent Note)
2. Verified doctor or dental appointment (Doctor's Excuse)
3. Absences necessitated by the student representing PCS in athletics, class trips, etc.
4. Emergencies, as deemed by the Head of School
5. Observance of religious holidays (Parent Note)

Students who are absent from school must possess an office admittance slip to re-enter class.

A written explanation which includes the date(s) of absence, reason for absence, and parent's/guardian's signature must be presented to the school office by the student. The written explanation/excuse must be presented on the day the student returns to school.

Failure to provide proper documentation regarding an explanation for the absence(s) shall result in the absence(s) being recorded as Unexcused, and the proper academic penalty will apply.

An unexcused absence carries a daily grade penalty of “0”. If a test is administered during the student’s absence, a “0” test grade will be recorded in lieu of the daily grade. Daily work and tests missed due to an unexcused absence cannot be made up.

Absences due to Out-of-School Suspension are considered to be unexcused. Students who miss a nine-weeks examination due to suspension will be able to make up that test. No other tests may be made up.

Students are expected to arrive at school and be seated in their classroom by 8:00 A.M. each day. Failure to be present at the appropriate time for any class period shall constitute tardiness.

All tardies, unless excused by the Head of School, are considered to be unexcused. For grades 7 – 12, any student accumulating more than three tardies per nine-week period must attend after-school detention. EACH tardy from four to six will result in detention. EACH tardy over six will result in detention as well as a one-point deduction from the nine-weeks average for any class in which the student has more than six tardies.

Tardy to school at the beginning of the school day will conclude at 8:15 a.m. After 8:15, the student will not be given a tardy to 1st block, but he or she will be given an absence.

A student being “checked out” is expected to leave at the change of classes. If a student is checked out before the end of a class period, the student will be considered tardy for the class period.

EARLY DISMISSALS

Due to safety precautions, no student dismissals will be allowed during the last 30 minutes of the school day. Additionally, students will not be dismissed before classes when taking 9-week exams.

Occasional:

The administration recognizes that students will occasionally have appointments that require early dismissal. However, no student shall leave school before dismissal without permission from the Head of School or his designee and the parent/guardian. Early dismissal on an emergency basis will be allowed. Students who miss more than 15 minutes of class time will be considered absent for that period. Early dismissal for any reason other than what constitutes an excused absence shall be considered an unexcused absence and a zero (0) will be given for class work missed during that time.

Procedures for Checking Students Out of Class:

- Please do not call the school office and ask for students to be released. We will no longer release a student from campus without either the parent or someone from the emergency contact list physically signing the student out. Please be prepared to come into the office to sign your child out when needed.
- If your student drives his or her own vehicle and has a medical/dental appointment or other valid reason to leave early, the student must present a signed note to the office on the same day he or she needs to leave campus. This note must include a phone number for parent verification and must be turned into the office before 9:00 a.m. Without a written notification, a student who drives may leave campus only if a parent or someone from the emergency contact list comes into the office and signs him or her out. **No phone calls to the office, emails, or text messages will be accepted any longer for students to leave campus early.**
- Students who check out early will incur an unexcused absence unless he or she brings a formal doctor’s note or a note from a parent on the day he or she returns to school.

***School officials use reasonable caution when dismissing students. However, the school cannot assume responsibility for students or others who misrepresent themselves as parents or guardians to obtain early dismissal. Students found guilty of such misrepresentation shall be considered truant and will be disciplined for skipping school.

STUDENTS WHO CHECK OUT EARLY MUST LEAVE THE SCHOOL CAMPUS. ANY STUDENT WISHING TO RETURN DURING THE DAY MUST HAVE ADVANCE PERMISSION FROM THE HEAD OF SCHOOL.

OUT-OF-SCHOOL SUSPENSION

Students serving in Out-of-School Suspension shall be considered unexcused absences, and these students will not be allowed to make up any missed work except 9-week exams.

For students in grades 1 – 12, when they return to school after an absence, they must receive an “Admit to Class” slip before school begins. At the end of the school day, teachers must return these signed admission slips back to the office.

MAKEUP WORK

Students having **EXCUSED** absences shall be expected to complete make up work. It is the responsibility of the student to approach the teacher regarding makeup work. The student must make arrangements for makeup work on the first day he or she returns to school. The amount of time a student has to complete the missed assignments will be equal to the number of days that the student missed.

Students who are present when tests are assigned and present when test material is covered shall take the assigned test on the assigned test day. Students who miss the day of the test will be required to take the test on the day they return to school. Students who are absent when the test material is covered shall be allowed to take the test no later than one week after the test date. Makeup tests shall be given at a time that does not interfere with classroom instruction.

In compliance with MAIS Accreditation Standard 42.013, no student shall be granted a credit whose absences exceed 20 days during the school year. The Administration and School Board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness. A limit of 5 days shall be placed on all single nine-weeks ½ credit courses.

PERFECT ATTENDANCE

1. To be considered as having perfect attendance during a nine-week period, a student must meet the following criteria:
 - A. Be present for the entirety of all school days
 - B. Not receive a tardy during any period of a school day
2. The entirety of a school day constitutes the following depending on students’ grade levels:
 - A. For elementary students, all day is from 8:00 a.m. to 2:45 p.m.
 - B. For seventh through twelfth graders, all day includes 1st block through 4th block
 1. Eleventh graders may leave after 3rd block second semester
 2. Twelfth graders may leave after 3rd block first semester and after 2nd block first and second semester.
3. Absences due to doctors’ appointments, orthodontists’ appointments, funerals, etc. disqualify a student from receiving perfect attendance status.

4. Absences associated with participation in school-related functions, such as Student Council meetings, spelling bees, Math & Science Competitions, athletic events, etc. do not disqualify a student from receiving perfect attendance.
5. Absences occurring on semester exam half days do NOT count against perfect attendance. Tardies on these days DO COUNT toward perfect attendance. NOTE: Students in grades 7 – 12 must be present for the entirety of all testing sessions in which they have scheduled exams.
6. Students must be present for the entirety of any school day that includes a home track & field meet. Absences and tardies on these days disqualify students from receiving perfect attendance status.
7. Students in grades 7 – 12 who qualify for perfect attendance may receive a one-point increase to their nine week's average in a class of their choice.
8. Teachers will be given a list of those who qualify for perfect attendance on the first day back (usually a Monday) following the end of a nine-week grading period.
9. Students have until the end of the first day back (usually a Monday) following the end of a nine-week grading period for the point to be added. If this requirement is not met, the student will lose his or her one point for the grading period.

ASSEMBLIES

Student assemblies will be held when needed. From time to time, there will be guest speakers. Students are expected to be courteous to program presenters and to refrain from making loud or rude noises during any presentation. No student will be excused from student assemblies without permission from the Head of School. Misconduct will not be tolerated.

Pep rallies will be held during football season 2:00 p.m. each Friday. These may be in the gym or on the football field. Students will assemble by grades in designated areas. All students are expected to attend pep rallies and to show their support for their school.

