



piñon hills
academy

...promoting academic excellence and a Christian worldview.

Parent Handbook



Piñon Hills Academy is affiliated with Piñon Hills Ministries.

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PinonHillsAcademy.com



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Introduction

At Pinon Hills Academy (PHA), students learn through a biblical worldview that promotes academic excellence. We strive to support character growth that encourages students to lead lives of integrity and influence that glorify God and inspire others to walk with Christ. We challenge our students to be critical thinkers and problem solvers and to use these skills to excel in scholarly accomplishments and as leaders to transform the world. This mission begins when a student enters PHA and continues at each grade level as we guide our students toward academic excellence and a Christian worldview.

Mission

To grow the Kingdom of Christ in human culture through the education of children

Mission Strategy

Academic Excellence and a Christian Worldview reflected in all programming and activities

Vision

Stronger Lives, Stronger Families and Stronger Communities

Statement of Faith

We believe these **Ten Core Biblical Truths**:

- I. **God** is the creator of all things. He has always existed and always will. He exists in three persons: Father, Son and Holy Spirit.
- II. **The Bible** is the Word of God—a living spiritual force that equips us to do the will of God.
- III. **People** are God's most important creation, made in His image to love and to make the world a better place.
- IV. **The Family** is the foundation of society. Marriage between one man and one woman is the foundation of the family. Families bear children and raise them in the knowledge of God for the preservation of good society.
- V. **Sin** is rebellion against God by breaking His law. Sin separates us from God and releases the power of evil. Sin can only be remedied by God's grace through our faith.
- VI. **Salvation** is receiving the righteousness of Jesus by placing our faith in Jesus Christ and that places us in God's grace forever.



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- VII. **Jesus Christ** is God. He took on humanity to be our Savior. Jesus lived on earth, died for our sins, was buried, rose again on the third day and he will return to reign in glory.
- VIII. **The Holy Spirit** is the third person of The Trinity whose presence lives in those who believe in Jesus Christ. The Holy Spirit leads us and empowers us to do God's will.
- IX. **The Church** is the Body of Christ and is comprised of all Christians. The mission of the Church is to lead people from unbelief to becoming Christians who change the world.
- X. **The Future** is in God's hands. Jesus Christ will return to judge the living and the dead and God's people will live with Him forever in Heaven.

Our goal at PHA is for every student, and his or her family, to understand the good news of Jesus Christ, and place their faith in Him. We desire to help students and families follow Jesus and choose to conduct their lives in accordance with God's Word, the Bible. The beginning of a journey of faith in Jesus begins with this simple prayer: **"Thank you, Jesus, for dying on the cross for my sins. I repent of my sins, trust you as Savior, and surrender to you as Lord. Please come into my life and forgive me and cleanse me. I receive you, give my life to you, and choose to follow you. Thank you, Jesus. Amen."** Please let us know if you have prayed this prayer; we want to help you discover what this journey of faith includes.

Educational Philosophy and Goals

PHA is committed to the total development of each student. We strive to meet academic, social, physical, emotional and spiritual needs of every student. Partnering with parents in this effort is essential to meeting these needs.

We seek to promote our **Christian values** as described in the **Ten Core Biblical Truths**. These values are reflected in all academics and extracurricular activities. We seek to provide an environment conducive to Christian growth by encouraging Christ-like behavior and lifestyle, both on and off campus. By incorporating Christian values in our curriculum and encouraging students to follow the **Honor Code**, we seek to teach the student that Christ is essential in all meaningful learning and is relevant for daily living.

We believe that all knowledge is God's knowledge, that all truth is of God and that intellectual development is God's gift to humanity and is provided by Him for human discovery. We view the student's education as the foundation for lifelong learning. Our curriculum is designed to prepare our students to successfully navigate the challenges of higher education or vocation in our world today.

Chapel

Chapel is held regularly with programs designed to help meet the spiritual needs of the student. These programs include praise and worship music, special guests and a regular Bible teaching time.



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Faculty members will often lead the devotionals. We may have special times when longer chapel periods will be held.

