

PRENTISS CHRISTIAN SCHOOL



Parent/Student Handbook 2022-2023

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

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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 – 9:15
Break	9:30 – 9:45	Break	9:15 – 9:30	Break	9:15 – 9:30
2 nd Block	9:48 – 11:18	Activity	9:30 – 10:05	Pep Rally	9:30 – 10:05
		2 nd Block	10:08 – 11:18	2 nd Block	10:08 – 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 – 2:45
Lunch					
K3 – 2 nd Grade		3 rd – 6 th Grade		10 th – 12 th Grade	
10:55 – 11:40		11:25 – 12:00		12:50 – 1:11	

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.

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.

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.

TRANSFER STUDENTS

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 probationary 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.**

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 2022-2023 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 day 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 2022-2023 must be paid in full by May 20, 2023. 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.

If 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 regarding 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 school 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.

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.

BUILDING POLICY

The building will be open at 7:30 a.m. each day. 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 area 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 Administrator 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 loiter 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. Students who violate this rule will face a monetary fine of \$10.00 per violation.

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.

TEXTBOOKS

Every effort is made to provide the students at 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.**

DISCIPLINARY SYSTEM

Action or behavior by a student on campus or at a school-sponsored event which is deemed to be illegal, immoral, constitutes a threat to the health and safety of others, or is a serious violation of Prentiss Christian

School's code of behavior is strictly prohibited and will subject the student to strict disciplinary measures, which may include suspension or expulsion. **Such severe infractions include, but are not limited to, the following violations:** forgery, unauthorized absence (skipping class), cheating, theft, gambling, vandalism, possession or use of tobacco/vaping products, fighting, possession of a weapon, possession or use of drugs/alcohol, and any activity which constitutes a felony or misdemeanor under state law.

Any action by the student deemed by the Head of School or Administration to require disciplinary measures will be dealt with in a fair and impartial manner.

Requiring a student to attend 7:00 a.m. detention is a disciplinary option. Detention attendance will be at the discretion of the Head of School or Administration. Consideration will be given to bus students regarding 7:00 a.m. detention.

The Board of Directors reserves the right to terminate the enrollment of any student whose behavior is extremely negative and does not exemplify the principles of a Christian lifestyle. If any student has a disciplinary referral to the office more than 3 times during a semester, that student must appear before the Board of Directors at their next regularly scheduled meeting.

Students may be subjected to corporal punishment. This must be administered with compassion and concern for the student. Any faculty member who administers corporal punishment must do so in the presence of another faculty member. Only certified staff may administer corporal punishment. Patrons have the right to file a letter with the Head of School stating that corporal punishment is not a disciplinary option concerning their children. This letter must be renewed each school year.

FIGHTING

Fighting shall be defined as any physical altercation in which two or more students are engaged and bodily harm (bruises, cuts, broken bones, scrapes, etc.) is inflicted by striking the individual with a fist, kicking, butting, biting, or using any form of weapon.

The Administration will use their best judgment to determine the severity of any altercation and will discipline all participants accordingly.

DRUGS

No student enrolled at Prentiss Christian School will, in any way whatsoever or under any circumstances, either use, distribute, or possess drugs, narcotics, marijuana, amphetamines, barbiturates, or any similar substances or material of any nature or form except as prescribed medication furnished for health or medical reasons by a physician to the student. A written note by the physician, authorizing medication and prescription dosage, must be sent to the school.

Any violation of the foregoing prohibition (hereinafter referred to as a "drug violation") discovered by any teacher or other faculty member or school official will immediately be reported to the Administrator of the school. The Administrator will immediately report to the Trustees of the school any and all charges or suspicions of drug violations.

Upon learning that any student of the school has been found to possess drugs on the school campus or at any school-sponsored event, or has been charged by juvenile or law enforcement authorities with a misdemeanor or felony for drug or alcohol violations, the Administrator has the authority to suspend the student from attending,

or in any way participating in, the classroom or any other school functions and activities and will immediately refer the matter to the Board of Directors for such further action as the Board of Directors will find appropriate.