BUILDING POLICY

School buildings will be open at 7:30 a.m. each morning. When good weather conditions prevail, students are encouraged to remain outside until the first bell rings.

During morning break and lunch, students are expected to vacate the classrooms and remain in the cafeteria or designated outside areas until the bell rings to begin the next period. Students should not return to the classrooms without teacher permission and supervision.

USE OF BUILDINGS AND GROUNDS

Prentiss Christian School facilities are for the use of patrons, faculty, staff, and students. The Head of School must approve the use of the buildings and facilities after normal school hours. Academic and co-curricular activities of the school always have priority for use of the school buildings and grounds.

CARE OF SCHOOL PROPERTY

It is important that each student realizes his or her responsibility in helping to keep the buildings and campus as clean and attractive as possible. Students can help by disposing of waste materials, refraining from placing pencil marks and fingerprints on walls, keeping tops of desks as they find them, picking up loose paper and garbage that is found lying around, and cleaning mud from shoes before entering the building.

Restrooms are placed at the students' disposal for their convenience. They are not places to hang out and play. Special attention will be given to these areas by the staff and administration to assure they remain clean and free of damage for the use of all students.

For a host of reasons, gum will NOT BE ALLOWED during school hours at any place and at any time. No food or drink should be taken into the classrooms at any time without the teacher's permission. Students who violate this rule will face disciplinary action.

GYM

Students should not be inside the gym except for scheduled classes, athletic practice times, or scheduled events. Food and drink should not be carried into the gym during regular school hours.

CAFETERIA

Students are expected to conduct themselves in a quiet and orderly manner while in the cafeteria. Good manners should be practiced, tables should be left clean and litter-free when students leave the cafeteria, and noise should be kept to a minimum. No food or drink is permitted to be taken from the cafeteria at any time.

CLASSIFICATION OF STUDENTS

Grade placement and classification of students in grades 9 – 12 shall be based on the accumulation of Carnegie units according to the following guidelines:

- Freshman: Less than 7 units
- Sophomore: Those having 8 units but less than 15 units and must also pass English I
- Junior: Those having 15 units but less than 22 units and must also pass English II
- Senior: Those having 22 or more units. These units must include English I, English II, English III, three science courses (one must be Biology I), and three social studies sources.

Prior to the beginning of senior year, senior students and their parents should contact the counselor to receive a list of their child's requirements for graduation. Classification as a senior does not mean the student will graduate.

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

A safe and orderly school is essential for learning. In order to provide a safe and orderly environment, it is necessary that all students conform to certain standards of conduct and behavior. Student behavior shall always be viewed as the responsibility of the student and the parents or guardian. Students of this school are expected to conduct themselves so that the rights and privileges of others, the rights of individual students shall not be violated. Each student shall have the right to due process with regard to suspension, expulsion, or administrative decisions that the student believes have injured his personal rights.

The rules of conduct listed below shall apply while a student is under the supervision or jurisdiction of Prentiss Christian School. A student shall be considered under the jurisdiction of the school while in class, on school grounds, on school buses, attending school activities on school campuses, traveling to and from school, or when representing the school on school-related trips. Students who do not follow the rules of conduct shall be subject to sanctions or punishments. Punishment may be corporal punishment, In-School Suspension, Out-of-School Suspension, or expulsion. All sanctions are suggested maximums. However, the principal or head of school may evaluate the seriousness of the incident and impose more restrictive punishment.

Any student who is sent to the office for the 3rd offense in any 18-week term shall serve in In-School Suspension until his or her parents meet with the principal or head of school and the teacher or teachers involved. The student shall be required to attend this conference. The head of school or principal may schedule a parent and administrator conference any time a student is not following the standards of behavior set by Prentiss Christian School Board of Trustees.

1. DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of administrators, teachers, or other school personnel.

MAXIMUM SANCTIONS

- 1st Offense – Corporal Punishment, After-School Detention, or suspension
- 2nd Offense – 3 days Out-of-School Suspension
- 3rd Offense – 5 days Out-of-School Suspension with required appearance before the Board of Trustees
- 4th Offense - Recommendation for Expulsion

2. PROFANITY

The use of profane, vulgar, or obscene words or gestures will not be accepted.

MAXIMUM SANCTIONS

- 1st Offense - Suspension or Corporal Punishment
- 2nd Offense - Suspension up to Nine (9) days
- 3rd Offense - Suspension with Recommendation for Expulsion

3. RUDE AND DISRESPECTFUL BEHAVIOR

No student will curse, deceive, or intentionally argue in a demanding or disruptive manner with any teacher, administrator, or other school employee or otherwise show disrespect for school personnel.

MAXIMUM SANCTIONS

- 1st Offense - Suspension or Corporal Punishment
- 2nd Offense - Suspension up to Nine (9) days
- 3rd Offense - Suspension with Recommendation for Expulsion

4. TOBACCO PRODUCTS, VAPING PRODUCTS, E-CIGARRETTES

No student shall have in his or her possession or use any tobacco, vaping, or e-cigarette product while on the school campus or while traveling in a school bus.

MAXIMUM SANCTIONS (FOR POSSESSION OR USE)

- 1st Offense - Three (3) days Out-of-School Suspension
- 2nd Offense - Five (5) days Out-of-School Suspension
- 3rd Offense - Out-of-School Suspension with recommendation for expulsion

5. CHEATING

Cheating on tests and examinations will not be tolerated. No students shall cheat on any test, exam, project, or report.

MAXIMUM SANCTIONS

- 1st Offense - Zero (0) for work, parent conference
- 2nd Offense - Zero (0) for work, suspension for 5 days
- 3rd Offense - Zero (0) for work, suspension for 9 days

6. GAMBLING, EXTORTION, CARD PLAYING

Gambling will not be tolerated on school grounds, school buses, or on school-sponsored trips. Extortion, or bribery, is not allowed. Students shall not use gaming cards for any activity on school campuses.

MAXIMUM SANCTIONS

- 1st Offense - Five (5) days suspension
- 2nd Offense - Nine (9) days suspension
- 3rd Offense - Suspension with Recommendation for Expulsion

7. PUBLIC DISPLAY OF AFFECTION

The public display of affection between students is not acceptable behavior and appropriate action shall be taken to correct this.

MAXIMUM SANCTIONS

- 1st Offense - One (1) day suspension
- 2nd Offense - Three (3) days suspension
- 3rd Offense - Five (5) days suspension

8. DRUG USE OR POSSESSION

No student shall have in his possession, use, transmit, display to other students, or be under the influence of any illegal or controlled drug, a drug requiring a prescription from a medical doctor, or any unknown substance represented as a “drug” while under the jurisdiction of Prentiss Christian School.

Student athletes and cheerleaders found to be in violation of this policy shall face additional sanctions.

Any student having in his possession, use, transmit, or display to other students any drug paraphernalia while under the jurisdiction of this school district.

Students who take prescription medication shall be required to submit that medication to the school office and take the medication in the office under the supervision of the office personnel. Parents will be required to sign a permission form allowing their child to take medication while at school.