Patriotism

Patriotism, by definition, is the love and loyal support a person shows his/her country with an attachment to that country's land and people, admiration for its customs and traditions, and devotion to its well-being. Our school endeavors to develop patriotism to create an appreciation for the common memories, hopes and traditions of our country. To this end we recite the **USA Pledge of Allegiance** daily as a school and at all assemblies. We recognize all American holidays and traditional events. Our curriculum emphasizes the basic Christian foundation of western civilization and emphasizes American exceptionalism and presents an originalist view of world and American history.

Governance of the School

PHA operates under the authority of the Board of Elders of Pinon Hills Community Church with direct oversight by the PHA Board of Directors.

Parent Involvement

Children are more productive and effective students when parental support is evident. Parents are encouraged to participate in their child's experience at PHA. We believe that a parent-teacher relationship is of utmost importance. Parent-teacher conferences are scheduled on a semester basis. Additional conferences will be made available upon request. Teachers welcome conferences with parents at any time.

It is PHA's policy to make every effort to work with parents; however, if a parent or legal guardian is not in harmony with the PHA *Statement of Faith*, philosophy or policies, or exhibits misconduct toward faculty or staff, this may result in a required withdrawal of one's student(s) and does not negate the contractual obligation to pay tuition and fees.

In addition to parental involvement in a child's academic progress, we welcome and encourage parental participation in all other facets of the child's experience at PHA. Opportunities to work in the classrooms, field trips, and other PHA activities are open to parents. Parents are encouraged to participate in our **Parent Involvement Team** (PIT Crew). The PIT Crew is a group of volunteers that prayerfully serves to strengthen the PHA community. The PIT Crew organizes various activities and events throughout the school year for parents, students, and staff.

We request that parents who help in the classroom or on field trips dress modestly and in accordance with PHA's dress code. Parents volunteering for an unsupervised situation with students will be required to complete a background check on a yearly, academic calendar basis. Parents volunteering to drive are required to fill out a *Volunteer Driver Form* and complete a background check.



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Counseling Services

PHA has a pastoral team, who are available upon request for pastoral counseling. Referrals for Christian therapy/counseling are available.

School Management Software

PHA uses FACTS school data management software. This system allows parents and students secure online access to all student information. This system is a complete informational and management suite that enables PHA to communicate all activities including:

- Enrollment
- Student Profile
- Attendance
- Grade book
- School Directory
- Calendar and events
- Daily schedule
- Homework
- Assignments
- Discipline record
- Report cards
- Invoice

It is a mandatory parental responsibility to check the FACT's system daily. This process ensures clear and effective communication resulting in the most fulfilling educational experience for both students and parents.

Record Changes

It is the responsibility of the parent or guardian to notify the Administration Office of any changes: name, address, phone numbers (home, work, cell) e-mail addresses, employment, insurance company, or student's medical condition.

Admissions

New Student Admission

1—Character References

Obtain e-mail addresses and phone numbers of the appropriate individuals (see below) prior to submitting the online application.



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Kindergarten – Grade 6 – One of the following references required:

- Current teacher
- Previous teacher
- Pastor or Bible teacher

Grade 7–12 – Two references required:

- Current English, math or science teacher
- Any previous teacher
- Pastor or youth pastor

2—Complete Application Online

<https://pinonhillsacademy.com> > *Enrollment* > *Enrollment Form*

Provide the supplemental information listed below to the Administration Office prior to the interview (Step 4).

- Copy of current immunization records.
- Copy of State certified birth certificate (Not a hospital certificate of birth).
- Recent photograph or snapshot.
- **Students applying for Grades 1-9:** current report card from the most recent grading period.
- **Students applying for Grades 10-12:** an unofficial transcript showing all high school credits previously received **and** current report card from the most recent grading period.
- **Students applying for Grades 7-12:** Read, sign, and return Honor Code.
- Copy of standardized test scores (if applicable for grade).

Please note: Applications submitted after the application deadline (May 1) are considered based on availability. The possibility of being placed on the wait list may increase.

3—Testing

Parent will be contacted to set up an individual, one-on-one testing and interview for the student after application and all required documents have been received.