The Board of Directors of Prentiss Christian School has also adopted a comprehensive Drug and Alcohol Testing Policy for students in grades 7 – 12. This policy in its entirety can be found on our school website.

ALCOHOL

Any student at Prentiss Christian School, while in attendance at the school, or in attendance at any school function, whether on school property or not, **SHALL BE SUSPENDED AND/OR EXPELLED FROM THE SCHOOL IF FOUND TO HAVE IN HIS OR HER POSSESSION AND/OR TO BE UNDER THE INFLUENCE OF ALCOHOL.**

TOBACCO/VAPING

Any student having in his or her possession or using tobacco at school or any school function constitutes automatic suspension for a period not to exceed three (3) days and a conference with the student's parents/guardians. Students should be aware that this policy includes all types of tobacco products. **THIS POLICY IN ITS ENTIRETY ALSO APPLIES TO VAPING, REGARDLESS OF THE TYPE OF OIL USED.** Under no circumstances should a student have in his or her possession, while on school campus or at any school-related functions, any types of tobacco products, e-cigarettes, vapes, or any paraphernalia that relates to tobacco products or electronic smoking products. Possession of paraphernalia will carry the same suspension and conference policy as possessing any types of tobacco.

WEAPONS

Mississippi State Law prohibits the possession of any weapon on educational property, and the penalty for students who violate this law is severe.

The Prevention of School Violence Act (Section 97-37-17 of the MS Code of 1972) is available in its entirety in the school's office. The Administrator has the authority to automatically expel any student who possesses a weapon on campus or at a school function or who commits a violent act on school property or at any school function.

THREAT OF VIOLENCE

There shall be zero tolerance for threats of violence by students, faculty, staff, or parents which target the school, faculty, any student, or school employee. The circumstances of any violation of this policy will be given full consideration by the Board of Directors, and a decision will be rendered which may require student expulsion, termination of employment, or a forfeiture of the privilege to continue as a patron of Prentiss Christian School.

OCCULT ACTIVITIES

Any student who is known to participate in Satanic or other pagan rituals or is found to be in possession of Satanic or pagan materials, shall be required to withdraw from Prentiss Christian School.

SEXUAL HARASSMENT

Prentiss Christian School will not tolerate sexual harassment among students or faculty. The following policy regarding all matters to sexual harassment shall prevail.

DEFINITIONS

- A. SEXUAL HARASSMENT – Any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact by a sexual nature
- B. QUID PRO QUO – Sexual harassment by a teacher, supervisor, or someone with power over another who uses sexual harassment to gain an advantage over someone else
Example: Teacher over student
Administration or Board Member over Teacher or another employee
- C. PEER TO PEER – Sexual harassment of an equal person towards an equal person
Example: Teacher to teacher or student to student
- D. HOSTILE ENVIRONMENT – Sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn

PROHIBITION

Sexual harassment by employees, teachers, board members, or students is prohibited at school, school functions, to and from school functions, or at any school-related activity occurring off campus.

ELECTRONIC DEVICES

Cell Phones/iPads/Tablets/Laptops/Smart Watches

Students may keep their cell phones, smart watches, and other electronics with them throughout the day; however, they must be turned off during the school day. **Cell phones must be placed in the student's backpack or purse throughout the day.** During testing in any class, students are required to hand their electronics to their teacher until every student has completed his or her test. Students may use their electronic devices in the classroom only with their teacher's permission, and the teacher must seek prior approval from administration for students to use the devices in the classroom.

IF STUDENTS MUST USE THEIR CELL PHONE TO CALL OR TEXT ANYONE, THEY ARE WELCOME TO DO SO IN THE OFFICE. This should be for emergency uses only and not an everyday occurrence. Students must first obtain a signed note from their teacher to visit the office. Then, students must obtain a signature from the office staff to return to class after using their cell phone to call or text.