MAXIMUM SANCTIONS

- Any Offense - Immediate notification of law enforcement
Suspended until Board of Trustees Decision

9. SELLING OR ATTEMPTING TO SELL DRUGS

No student shall sell or attempt to sell any illegal drug, controlled substance, other drug, or any unknown substance represented as a drug while under the jurisdiction of Prentiss Christian School.

MAXIMUM SANCTIONS

Any Offense - Immediate notification of law enforcement
Suspended until Board of Trustees Decision

10. ALCOHOLIC BEVERAGES

No student shall have in his possession, consume, or be under the influence of any alcoholic beverage while under the jurisdiction of Prentiss Christian School.

MAXIMUM SANCTIONS

Any Offense - Immediate notification of law enforcement
Suspended until Board of Trustees Decision

11. ASSAULT AND/OR BATTERY ON SCHOOL EMPLOYEE

No student shall cause, attempt to cause, threaten to cause, or behave in such a way as could reasonably cause physical harm to any school employee.

MAXIMUM SANCTIONS

Any Offense - Immediate notification of law enforcement
Suspended until Board of Trustees Decision

12. ASSAULT AND/OR BATTERY ON NON-SCHOOL EMPLOYEE

No student shall cause, attempt to cause, threaten to cause, or behave in such a way as could reasonably cause physical harm to any person while the supervision of Prentiss Christian School.

MAXIMUM SANCTIONS

****First Offense -** 3 – 5 days suspension
Second Offense - Suspension up to 9 days
Third Offense - Suspension with recommendation for Expulsion

****Maximum sanctions may be exceeded if injuries occur.**

13. FIGHTING

All students involved in a fight or verbally attempt to instigate a fight among other students.

MAXIMUM SANCTIONS

1st Offense - Suspension for 3 – 5 days
2nd Offense - Suspension for 9 days
3rd Offense - Suspension with recommendation for expulsion

Instigating a Fight

No student shall instigate a fight in any way.

MAXIMUM SANCTIONS

1st Offense - Suspension

2nd Offense - Suspension up to 9 days

3rd Offense - Suspension with recommendation for expulsion

14. WEAPONS

No student shall possess, handle, or transmit any implement that may be used to cause bodily harm to another person while under the jurisdiction of Prentiss Christian School. This includes, but is not limited to, guns, knives, razors, mace, pepper spray, or other objects that could reasonably be considered as weapons. Students shall not be allowed to have hunting weapons in vehicles that are parked on school property. In all cases, the head of school or principal will confiscate weapons. Weapons will be returned to parents or guardians only, not to the student. Federal law prohibits the possession of firearms on school campuses. Possession of a firearm on a school campus is punishable by a fine of up to \$5,000 and/or 5 years in jail.

POSSESSION OF A FIREARM MANDATORY SANCTION

Any Offense - Immediate notification of law enforcement
Suspended until Board of Trustees Decision

POSSESSION AND/OR THREAT/USE OF OTHER WEAPONS

MAXIMUM SANCTIONS

1st Offense - Suspension up to nine (9) days

2nd Offense - Suspension and student and parents must appear before the Board of Trustees

3rd Offense - Suspension with recommendation for expulsion

15. DAMAGE, DESTRUCTION, THEFT, VANDALISM, OR TRESPASSING OF SCHOOL PROPERTY

No student shall willfully damage, destroy, deface, steal, or vandalize school property including buildings, grounds, and/or equipment and supplies.

MAXIMUM SANCTIONS

All Offenses - Suspension or Expulsion based on severity of offense

In all cases of willful destruction or theft of school property, the parent or guardian of the offending student shall be liable for all damages.

16. DAMAGE, DESTRUCTION, OR THEFT OF PRIVATE PROPERTY

No student shall damage, destroy, or steal private property while under the jurisdiction of this school district.

MAXIMUM SANCTIONS

- 1st Offense – Suspension
- 2nd Offense – Suspension for up to 9 days
- 3rd Offense – Suspension with recommendation for expulsion

17. SCHOOL PRANKS

No student or group of students shall roll the school or yard or use any other types of material to cause disarray at any time. No student or group of students shall be on school property at any time after school hours without the express consent of the head of school or his designee. Students on campus must have a faculty member with them at all times.

MAXIMUM SANCTIONS

- 1st Offense – Suspension
- 2nd Offense – Suspension for up to 9 days
- 3rd Offense – Suspension with recommendation for expulsion

18. DISRUPTION OF SCHOOL

No student shall willfully disrupt the orderly operation and/or procedure of Prentiss Christian School. In cases of continued disruption, students may be placed on suspension.

MAXIMUM SANCTIONS

- Any Offense - Suspension with recommendation for expulsion

19. FIREWORKS/FLAMMABLES

No student shall possess, discharge, or otherwise use fireworks, lighters, or flammables of any kind while under the jurisdiction of Prentiss Christian School.

MAXIMUM SANCTIONS

- 1st Offense – Suspension
- 2nd Offense – Suspension for up to 9 days
- 3rd Offense – Suspension with recommendation for expulsion

20. TRUANCY

Students who are absent from class, or leave school, without the knowledge and consent of the head of school, and students who are absent from school without the knowledge of their parents or guardians shall be considered truant. Students who sign out WITHOUT the permission of the head of school or his designee are truant. Students must have the head of school (or designee) initial the sign-out sheet before they leave school so they will not be considered truant.

MAXIMUM SANCTIONS

- 1st Offense – One (1) day out-of-school suspension
- Any Additional Offense – Three (3) days out-of-school suspension and student and parents must appear before the Board of Trustees.

21. PORNOGRAPHY

No student shall possess, sell, display, or be responsible for any material, either written or graphic, that is deemed by school officials to be pornographic in nature.

MAXIMUM SANCTIONS

1st Offense – Suspension

2nd Offense – Suspension with recommendation for expulsion

22. HARASSMENT, INTIMIDATION, THREATS, OR BULLYING – EITHER PHYSICAL OR VERBAL

No student shall use racial slurs, sexual innuendo, religious vulgarisms, or demeaning or demoralizing language. Nor shall any student make any statement that causes other students or staff members to fear or believe that any harm or damage may come to them. Nor shall any student, either verbally, electronically, or physically, intimidate, threaten, or bully another student, another student's parent or any staff member.

MAXIMUM SANCTIONS

Any Offense - Suspension with recommendation for expulsion

*****REPORTING HARASSMENT, INTIMIDATION THREATS OR BULLYING*****

In any case of bullying, harassment, threats, or intimidation, it is the responsibility of the offended student to immediately report inappropriate behavior to any school official. Students who have been mistreated have a responsibility to report the inappropriate behavior to school officials. Students and/or their parents may make reports in person, by telephone, or in writing. Once reported, allegations of misconduct shall be investigated.

23. SEXUAL HARASSMENT

Sexual harassment, whether verbal, physical, or electronic is forbidden by law. No student shall be subjected to any form of sexual harassment from any student or adult at school.