4—Interview

A copy of a recent report card and/or credits, standardized test scores, and all necessary character references (see above) are required to be on file before an interview will be conducted. A parent must be present with the student at the time of the interview. Parent and student interview will be conducted on the day of testing.



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5—Acceptance & Enrollment

Letters of acceptance and additional procedures for enrollment will be e-mailed after review by the Administration.

Students who have been suspended from other schools may not be admitted during the same semester of suspension and acceptance is based on review by the Administration. Students expelled from other schools will be evaluated on an individual basis.

Admission of students with diagnosed learning disabilities will be evaluated on an individual basis. If a student is found to be learning-disabled after being enrolled in PHA, a conference will be held with the parents to determine any adjustments that would be in the student's best interest.

Returning Student Registration

- Parents will be notified via e-mail on April 15 of subsequent school year tuition rates.
- Parents will receive e-mail on May 1 with notification of returning student registration period (May 1-June 1)
- Returning student registration form (completed online) is due June 1 and August tuition is due July 30 to ensure student enrollment. **Please note: Registration forms submitted after June 1 may increase the possibility of being placed on the wait list.**
- Returning students to PHA will be reviewed based on behavioral and academic progress.
- Students who are not readmitted to PHA will be notified in writing. Low grades, lack of interest, violation of rules, inappropriate behavior, etc., are some of the reasons for not being readmitted. Teacher input will be weighed very heavily in determining readmission.
- A student returning after an absence of one year or longer must reapply and will be classified as a new student.

Tuition

Tuition is charged on a monthly basis. Tuition rates are available online or through the Administration Office and will be published in April for the subsequent school year.

Tuition is billed and payable on a monthly basis.

- Invoices are transmitted on the first day of the month.
- Tuition is due on the tenth day of the month.
- A 3% discount is available for annual tuition paid on or before August 1.



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- A 2% discount is available for semester tuition paid on or before August 1 and January 2.
- In an effort to reduce costs and keep tuition rates low, we require that all tuition payments be made by automatic *Bill Pay*.

If a tuition account is delinquent for any reason, access to the FACT's system is disabled until the account is brought current. It is imperative that parents notify the Administration Office of any e-mail changes as information regarding tuition, administration communication, academic contact, scheduling, etc., is sent via e-mail through our school FACTS system.

Note: if you have questions regarding payment method, please consult the Admission Office.

Expenses

Application, enrollment/registration forms are available online. Corresponding fees can be paid online or through the Administration Office. Incidental fees for special workbooks, classes and/or activities vary by grade, class and activity, and are billed separately. Students and parents will be notified by the appropriate teacher.

All accounts must be kept current. PHA will hold transcripts and grade cards until all accounts are current. The status of your account, if not kept current, will require PHA to disallow students to begin or continue school and/or participate in any supplemental programs.

Invoicing Policy

Billing statements will be sent monthly via e-mail to the primary financially-responsible parent. Tuition payments are handled as described above (**Tuition**). Incidental and activity fee payments are due upon receipt in the form of electronic funds transfer or debit card payment. Payment arrangements can be made at the Administration Office during business hours. Accounts not paid by the tenth day of the month will incur a finance charge. If payment is not made by the tenth day of the month, the student will not be allowed to attend the program and parents will be called to pick up the child. Once full payment is made, the child may again attend the program. PHA will hold grade cards and transcripts until all accounts are current.

Returned Check--NSF Charges

PHA charges \$30 for each returned check or payment.

In the event of a returned check or insufficient funds, PHA will charge a fee of \$30.00. Payment of such fees will be handled as described above (**Expenses**). Payment is required within ten business days and all requirements of the **Invoicing Policy** apply.



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Refund Policy

Application, Enrollment, Registration (Starting 2019 school year).

Application, enrollment, registration fees are **non-refundable** and non-transferable from one student to another or from one school year to another.