Pagers, CD players, radios, cameras, etc. are not permitted at school unless prior permission has been granted.

No student shall use electronic devices outside the classroom at any time. This includes during break and at lunch.

If a teacher confiscates any of these devices for students' failure to obey his or her classroom rules regarding electronics or the handbook policy for prohibited electronics, the devices will be turned in to the office, and students will face the following penalties:

- 1st offense – morning detention for one day and device must be picked up by the parent upon payment of a fine of \$25.00

- 2nd offense – morning detention for three days and device must be picked up by the parent upon payment of a fine of \$50.00
- 3rd and subsequent offenses – break detention for five days and device will be kept in the office and will be held until the end of the current semester

*****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.

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 daily. As such, PC students should strive to dress neatly and appropriately every day. The following dress code will be strictly enforced at PC.

General Guidelines

- Any clothing that is ripped, patched, ragged, frayed, outsized, or has holes and shows skin or undergarments 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 always be worn. 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, or oxford shirts
- Males – shirts that are made to be tucked in or that are excessively long must be tucked in. Administration will give final approval on whether a shirt needs to be tucked in or not.
- Males – no sleeveless shirts or tank tops
- Females – blouses, polos, T-shirts, or oxford shirts. No cleavage should be visible at any time.
- Females – no sleeveless shirts, tank tops, 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
- Males – No joggers or athletic pants
- Females – no leggings, jeggings, or other similar style bottoms
- Shorts, skirts, skorts, jumpers, and dresses must be within 3 inches above the knee or longer
- No Nike-style shorts
- No pajamas or sweatpants
- Columbia-style pants and shorts are permitted as long as they fit securely at the natural waistline

Jackets, Coats, Sweatshirts, Hoodies, and Sweaters

- All jackets and coats must fit properly – no oversized items (i.e. trench coats) 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.

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
- Blankets, Snuggies, etc. are not permitted
- Pillows, Pillow Pets, etc. are not allowed except for grades K3 – K5
- Any tattoos or other body markings must always be covered

Piercings

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

Hair

- A student's 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.
- Males – faces must be clean shaven, no facial hair
- Males – hair must always appear neat and must not be overly bushy. Hair should not extend past the top of the shoulders.

Formal Dress

During special events, some field trips, or special days on campus, students may be expected to dress more formally than on a normal school day. This may include, but is not limited to, wearing collared shirts, tucked in with a belt, slacks, "Sunday best," etc. Girls may not wear strapless dresses or dresses with spaghetti straps, and dresses and skirts must meet the length guidelines above. Students will be informed in advance when formal dress is expected.

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 any student.

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

1 st Offense	warning issued
2 nd Offense	one day of morning detention and mandatory parent conference with Head of School and student
3 rd 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

SCHOOL ATTENDANCE

Regular and punctual attendance on the part of all students is necessary for success in school. 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 but will not count towards the total. The Head of School 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 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. until 2:45 p.m.
 - B. For seventh through twelfth graders, all day includes 1st block through 4th block or after the last class in which they are enrolled.
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.

EXCUSES

All absences 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
2. Verified doctor or dental appointment
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

Students who are absent from school must request permission from the school office and 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. A daily grade penalty of “0” will be recorded regardless of whether a grade was recorded in that class for that day or not. Parents are asked to call the office between 8:00 a.m. and 8:15 a.m. to notify the school that their student will be absent for that day.

Absences due to suspension are unexcused. Students who miss a nine-weeks test or examination due to suspension will be able to make up that test.

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 7:00 a.m. 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 DISMISSAL

A student must have written or verbal permission from his or her parents to be dismissed from school prior to 2:45 p.m. or at the end of his or her last class.

Students who are approved for early dismissal must be signed out in the school office by the secretary prior to leaving the campus. Students who are dismissed from school early may not return to school that day unless the reason for early dismissal is medically related or an emergency.

No student absent for a school day is allowed to practice or otherwise participate in any after-school activity or sport.