No person shall speak to, make gestures toward or touch another person in a manner that is sexually offensive. It is the responsibility of the offended student to immediately report inappropriate behavior to any school official.

MAXIMUM SANCTIONS

Any Offense - Suspension with recommendation for expulsion

24. INDECENT EXPOSURE OR BLATANT SEXUAL ACT

Inappropriate or explicit sexual behavior will not be tolerated.

MAXIMUM SANCTIONS

Any Offense - Suspension with recommendation for expulsion

25 REPEATED MINOR INFRACTIONS

There are infractions of minor rules and regulations concerning conduct that do not in and of themselves merit corporal punishment, suspension, or expulsion. However, habitual disregard for these rules and regulations will not be tolerated. Students who repeatedly disrupt the educational process by breaking minor rules will be disciplined.

26. FOOD AND DRINKS

No student shall consume food and/or drinks in undesignated areas of school buildings or on school buses. Food and drink shall not be consumed in classrooms without permission from the teacher. All school concession items shall be purchased only at designated times. No food or drink should be brought out of the cafeteria at any time.

27. RADIOS, CD & MP3 PLAYERS, TOYS, VIDEO GAMES

No student shall bring radios, cd/mp3 players, headphones, toys, video games, or other similar items not required for learning to school. Any student who fails to abide by this rule is subject to having such items confiscated. Items will be returned at a time determined by the head of school or the principal.

28. ACTIVITIES RELATED TO GANGS, THE OCCULT, WITCHCRAFT, OR DEVIANT GROUPS

Any behavior (dress, language, symbols, tattoos, etc.) depicting affiliation or association with any gang, the occult, witchcraft, or deviant group will not be tolerated.

MAXIMUM SANCTIONS

- 1st Offense - Suspension up to five (5) days
- 2nd Offense - Suspension with recommendation for expulsion

29. COMPUTERS, ELECTRONIC DEVICES, EMAIL, AND THE INTERNET

Students shall not use computers, electronic devices, email, or the Internet in any manner that violates any rule or regulation in this handbook. This includes Smart Watches. Electronic violations of handbook rules shall be disciplined according to handbook guidelines.

All students having access to the Internet shall have an In-School Internet Use Agreement on file in the school office. Students who do have a Use Agreement on file shall not be allowed to use the Internet. Sanctions for misuse of the Internet are detailed in that form and should be read by both the student and the parents.

30. INITIATIONS, HAZING, OR INDUCTION CEREMONIES

Students shall not conduct any type of initiation or induction ceremony or direct any act of physical or mental abuse toward students joining any group or club or participating in any extracurricular activity. Students involved in any type of initiation or hazing will be disciplined.

MAXIMUM SANCTIONS

- Any Offense - Suspension with recommendation for expulsion

31. CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

The use of any electronic communications devices, including, but not limited to, cell phones, Smart Watches, personal digital assistance devices, lasers, or any related communication products or devices, is prohibited during the school day.

Devices may be kept in the students' possession throughout the school day, but they must be placed in the storage areas in each teacher's classroom upon entering the classroom.

*****PLEASE NOTE:** Students bring their electronic communication devices to school at their own risk. Prentiss Christian School does not accept responsibility for lost or stolen devices, or will administrative time be used to investigate a misplaced, stolen, or damaged device.

*****STUDENTS ARE NOT TO BE ON ANY SOCIAL MEDIA (FACEBOOK, INSTAGRAM, SNAPCHAT, TWITTER, ETC.) DURING THE SCHOOL DAY. Students should not be texting anyone throughout the school day. If caught on social media or texting, the student will lose all electronics privileges for the YEAR.**

*****Students who become sick at school or need to leave school early for any reason should visit the school office and call their parents in the office. STUDENTS SHOULD NOT USE THEIR CELL PHONES TO TEXT OR CALL THEIR PARENTS TO CHECK OUT OF SCHOOL EARLY. If this rule is violated, the student will lose all electronics privileges for the YEAR.**

Administration reserves the right to make judgment calls on electronic devices as necessary.

MAXIMUM SANCTIONS

1st Offense – Item confiscated and parent must pick up

2nd Offense – Item confiscated and parent must pick after 5 days along with paying a \$25 fee.

3rd Offense – Item confiscated and student and parents must appear before the Board of Trustees to petition for return of the phone, along with a \$50 fee to return the phone.

SANCTIONS FOR MISCONDUCT

All students and their parents are encouraged to read this handbook so that they will know the rules and guidelines for proper school conduct. The sanctions discussed in the following sections will be imposed when students fail to follow the rules.

AFTER-SCHOOL DETENTION

In as many cases as possible, students who break the prescribed rules of conduct will be subjected to After-School Detention from 2:45 until 4:00. Students in After-School Detention will be monitored by a faculty member and must complete punishment task handed down by administration. Punishments may include, but are not limited to, picking up trash on campus, cleaning classrooms, writing Bible passages or dictionary entries, etc. Students **WILL NOT BE ALLOWED** to complete homework during this time. Students who are given After-School Detention will be unable to attend athletic practices or other after-school activities on the day they are serving After-School Detention. Parents must pick their child up from After-School Detention. Students placed in After-School Detention more than three times in any one 18-week term will not be allowed to return to class until their parents have had a conference with the head of school.

CORPORAL PUNISHMENT

In cases of minor rule violations, where suspension is not mandated, corporal punishment (padding up to three (3) licks) may be offered to the student in lieu of other punishment; however, corporal punishment is not an option for students with a disability.

In the event a parent wishes his or her student to not receive corporal punishment, he or she must sign and return the Corporal Punishment form to school within the designated time.

SHORT-TERM SUSPENSION FROM SCHOOL

Suspension is the denial of the privilege of attending school for a limited time. Students under suspension from school shall be considered absent and the absence shall be unexcused. The student shall not have the privilege of making up any missed classwork. Only nine-week exams may be made up.

The suspended student shall not trespass on school grounds except for a prearranged conference with the head of school or a principal. Students under Out-of-School suspension shall not participate in or attend any school activity (day or night) during the time of suspension.

In all cases of suspension, the parent or guardian shall be notified giving the reason for the suspension. If a student is to be sent home during normal school hours, the parent or guardian shall be notified before the student is dismissed. Students under suspension shall not be allowed to return to class until they have served their appropriate amount of time under suspension.

Students who are suspended from school for a third time during one school year may be recommended for expulsion.

LONG-TERM SUSPENSION AND/OR EXPULSION

Long-term suspension and/or expulsion is the denial of the privilege of attending school for more than nine days during the current school year. Expulsion is the denial of the privilege of attending school for a specific period beyond the beginning of the next school year or any permanent denial of school attendance.