Tuition is non-transferable from one student to another or from one school year to another. Tuition is non-refundable unless one of the following criteria applies:

- If withdrawal occurs before the first day of school, there will be a 100 percent refund of tuition monies paid, for the following reasons only:
 - 1) Medical withdrawal of the student for any physical disability certified and treated by a legally qualified medical practitioner.
 - 2) Job related transfer of parent or guardian. Documentation of such transfer is required if a refund is requested.
- If withdrawal occurs on or after the first day of school, and one of the above criteria (1 or 2) applies, tuition will be refunded, prorated to the end of the paid in full period (month, semester, year).
- No refund will be given if monies are owed on any other account. The amount owed will be deducted from the refund due.
- When a student withdraws from PHA (for any reason), a letter of explanation is required to request any refund which may apply.

Student Withdrawal Procedures

The procedures listed below should be followed when a student withdraws from PHA for any reason.

- Notify the Administration Office **in writing** of the exact date of withdrawal. The Administration Office will notify the appropriate staff and a **Student Withdrawal Form** will be initiated reflecting the last date of enrollment. The form will be circulated to all areas required for completion.
- For voluntary withdrawal, write a letter informing the school of the reason for withdrawal. Please include forwarding address and the next school the student will be attending, if possible.
- Arrange an appointment with the Administration Office to review and sign the **Student Withdrawal Form**. Also, all books and materials must be returned, fees paid as required by PHA, before student is considered officially withdrawn. No records will be released, or applicable refunds issued until this step is completed.



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- Request for any applicable refund is documented on the **Student Withdrawal Form** and approved by the Director of Education. Refund checks are made payable to the primary financially-responsible parent. Allow up to two weeks for refund checks after withdrawal is complete.
- **Withdrawal for any reason other than stated previously, including expulsion, may result in forfeiture of tuition paid to PHA and will not negate the obligation to pay PHA for tuition in full.**

Supplemental Programs

Extended Supervision

Before and after-school programs are offered at an additional fee for students, Pre-K through Grade 6. Before-school program is from 7:00 AM until 7:45 AM. After-school program begins at dismissal time and **ends at 6:00 PM. After 6:00 PM an additional "late pickup fee" may be charged.**

Summer Programs

PHA offers age-appropriate summer programming for students entering Pre-K through Grade 8. Current immunization records and evidence of current medical insurance is required.

These programs are available from 7:00 AM until 6:00 PM each weekday in June, July and August until school starts. They are directed by PHA personnel and include recreation, Bible instruction, STEM activities, music, arts and crafts, and field trips. Information on cost is available online and through the Administration Office.

All Summer Program accounts must be kept current (as per **Invoicing Policy** above). If payments are overdue, the student may not be allowed to participate in these programs until the overdue amount is paid.

Holiday Programs

PHA offers holiday programming for student's Pre-K through Grade 8. This programming is offered during the school year on days when school is not in session (school breaks, holidays, parent teacher conferences, teacher in-service days, etc.). Refer to PHA website or PHA school calendar for Holiday Program schedule. Current immunization records and evidence of current medical insurance is required.



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Lost or Damaged Property

Families must pay **in full** for any property (books, furniture, buildings, etc.) which a student loses or damages. To receive a refund of monies paid for a lost textbook, the book must be returned in good condition within 30 days after the last day of school in the current school year.

Students must pay for any PHA property, lost or stolen, while in their possession. PHA will not be responsible for lost or stolen articles belonging to a student.

Student Searches

The Administration reserves the right to search students' personal possessions, including but not limited to: students' backpacks, electronic devices and desks, if the need arises.

Phone Calls/Cell Phones/Electronics

The use of cell phones or any device that can send and/or receive messages, is not allowed during school hours. All such devices must be turned off and placed in the student's backpack.

Electronic devices may only be used in approved classroom situations (determined by the teacher and approved by the Director of Education).

Any electronic devices, including SMART watches (or other electronic media) taken away during school hours will be given to the Director of Education. The student must be present with a parent to receive non-compliant items.

Privileges Reserved

A student may be photographed or videotaped by the school in the course of school activities and may be used in promotional and/or advertising materials, including the use of video and still photos on the school's website. PHA reserves the right to use student photos for publicity purposes.

Discretion will be used. Parents are required to complete the ***Photo, Press, and Electronic Media, Release for Minors*** form at time of enrollment.