MAKE-UP WORK

Students who are absent due to excused reasons are required to make up any work missed in each class. An allowance of one day for each day missed will be permitted to make up work. Work missed due to an excused absence that is NOT made up will be graded as “0”.

A student who is in class when a test is assigned is expected to take that test as scheduled. Any test missed due to an excused absence will be made up during the assigned testing period. The designated period will be 4th block on Tuesday and Thursday only. Tests will be given by a designated faculty member regardless of subject and teacher of the student to be tested. **MAKE UP TESTS WILL NOT BE ADMINISTERED IN CLASS DURING THE REGULAR CLASS PERIOD**, unless permission is granted by the Head of School.

In all cases, it is the student’s responsibility for initiating and following through on plans to make up work missed due to an excused absence.

Students who are absent due to prolonged periods of illness or have extenuating circumstances will be given special consideration by the Administration for extending the time restriction for make-up work.

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 of working on senior project assignments.

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

ACADEMICS

GRADUATION REQUIREMENTS

Seniors graduating in the 2022-2023 school year are required to earn 24 Carnegie units for graduation.

***As the new schedule cycles from year to year, the required Carnegie units will change each year.

The following units are required for graduation:

Mathematics	4 units (Pre-algebra, Algebra I, Algebra II, Geometry)
Science	3 units (Biology I, Biology II, Chemistry or Physical Science)
English	4 units (English I, English II, English III, English IV)
Social Studies	4 units (Mississippi Studies/State Government, World Geography, World History, U.S. History, Government/Economics)

***Vo-tech 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.

CLASSIFICATION OF STUDENTS

Freshman	Promoted from 8 th Grade
Sophomore	Promoted from 9 th Grade and Earned 7 credits
Junior	Promoted from 10 th Grade and Earned 14 credits
Senior	Promoted from 11 th Grade and Earned 21 credits

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, Human A & P, Foreign Language, and Chemistry.

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

Seniors who have an eight-semester grade point average of 96.45 or above will be recognized as graduating with High Honors, and seniors with a GPA of 92.5 – 96.44 shall graduate with Honors. To be recognized as graduating with Honors or High Honors, a senior must have taken at least two of the following classes: Advanced Math, Human A & P, 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. While ACT scores are not a major determining factor in Hall of Fame, they will be considered.

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 Human A & P 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.

GRADING SCALE

90-100	A
80-89	B
70-79	C
65-69	D
0-64	F

NINE WEEKS TESTING SCHEDULE

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

PROGRESS REPORTS

Parents can access their children's academic progress daily by the use of Parents Web, the parent's portal to our student management program, RENWEB, or FACTS.

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/FACTS. 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 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.

EXEMPTION PRIVILEGE

Students in grades 9 – 12 are eligible for exemptions for the 2nd and 4th nine-week period only if a course average of 89 is maintained for those nine-week periods. Exemption privileges will only be awarded during a nine-week period if the student has the required average and no more than 2 tardies to that class and no more than 1 non-medical absence to that class.

STANDARDIZED TESTS

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

Stanford Achievement Test	Grades 1 – 8
Otis-Lennon School Ability Test	Grades 2 and 5
PSAT/NMSQT	Practice Test (Grade 10)/Actual Test (Grade 11)
ASVAB	Grade 11
ACT	Grades 7 – 12

SUMMER SCHOOL

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

CORRESPONDENCE/ONLINE COURSES

Permission from the Head of School 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.

EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES

To participate in any sports, a student must be registered at Prentiss Christian School and maintain a 70 or higher average in at least two classes. Any student who runs for office or is elected to an office or title must maintain an 80 or higher average in each class. Plurality vote will decide all student body elections.

STUDENT COUNCIL

The purpose of the Student Council is to provide communication between students, Administration, and Faculty 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. 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

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 all subjects from the previous school year with a grade of 70 or higher. In order to participate in any athletic event during the spring semester, a student must have a grade of 70 or higher in all 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 Head of School.

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 Head of School 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 Head of School.

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.