DUE PROCESS

In all cases of student misconduct requiring Corporal Punishment, after-school detention, or Out-of-School Suspension, parents will be contacted, and the student shall be punished. However, no student shall be denied his or her due process rights. Prior to the administration of disciplinary sanctions, students will be afforded the following rights:

1. Be advised, either orally or in writing, of the charges against him or her
2. Hear an explanation of the evidence against him or her
3. Have the opportunity to present his or her side of the story

After such discussion, and on the basis of the evidence, the Head of School or principal shall determine the student's guilt or innocence and make his or her recommendation for disciplinary action. Long-term suspension (more than nine (9) days) and/or expulsion may be given only by action of the Board of Directors after a recommendation to them from the Head of School. Before the suspension or expulsion, the student will be given notice of all charges against him or her, be advised of the evidence supporting those charges, and be given the opportunity to present his or her side of the story to the Head of School and the Board of Directors.

Following this discussion, the student and his or her parent/guardian will be notified in writing of the student's procedural due process rights.

SIDEWALKS

Students should be on the sidewalks only at the beginning and close of school and while moving from one class to another. Students on the sidewalks during class time must have a pass signed by a teacher or the Head of School or his designee. In passing on the sidewalks to classes or in entering or leaving the building, proper procedure is dictated by common sense and common good. Always move by the nearest route.

DRESS & APPEARANCE

Prentiss Christian School seeks to have a tradition of students being known for their neat and orderly appearance, not only at school, but on any occasion. Since people outside our school often view us by the way we act and look, we feel that everyone should see that their dress conforms to the regulations that have been established by our administration.

Because impressions are based on appearance, students at Prentiss Christian School are expected to dress in a neat and orderly fashion on a daily basis. As such, PCS students should strive to dress neatly and appropriately every day. The following dress code will be strictly enforced at PCS.

General Guidelines:

- Any clothing that is ripped, patched, ragged, frayed, outsized, or has holes is not permitted
- Any clothing that displays alcoholic beverages, tobacco products, drugs, suggestive information (Hooters, Hog's Breath, etc.) or promotes non-Christian principles is not permitted.
- Undergarments must be worn at all times. Undergarments must not be seen through clothing and should not contrast with colors of outer garments.

Tops/Shirts – all tops must cover the entire front, back, and shoulder sections. No skin should be shown in the front or back midriff section in the standing or sitting position.

- Males – short or long sleeve polo, T-shirt, Tank Tops, or oxford shirt **Tuck in if designed to be tucked in or too long**
- Females – blouses, polos, T-shirts, or oxford shirts (**No cleavage should be visible at any time**)
- Females – no sleeveless shirts, spaghetti straps, or strapless tops
- No tight-fitting or oversized shirts will be allowed
- No inappropriate, vulgar, racial, gang-related, or otherwise offensive or cult-related designs or logos

Bottoms/Pants

- Must be worn at natural waistline
- No tight-fitting or oversized bottoms
- Females – leggings or yoga pants are permitted to be worn; however, the student's top must be no shorter than 1 inch below the fingertips in the standing position.
- Shorts, skirts, skorts, jumpers, and dresses must be no shorter than 1 inch below the fingertips in the standing position. Girls may not wear tennis-style skirts, pleated or unpleated.
- Boys' shorts should be no shorter than 1 inch below the fingertips in the standing position.
- Students may wear joggers.
- No Nike-style shorts

- No pajamas
- No sweat pants

Jackets, Coats, Sweatshirts, Hoodies, and Sweaters

- All jackets and coats must fit appropriately – no oversized items are permitted
- Hoodies are acceptable, but hoods must be removed upon entering the building
- Sweaters and sweatshirts are not designed to be tucked in; however, they must be long enough to cover the midriff in both the standing and sitting positions for boys, and they must match the leggings requirements for girls.

Shoes

- All shoes must fit properly and be appropriately fastened, laced, etc.
- Flip-flops and sandals are acceptable
- No house slippers or house shoes
- No shoe skates

Accessories

- Sunglasses, hats, caps, bandannas, and other headgear must be put away when entering the building. Hats and caps may be worn daily; however, they may be worn outside only and in the gym during athletic events. They must be removed when entering classrooms and the cafeteria. They may not be worn in the gym during special programs or assemblies.
- Blankets, snuggles, etc. are not permitted
- Pillows, Pillow Pets, etc. are not allowed except for grades K3 – K5
- Any tattoos or other body markings must be covered at all times
- Belts should be worn when appropriate and must be properly buckled

Piercings

- Females may wear earrings only
- Males may not have any piercings
- Nose rings, tongue rings, eyebrow rings, etc. are not permitted

Hair

- A students' hair is expected to be combed and well-groomed at all times.
- No hairstyle which is disruptive, distracting, or hazardous will be allowed. This includes dying hair in unnatural colors – red, blue, green, purple, etc.
- Facial hair is not permitted
- Males in grades 7 – 12: hair must not be overly bushy, may not extend over the eyebrows or earlobes, and must not reach the shoulders. This includes hair that appears to be in compliance but is, in fact, brushed, combed, or styled in such a way as to hide the actual length of the hair.

While every attempt has been made to make the above guidelines applicable to all situations, the Head of School and/or administration has the authority to make judgment as to the appropriateness of the attire of the any student.

The Head of School may waive dress code requirements for special events/days on campus.

Violations will be rectified in a manner which is the least intrusive to the school day and to the student's family. The student will have the opportunity to personally correct the violation. The purchase of garments on sale by the PTO may be required if the garment will correct the violation.

Per semester, failure to adhere to the above dress code will result in the following punishment:

1 st Offense	warning issued
2 nd Offense	warning issued
3 rd Offense	After-School Detention and mandatory parent conference with Headmaster/principal and student
4 th Offense	one day of suspension, mandatory appearance of the student and parents with Board of Directors to discuss student's inability to adhere to dress code, followed by Board action

EXAMINATIONS

Grades K – 3:	Students in grades K – 3 will not have nine-week or end-of-year exams.
Grades 4 – 6:	Students in grades 4 – 6 will take exams at the end of each nine-week grading period. End of nine-week term and semester exams will cover material for the entire nine weeks.
Grades 7 – 12	Examinations will be given in each class as the end of each grading period. End-of-course exams will be comprehensive and will be given in all classes. Examinations will be given as scheduled by the Head of School.

***Nine-Week exams MAY NOT be given early. They must be given during their designated time period.

NINE WEEKS TESTING SCHEDULE

1 st Day	1 st and 3 rd Block
2 nd Day	2 nd and 4 th Block

EXEMPTIONS

Grades K – 3	No exams given
Grades 4 – 6	No exemptions allowed
Grades 7 – 12	Students may be exempt from 1 st and 3 rd nine-week exams only if those classes last a nine-week period instead of a semester and if they meet the exemption qualifications below. Students may be exempt from 2 nd and 4 th nine-week exams if they meet the exemption qualifications below.

Students may be exempt if they meet these qualifications.

1. No discipline referrals to the office
2. No absences and a 90 or higher end-of-course average
3. No more than 2 excused absences and no unexcused absences and a 95 or higher end-of-course average

Exempt students are exempt from the exam only. Exempt students are not excused for any classes prior to the exam. Students who are exempt for perfect attendance must be in school every day prior to the beginning of exams days. **PLEASE NOTE: Perfect Attendance means perfect.** Students who have tardies, early dismissals, absences or who have served in In-School Suspension do not have perfect attendance.