Parent/Teacher Conferences

PHA encourages open, clear and transparent communication between the family and the school. Parents are encouraged to first contact the appropriate teacher to arrange parent/teacher conferences before or after school. A parent/teacher conference will be scheduled by completing the



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Parent/Teacher Conference Request form available on the PHA website. The Director of Education may be invited to participate if requested by the parent or teacher.

Transportation/Parking

Drivers transporting students to and from school should comply with all “drop-off and pick-up” procedure. These procedures promote safety and expediency.

Drop off and Pick up Procedure

All students and families must use the round-about, located at the entrance of the school. During drop-off, a staff member will greet the student, escort them from the vehicle and into the building. During pick up, the teachers will walk the students to the vehicle.

Our drop-off/pick-up area is for non-parking vehicles only. If for any reason you need to exit your vehicle, please park in the designated “Parent/Guest Parking” area and come into the school.

No skateboards, longboards, or scooters are allowed on campus except for pre-approved special events.

School Supply Lists

Supply lists are posted on the PHA website.

Attendance

If your student is absent, please notify PHA by calling (505) 327-2395.

The New Mexico Compulsory Attendance Law requires that all children of school age attend school until they reach the age of 18 or until they have completed Grade 10 or its equivalent and have been legally withdrawn from the school district in which they are enrolled.

New Mexico Statute #77-10-22 states: ***Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.***

In keeping with this statute, it is our desire to cooperate with the families of our students by keeping attendance problems to a minimum. Absences will be recorded daily by the teachers and the Administration Office.



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A student may not miss, for any reason, more than ten days of any one class in a semester. If a student does miss more than ten days of class, the student will be placed on attendance probation and the Director of Education will contact the parent in regard to make up work and remedial plan.

Students are expected to communicate with the appropriate teacher(s) or Director of Education prior to all planned absences (school related or personal) to verify the due date of all homework, quizzes, and tests.

Please do not plan absences one week prior to, or during our end of year assessments (see PHA calendar for assessment schedule).

All students involved with off campus school activities must be in school the following day, on time unless they arrived back at school after 11:00 PM. If the students arrive later than 11:00 PM, they are expected to be at school no later than 9:00 AM unless cleared with the Director of Education. Abuse of the attendance policy may result in disenrollment and will not negate the obligation to pay PHA for tuition and expenses in full.

Illnesses and Emergencies

For the well-being of your student and his/her classmates, a student will not be admitted to school if he or she has had a fever, has vomited, or has symptoms of a possible communicable disease during the previous 24 hours.

Please notify the school if your student has a communicable disease. In accordance with New Mexico state requirements, after a student has had a communicable disease, such as measles, chicken pox, pink eye, impetigo, etc., the student will be readmitted to school only upon written approval of an attending physician.

Parents must notify PHA, (505) 327-2395, regarding student absences by 8:00 AM for non-emergency absences and as early as possible in emergency situations.

Makeup Work

If a student knows that he/she is going to be absent and receives approval for the absence, along with assignments to be done, those assignments are due in accordance with the teacher's

instruction and **the student must take any quizzes or tests which are given, even if it is the same day of his/her return.** If a student has an emergency absence such as illness, death in the family,

unexpected family matters, the student will be given one day for every day absent to make up the work missed after returning to school. If there is some question as to the amount of makeup time permitted, the parent should immediately contact the appropriate teacher and schedule a for a parent/teacher conference.



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Note: Research papers, reports, major assignments, etc., are **due on the assigned due date**, even if it will require another person to bring in the assignment.

Tardy Policy

Part of the educational process is to learn discipline and responsibility to develop characteristics of good citizenship. Therefore, PHA expects our students to be in class, on time and ready to participate.

To this end, we thank you for making every effort to have your student at school on time. A lifelong habit of being on time will be established for your student.

Students arriving after the regular school day starts, must have a parent explain the reason for being tardy. A parent must accompany the student to the office and sign him/her in.

When a student has been tardy to a class more than two times in a semester, he/she will receive a demerit for every tardy after the second one, until the end of that semester. There will be no penalty for the first two tardy occurrences.

Snow Day

Safety of our students, parents, and staff is our first priority and if for any reason you feel that travel to and from school is unsafe, please refrain from driving.

In times of inclement weather with snowpack or icy roads, we will generally put the school on a two-hour delay. With snow accumulation over six inches, we will generally close school. PHA cancellation or school delays due to any weather event will be broadcast prior to 5:30 AM through parent text messaging and KOB TV.

On days with a two-hour delay, tardy arrival will not be recorded. If school is cancelled, the school will announce later if and when a makeup day will be required.

As a service to our community, Promiseland CDC is open every day regardless of weather. PHA will offer full-day programming on days of school cancellation.

Visitors

As part of our security protocol, we have a general “no visitor” policy at PHA. Parents visiting school during normal school hours must check-in with the receptionist to sign in and receive a visitor credential. Visits from non-PHA students are not permitted. Students expelled or asked to disenroll from PHA for any reason are not permitted on campus at any time, unless permission is granted by



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the Director of Education and accompanied by a parent. **Guests must meet the PHA Dress Code (below).**

Students from PHA, who invite guests to school activities, are responsible for instructing their guests in regard to PHA policies.

PHA alumni, family, former students and youth ministers may visit the campus with permission from the Administration but should obtain a visitor credential from the office. These visits should be at times other than regular class times. **Dress must be modest and acceptable.**

Dress Code

PHA stresses the biblical standard of modesty and appropriateness of dress (Romans 12:1). The expectation is of a neat and clean appearance and a Christ-like attitude. Student manner of dress should not detract from the school's mission and values. Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff. Students must always adhere to the school dress code while on campus. Students must dress modestly and appropriately while at school functions off campus.

Students that attend school-related activities on campus or field trips that are taken during school hours must adhere to the PHA Dress Code. If the activity requires the wearing of something other than that specified in the PHA Dress Code, prior authorization from the school Administration is required.

We believe parental involvement is an indispensable part of student development. Parental review before a student leaves for school is an important contribution to meeting dress code standards.

Dress Code Standards

- Clothes must not have holes (either deliberate design in the clothing or obvious tears). Ripped, frayed, or cut off clothing may not be worn.
- Proper footwear is always to be worn for safety purposes. Some classes may have more stringent requirements than others. Slippers are not allowed. Footwear policy requires closed-toe shoes to be worn.
- Only official PHA branded t-shirts may be worn on Friday.
- Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting skulls, drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything that is contrary to Christian standards may not be worn/brought to school.
- Sweatpants, harem pants, yoga pants, work-out pants/shorts, athletic pants/shorts, board shorts, or pajamas may not be worn. Pants/shorts cannot be sweatpants material.



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- Only PHA jackets or sweater may be worn in the classroom.
- Body piercing (including nose piercings) are not permitted except for pierced ears for girls.
- Students entering PHA who already have body piercing(s) are required to remove them while on campus and at all school sponsored activities. Covering piercings with a patch or band-aid is not sufficient; using clear spacers is not allowed. Girl's pierced ears should be appropriate and not excessive (determined by the Administration).
- Hair should be neat and clean. Length (for boys) should not be below the eyebrows in front. Hair (for girls) is to be feminine in style and can be worn in a short or long style.
- Hair color must be a natural hair color. As an example, cherry red, orange, green, blue and bleached blonde are not natural hair colors. Boys may not bleach or dye their hair. Boys are to avoid faddish appearances in their hair; some, but not all, faddish examples are: lines, skater cuts tails, color, highlighting, Mohawks, faux hawks, etc.
- Hats and hoods are not to be worn inside buildings. Stocking caps or beanies may be worn outside during inclement weather only.
- Sunglasses must not be worn indoors.
- Drawing or writing on oneself or others is not permitted.
- Cross-dressing is not permitted.

Dress Code for Female Students

- Dresses and skirts must be modest and fit properly. The length should be no shorter than the top of the kneecap when standing. This includes skirts worn with leggings. Dresses must have collars and sleeves and be a solid color. If a dress does not have a collar and/or sleeves, a solid colored shirt with a collar and sleeves may be worn underneath. Wearing a jacket with a collar over a dress that does not have sleeves, and/or a collar is permitted, but the jacket must remain on all day.
- Shirts must be solid-colored polo shirt or button-up collared shirt.
- Pants, shorts, skirts, or capris may be worn in solid colors of black, navy, khaki, and gray.
- Shorts must be of modest length and no shorter than the middle of the thigh.
- Shirts/tops must have fold down collars, must have sleeves, and be modest and fit properly, covering the back, cleavage, and midriff.
- Undergarments must be worn, but not be visible.