Exempt students may choose to attend school and take their exams in an effort to improve their grades. Exam grades for exempt students shall not count against the student. Exam grades for exempt students shall be used only if they improve the student's grade.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege offered to the students. In order for students to take advantage of these opportunities, the student must meet certain qualifications and abide by the rules and regulations governing conduct and attendance.

1. Students must meet academic requirements set forth by the MSAIS and Prentiss Christian School. Student may only use summer school/credit recovery one time in order to regain eligibility.
2. Students serving Out-of-Suspension shall not participate in extracurricular activities during the period of suspension.
3. Students must be in school the entire day of an activity in order to participate in that activity. The Head of School may make exceptions for students who have extenuating circumstances.
4. Students failing any class because of excessive absences shall not participate in extracurricular activities.
5. The privilege of participation may be revoked by the administration in cases of continued misconduct.
6. Any athlete or student who has 5 or more unexcused absences in a given semester may not participate in school sanctioned events or games.

FUNDRAISING

All fundraising activities must have a specific goal. General, non-specific, fundraising activities are prohibited. Fundraiser requests must be submitted to the Head of School. The Head of School will review the request and if approved, will submit the request to the Board of Directors for final approval. The fundraiser sponsor shall turn in all money to the school bookkeeper. All required forms must be completed before and after the fund drive. No student shall solicit funds in the name of the school without the permission of the Head of School and Board of Directors.

GRADING AND ASSESSMENT SYSTEMS

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

GRADING SCALE

All teachers teaching graded classes shall use the following grading scale:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 65 – 69
- F = 64 and below
- I = Incomplete

A grade of Incomplete shall be recorded for any student who fails to complete all the requirements of a class. All courses taught at Prentiss Christian School have a list of course requirements that must be met in order to receive credit for that course. Students will not receive credit (a grade) for any course, regardless of other work, until all class requirements have been met. Students must complete all required class work and tests within two weeks of the end of the term in order to remove an Incomplete from their record. Incompletes not removed by that date shall become an F.

EXAMPLE: A student is required to do a book report that will count as a weekly test grade in an English class. If the student decides not to do the required book report and takes a 0 for the book report grade, he or she will receive an Incomplete for the class EVEN THOUGH the student may have a passing average. Because all class requirements were not met, the student should receive an Incomplete for the nine-week term. The Incomplete would become an F if an acceptable book report was not turned in within two weeks of the end of the grading period.

All work not turned in by the due date will receive a zero (0). When the student turns in the required work to complete the requirements for the course, the zero will be replaced with a grade not higher than a 70.

GRADE AVERAGES

In general, the following percentages will be assigned to determine the course average prior to taking the Nine-Weeks Exam:

- Major tests and Projects – 50%
- Daily grades (homework, bell work, classwork, participation) – 25%
- Nine-Week Exams – 25%

The final grade for the class will be calculated by averaging the two nine-week grading periods together for which that class takes place. If a class ends after one nine-week period, the final grade will be calculated based solely on the assignments and exam given during that period.

*****On all grades, including final grades, decimals of 0.5 or higher will be rounded up to the next highest number.**

SPECIAL POLICIES

School Function Attendance Policy

The Board of Directors of Prentiss Christian School believes that God established marriage between one man and one woman. All admissions, policies, and activities of Prentiss Christian School will be interpreted and applied in conformity with this belief.

A student attending a function or event that carries the name of Prentiss Christian School, as part of a couple, will attend that event with the couple consisting of one man and one woman.

Cooperative Spirit/Social Networking

Prentiss Christian School believes that a positive and constructive working relationship between the school, our teachers, our students, and our students' parents/guardians is essential to the accomplishment of the school's educational mission. Accordingly, Prentiss Christian School reserves the right to terminate, or not renew, a

student's enrollment if the school reasonably concludes that the actions of a student or student's parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Prentiss Christian School's accomplishment of its mission.

It is understood that all faculty, students, and students' parents/guardians are ambassadors for the school in all online activities. What is posted or placed on social networking websites such as Facebook, Twitter, Instagram, etc. should never reflect negatively on students, parents, and faculty regarding any matters associated with Prentiss Christian School. Students, parents, and faculty will be held responsible for how they represent themselves and our school on the Internet and in social networking, group texts, or similar communications.

Delinquent Account Policy

All fees must be paid in accordance with the established payment schedule as outlined in the current 2019-2020 fee sheet.

Tuition payments are due on the 1st day of each month. Payments received between the 1st and the 15th days are considered to be timely. A late payment charge will be assessed for tuition payments received after the 15th of each month. Patrons will be notified by mail on the 20th that tuition is past due.

If tuition payments are not received before the last school of each month, the account will be declared delinquent. Once the account has been declared delinquent, the student(s) in question will be suspended from attending classes or participating in any school-sponsored activity, beginning with the first school day of the succeeding month, until the future status of the account is determined by the Administration and Board of Directors.

Through Board action, all tuition and fees for 2019-2020 must be paid in full by May 20, 2020. Students of any account not paid in full by that date will be dropped from the rolls and excluded from participating in any Prentiss Christian School activity until the account is brought current and registration for the upcoming year is paid.

A payment agreement must be signed by all patrons; by signing, the patron agrees to the terms of the agreement. This agreement will be kept on file in the school's office.

In the event that a patron has a check returned to the school by his or her financial institution more than once in a school year, the patron's account will be dealt with on a cash-only basis for the remainder of the school year.

FIRST AID

First-aid supplies for topical application are kept in the school office and are available to students who need medical attention that is minor in nature. Medication that is taken orally (Aspirin, Tylenol, antacids, etc.) will not be provided to students by Prentiss Christian School.

Any student who takes medication at school must bring a letter of explanation from his or her parents. This letter and medication must be left with the school secretary. Permission will be granted for the student to return to the school office at the appropriate times to take the prescribed doses.

Students who become ill at school or are injured should report to the school office to make school officials aware of their condition. Every effort will be made to contact the parents of the student once the school office has been notified. Prentiss Christian School may be required to take certain measures to insure the health and well-being of the student. Such measures may include taking the student to a doctor or hospital.

VISITORS

For the protection and security of the students, strict regulations with regard to visitors on school campus must be enforced. No student from any local school is permitted to visit the Prentiss Christian School campus without permission from the Administrator. Permission for friends or relatives to visit during the school day should be secured in advance from the Administrator.

ALL VISITORS, INCLUDING PARENTS, ARE REQUIRED TO CHECK IN WITH THE ADMINISTRATIVE OFFICE. PLEASE DO NOT GO TO CLASSROOMS WITHOUT PERMISSION.

VEHICLES ON CAMPUS

Students must provide a copy of their driver's license and proof of liability insurance to the office on the first day of the term or on the date of enrollment.

Upon arrival at school, a student should park his or her vehicle in the proper area, leave the vehicle, and not return to the vehicle during the day, except with an Administrator's permission. STUDENTS MAY NOT GO TO THEIR VEHICLES OR TO THE PARKING LOT DURING BREAK OR LUNCH.