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- Pants/shorts must fit properly (neither too small nor too large), must cover the entire behind and undergarments must not be visible.
- Leggings, jeggings, and tights may only be solid color and worn with a knee-length skirt or dress.
- Button up shirts worn over t-shirts must be buttoned up.
- Sheer shirts must have a sleeved shirt underneath.
- Make-up may be used by Junior High and high school girls if it is not excessive or distracting, as determined by PHA Administration.
- Girls are allowed modest highlighting if a natural hair color is used.

Dress Code for Male Students

- Facial hair is not allowed. Sideburns may not be below the bottom of the earlobe.
- Shirts must have fold down collars, must have sleeves. Solid Polo shirts of any color are acceptable.
- Muscle shirts, undershirts, or tank tops are not allowed to be worn as outer garments. All shirts must have sleeves and fold down collars and be buttoned up. Cutoff sleeves are not allowed. Turtlenecks are allowed. Detachable collars are not allowed.
- Pants/shorts must be black, navy, khaki, or gray, must fit properly (neither too small nor too large), must cover the entire behind and undergarments must not be visible.

Shoes

Tennis shoes in good condition are recommended. No open-toe or flip-flop shoes allowed. No "Heelys."

Off Campus Dress Code

Students must dress modestly and appropriately while at school functions off campus. Off campus dress must meet the same criteria as the PHA Dress Code unless otherwise directed by the responsible authority of an off campus activity. As referred to in our standards of conduct/behavior code, students are also expected to be outstanding examples both on and off campus.



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Dress Code Violations

Students who come to school blatantly out of dress code will be sent to the office and will either be sent home, or a change of clothes will be required.

Dress Code violations are equal to one demerit on the second offense and may increase in severity for subsequent offenses.

Standards of Conduct/Behavior Code

All students and parents are **required** to read the Student Handbook, including the “Standards of Conduct/Behavior Code.” Acknowledgment and acceptance of this reading will be validated by completing and signing the form provided at the end of this booklet. Please return signed copy to the Administration Office by September 1. (Exception: If students are too young to read, parents should explain the contents as appropriate). We expect our students to be good examples of proper Christian behavior both on and off campus. Any violation of these standards, on or off campus, is ground for suspension or dismissal from school with tuition refund penalties. **(See Tuition Refund Policy).**

Standard of Conduct

PHA holds high standards of behavior and conduct for all its students. We have a fundamental statement of faith and a general, conservative philosophy of education. PHA must, therefore, provide an environment conducive to spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All the activities of the Christian must reflect the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to be sensitive to the spiritual needs of the world and to other Christians’ physical, mental or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led PHA to adopt the following standards. These are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requires each student, whether at home, school or elsewhere:

- To maintain Christian standards of morality, honesty, courtesy, and kindness.
- To refrain from the use of swear words, pornography and using indecent language; from use of tobacco products (including e-cigarettes), drinking alcoholic beverages, abusing drugs, using illegal drugs; from stealing, gambling or being involved in any other activity which would dishonor Christ or the Christian reputation and honor of PHA.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some, but, while not condemning others who see differently, PHA believes that these specific types of conduct are detrimental to the standards established as its objective. Students are expected to abide by these



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standards throughout their enrollment, whether **at home, school, or elsewhere**. Students found to be out of harmony with PHA ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct.

In this atmosphere of definite and positive Christian standards, professional scholastic planning and genuine personal relationships between faculty and students, there is an opportunity for the development of strong Christian character.

Litter and Trash

PHA takes pride in having a clean and safe learning environment, and students are to respect the campus by picking up after themselves and encouraging others to do the same. All trash and recyclables should be placed in the proper receptacles located throughout the campus.