Any student who drives recklessly or fails to operate his or her vehicle in a safe manner may lose the privilege of driving on campus. Please remember that the speed limit while driving on campus is 10 MPH.

Any vehicle not licensed for use on public roads is not allowed on campus at any time. This applies to any motorized conveyance including, but not limited to, 3-wheelers, 4-wheelers, tractors, lawn mowers, etc.

DELIVERY OF FLOWERS/GIFTS

Prentiss Christian School will allow flowers/gifts to be delivered at school with the understanding that flowers/gifts must be picked up by the student at the close of the school day.

TEXTBOOKS

Every effort is made to provide the students of Prentiss Christian School with the most modern textbooks available. In view of the expense involved, we expect each student to be responsible for the materials issued to him or her and to return them in the same conditions as issued. Damage or destruction of textbooks will not be permitted. Fines will be assigned on a book-by-book basis.

Students who destroy, lose, or damage textbooks will be assessed a fine based on the following scale:

Destroyed or Lost:	Replacement cost (new textbook – 10% depreciation allowance per year of use)
Damaged:	Heavy damage (80% of book value)
	Medium damage (40 % of book value)
	Light damage (20% of book value)

***The average cost of a textbook is \$75.00.

DISASTER DRILLS

Disaster preparedness drills for fire, tornado, earthquake, lock down, and civil defense will be conducted at the appropriate times during the school year. These drills will not always be announced, and students are not allowed to use their phones during drills.

COMMUNICABLE DISEASE OR ILLNESS

Students who have been ill due to infectious and communicable viruses or bacteria must present a doctor's note authorizing re-admission to school.

CLOSED LUNCH PERIOD

No student will be permitted to leave the school grounds during lunch period. Students may not order food to be delivered to the campus during school hours. **PARENTS MAY NOT BRING FOOD FROM RESTAURANTS TO THE CAMPUS.**

COLLEGE DAYS/SENIOR PROJECT DAYS

Prentiss Christian School permits senior students one excused absence for the purpose of visiting various colleges and universities and one excused absence for the purpose to working on senior project assignments.

Parental and Administrative authorization is required for students to use these college/senior project days. The college day must be approved by the Counselor and Headmaster. Senior project days must be approved by the Senior Project Coordinator and Headmaster. If these days are not pre-approved, they will be considered unexcused absences.

ACADEMICS

GRADUATION REQUIREMENTS

Seniors graduating in the classes of 2024 and 2025 school year are required to earn 22 Carnegie units for graduation. Seniors graduating in the classes of 2026 and 2027 are required to earn 26 Carnegie units for graduation.

The following units are required for graduation:

Mathematics	4 units (Pre-algebra, Algebra I, Algebra II, Geometry)
Science	4 units (Biology I, Biology II, Chemistry, and Human A & P or Physical Science)
English	4 units (English I, English II, English III, English IV)
Social Studies	4 units (Mississippi Studies/World Geography, World History, U.S. History, Government/Economics)
Technology	1 unit (STEM, keyboarding/intro to computers, Microsoft Office)
Fine Arts	1 unit
Foreign Language	1 unit

Electives 7 units (Bible, current events, foundations of writing, health/PE, public speaking, Career-Technical Education)

***Career-technical classes are offered to those students who wish to take it, beginning in 10th grade. With the block schedule, students who elect to take vo-tech classes will still graduate from Prentiss Christian meeting the requirements for Institutions for Higher Learning.

CHANGE OF SCHEDULE

Students will not be permitted to change their class schedule after the first complete week of school.

HONOR ROLL

The Honor Roll will be determined after each nine-weeks grading period.

GRADUATION HONORS

The senior who has the highest academic average for grades 9 – 12 will be named Valedictorian. The senior with the second highest average will be Salutatorian. The senior with the third highest average will be Historian. Each of these students must have taken Advanced Math, Physics, Foreign Language, and Chemistry.

Grade averages will be based on semester averages, and recipients of these academic awards must have attended Prentiss Christian School for the entire junior and senior years.

Seniors who have an eight-semester grade point average of 97 or above will be recognized as graduating with High Honors, and seniors with a GPA of 92.5 – 96.999 shall graduate with Honors. In order to be recognized as graduating with Honors or High Honors, a senior must have taken at least two of the following classes: Advanced Math, Physics, Foreign Language, and Chemistry.

HALL OF FAME

To be considered for Hall of Fame, a student must have attended Prentiss Christian School for his or her entire junior and senior years to be eligible. The student must show significant positive participation in school and community activities and display citizenship and sportsmanship at all times. The student must have a cumulative grade point average of 90 or above. Hall of Fame will be selected by vote of the administration and a faculty committee.

GRADING POLICY

Although some teachers require flexibility in computing nine-week averages, the suggested formula utilizes a combination of major test grades and daily averages. The major test grades, which are averaged separately, count one-half (50%) of the term grade while the daily grades count one-fourth (25%). The nine-weeks exam shall count as one-fourth (25%) of the nine-weeks average.

Semester grades will be determined by averaging the two previous nine-weeks grades. Semester grades and yearly grades will be the same for students in grades 7 – 12. Each nine-weeks grade equally represents fifty percent (50%) of the semester's/year's average.

WEIGHTING OF GRADES

Students who participate in very challenging and demanding classes such as Advanced Mathematics, Spanish II, and Physics shall receive a special grade enhancement (“grade weighting”) as a reward for their pursuit of academic excellence. The value of this grade enhancement shall be 1.03 and will be applied to each semester average.

PROGRESS REPORTS

Parents have the ability to access their children’s academic progress daily by the use of Parents Web, the parent’s portal to our student management program, RENWEB.

Individual Progress Reports are special appraisal reports which enable a parent or guardian to assess the academic standing of students in their respective courses. These will be delivered by email through RENWEB at the mid-point of the nine-week grading periods for all students.

Since the final grade earned by a student cannot be completed until all the requirements for the terms have been completed, it is entirely possible for a student to fail during the last half of the term. Parents are, therefore, urged to maintain an awareness of the quality of work being done by a student by checking homework assignments, test papers, or by conferences with the teachers or the counselor.

ACADEMIC REPORTS

At the completion of each nine-week term, a student’s Grade Report will be available through RENWEB. Each Grade Report will indicate not only the quality of work the student is achieving, but also comments directly attributing to that student’s grades. There is also a place on each report in which a teacher can note if a parent conference is needed. If, for any reason, a Grade Report is not made available, the parent or guardian should contact the school office.

FACULTY/PARENT CONFERENCE

ParentsWeb and RENWEB contain a portal for parents and teachers to communicate regarding our students. If a conference is necessary, as determined by either parents or teachers, the time for the conference will be arranged through the school counselor or secretary at a time convenient for all concerned. **PLEASE DO NOT CALL THE TEACHERS AT THEIR RESIDENCES.** All conferences concerning students’ grades and conduct are best discussed at school during regular hours when faculty members have access to grade books, test papers, and notes.

STANDARDIZED TESTS

The following tests are available to students in grades 1 – 12:

Iowa Skills Achievement Test	Grades 1 – 8
PSAT/NMSQT	Practice Test (Grade 10)/Actual Test (Grade 11)
ASVAB	Grade 11
ACT	Grades 10 – 12

SUMMER SCHOOL

Students who seek to enroll in any summer school program must secure permission from the Guidance Counselor and Headmaster to do so. No more than two credits can be earned while attending any summer school program.

CORRESPONDENCE/ONLINE COURSES

Permission from the Guidance Counselor and Headmaster is required for any student who needs to earn credit(s) through correspondence/online courses.

Students are not permitted to take correspondence/online courses that would replace subjects taught at Prentiss Christian School unless the students have previously taken that particular subject.

Prentiss Christian School will adhere to all MAIS guidelines regarding correspondence or online courses.

FAILURES

Any student who fails a grade must appear with parents/guardians before the Board of Directors at the regularly scheduled June meeting. Any student failing the same grade in two successive years will be denied admission to Prentiss Christian School for the upcoming school year.

STUDENT COUNCIL

The purpose of the Student Council is to provide communication between students, Administration, and Faculty in order to provide a well-balanced social program, encourage students to participate in school activities, and uphold the principles of Prentiss Christian School.

The Student Council is composed of officers and representative elected by the student body. The following election guidelines will be upheld:

President – must be a senior and have an overall “B” average

Vice President – must be a high school student (grades 10-12) and have an overall “B” average

Secretary/Treasurer – must be a high school student (grades 10-12) and have an overall “B” average

Representatives – one representative is elected per grade (7-12) and must have an overall “B” average

Student Council elections shall be held in August of each school year. In order to be eligible for election to the Student Council, a student must have been a student at Prentiss Christian School for the entire preceding year.

Student Council officers are not eligible to run for class office.

CLASS OFFICERS

Elections for class officers shall be held during September. Each class (7-12) shall elect the following officers:

President

Vice President

Secretary/Treasurer
Reporter
Student Council Representative

In order to be nominated for election as a class officer, a student must meet the following criteria:

1. Have been enrolled at Prentiss Christian School during the previous school year
2. Have maintained an overall “B” average for the previous school year

WHO’S WHO

Elections for Who’s Who shall be held during September. Students who are nominated for Who’s Who must meet these criteria:

Overall (Seniors only; elected by students in grades 9-12)

1. Must not have failed any subjects from the previous year.
 - A. Mr. & Miss PCS must have a “B” or better average
 - B. Most Likely to Succeed must have a “B” or better average
2. Must have no serious discipline record
3. Must have attended Prentiss Christian School for the entire preceding school year

Seniors may receive one over-all honor and one class honor. The student receiving the highest number of votes wins.

The following will be elected separately and in the order shown:

Mr. & Miss PCS
Most Likely to Succeed (Boy and Girl)
Most Beautiful and Most Handsome
Most Athletic (Boy and Girl)
Campus Favorites (Boy and Girl)

The most athletic boy and girl must participate in one or more sports.

In addition, the members of the Senior class only will elect one boy and one girl for the Christian Character Award.

CLASS WHO’S WHO QUALIFICATIONS

These qualifications are the same as those for overall with the exception of those for Mr. & Miss PCS and Most Likely to Succeed.

Each class (grades 9-12) will elect the following separately and in the order shown:

Beauty and Beau
Friendliest

Most Courteous
Best School Spirit

Students receiving the highest number of votes win.

ATHLETICS

In order to participate in any athletic event during the fall semester, a student must pass four major subjects from the previous school year with a 70 or higher average. In order to participate in any athletic event during the spring semester, a student must have passing grades of a 70 average or higher in four major subjects for the previous fall semester. All students must also meet all eligibility requirements as set forth by the MAIS.

A student will be ineligible to participate in any co-curricular event (athletic event or practice, school pageant, or other school-sponsored activity) if he or she misses more than two class periods during the date of the activity.

No athlete will be allowed to participate in more than three of the following sports during the school year: golf, track, baseball, and softball.

Special circumstances may be reviewed by the Headmaster.

In an effort to promote good sportsmanship in all athletic competition, the MAIS has adopted a policy that fines schools that have more than one player ejected in any competition during the school year. All fines due to ejections that may be levied on Prentiss Christian School by the MAIS will be dealt with according to the following adopted Board policy: All fees assessed due to ejections will be divided on a percentage basis among the ejected players who led to the fine. Patrons involved will have added to their account an amount equal to their share of the fine according to the number of ejections. Prentiss Christian School expects good sportsmanship from their players, coaches, and fans.

HOMECOMING COURT

The Homecoming Court shall consist of female representatives, who must have been a student at Prentiss Christian School the entire preceding school year, elected from grades 7-12.

Each class shall elect one representative, and the varsity football team shall elect one representative from the senior class. Grades 7-12 then shall vote for one Senior representative who will be crowned Homecoming Queen.

The Headmaster shall select the flower girl and the crown bearer from the first grade.

Representatives may be elected once in grades 7-9, once in grades 10-11, and all representatives may be re-elected in 12th grade.

The Homecoming Court will be elected at least one month prior to the Homecoming football game. Immediately after the election of Homecoming Court, students will vote for Homecoming Queen.

CLUBS

All clubs and sponsors must be approved by the Headmaster.

MAIS Honor Society Requirements

1. Must be in at least 10th grade
2. Must have a minimum grade average of 89.5 from the previous school year
3. Must maintain at least an 85 average for semesters with no Ds or Fs
4. Must participate in club-sponsored fundraising
5. Must participate in club service projects

Failure to meet these standards shall cause the club to forfeit the privilege of attending Honor Society convention.

DRILL TEAM

Drill Team rules will be dispersed to the parents and members in a contract governing the Drill Team.

JUNIOR HIGH CHEER

Junior High cheer rules will be dispersed to the parents and cheerleaders in a contract governing Junior High Cheerleaders.

VARSITY CHEER RULES AND REGULATIONS

Varsity cheer rules will be dispersed to the parents and cheerleaders in a contract governing varsity cheer.

ASBESTOS STATEMENT

Asbestos Hazard Emergency Response Act (AHERA)

1. Prentiss Christian School's Asbestos Management Plan is on File in the school office and available for inspection, without cost or restriction, to representatives of the State, the public, to representatives of the EPA, to parents, to teachers, school personnel, and other interested parties.
2. Prentiss Christian School will charge a reasonable cost to make copies of the plan.
3. As of today, no asbestos has been on the PCS campus.

CONCLUSION

This handbook is designed to acquaint all Prentiss Christian School students and their parents with school regulations and policies that will affect students while they are attending school and school-sponsored functions. It must be realized, however, that when an attempt is made to formulize certain policies of this nature, there is always the possibility of inadvertently omitting some regulations and that additions and deletions will be made. When the need arises, any changes will be left to the discretion of the Board of Directors and the Administration of Prentiss Christian School. The constituency will be informed of these changes in a timely manner.