Vandalism and Graffiti

Damaging or defacing school property is a serious offense and may result in dismissal from school.

Honor Code

The PHA Honor Code will be posted on the website before Fall 2019. The Parent Involvement Team will be involved with developing the first draft.

Behavior Code

At PHA we strongly desire to build upon a biblically-based foundation for students in behavior and encourage parental interest and counsel in these matters.

The following policies are designed to promote the best possible learning environment in the classroom and to instill the importance of accepting authority and responsibility in each student:

- Each student is required to be obedient and respectful to the authority of the school staff and to address each staff member with “yes, sir,” “no, sir,” “yes, ma’am,” and “no, ma’am.”
- **Discipline is the primary responsibility of the teacher.** If inappropriate behavior continues, demerits will be issued. As a last resort, a teacher may send students to the office if the situation so demands and a parent/teacher conference will be initiated by the teacher.
- **Every teacher has a minimum of three non-negotiable rules:** 1) Teachers and parents are in charge. 2) Keep your hands and feet to yourself. 3) Students are not to talk in class or leave their seat without permission.



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Note: The above three rules are the “*minimum accepted standard*” and demerits will be issued for any infraction. We encourage parents to continually review the spirit of these guidelines with the student and to have similar expectations in the home environment. We believe the proper social development of our students can only be achieved by a strong partnership between parents and PHA that promotes consistent expectations, both at home, and at school.

Generally, common sense should guide all behavior. However, the following will not be tolerated at PHA and may be grounds for suspension or expulsion:

- Leaving class without permission or staying away from class without permission.
- Use of profane language or lying.
- Disrespect toward teachers or other students.
- Refusal to obey a teacher, administrator, etc.
- Any action that is indicative of or an imitation of counter cultural behavior as determined by the administration.
- Fighting, rough play.
- Flammable materials such as matches and lighters.
- Destruction of property (school or other).
- Stealing.
- Possession of firearms, a knife, club, stick or any such instrument, including pepper spray, which could conceivably be used as a weapon.
- Bullying or harassment, included but not limited to: exchange of inappropriate pictures or content, whether physical, verbal, social media or other electronic means.
- Any activity not included in this list, deemed inappropriate by the PHA administration.

The following may be grounds for demerits

- Failure to respect the instruction or authority of parents, teachers or administration.
- Failure to respect the personal space or emotional well-being of fellow students.
- Disruption of the learning environment in any way.
- Throwing trash on grounds or in buildings.



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- Rough play, tackle football, and other physical play that can result in injury.
- Tardy or failure to come to class prepared (book, pen/pencil, paper, etc.).
- Talking or passing notes in class.
- Hand-holding, prolonged, inappropriate hugging, kissing and other overt signs of affection (PDA—Public Display of Affection).

All students suspended will be placed on behavioral probation with a written contract.

Appropriate Relationships

At PHA we strongly desire to build upon a biblically-based foundation for students in relationships and encourage parental interest and counsel in these matters. To encourage proper conduct, PHA upholds these guidelines:

- While PHA wished to encourage the development of appropriate relationships, we also desire they be wholesome and God-glorifying.
- Students commit to refrain from public displays of affection. This includes kissing, sitting on another student's lap, extended embracing or hold hands at school, in the parking lots and at school-related activities.
- Students commit to refrain from inappropriate play or physical contact which may be interpreted as sexual in nature.
- Students commit to refrain from traveling to campus areas deemed off-limits and unsupervised in search of privacy.
- Students commit to refrain from practices that Scripture forbids. This will be an age appropriate discussion.

It is important that students' companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite sex. For this reason, we encourage frequent social times of fun, recreation, and fellowship. Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding.

Should improper relationships develop, the students involved will be counseled. Should they continue, parents will be notified and a conference may be held to correct the behavior. If there is any doubt whatsoever whether an activity is right for a couple, it should be avoided. Parents are encouraged to discuss these issues with their students in an age appropriate manner.



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Plagiarism and Cheating

Cheating and/or plagiarism will not be tolerated at PHA. If a student cannot pass without cheating, he/she does not belong at PHA. Regardless of whether the cheating was on a quiz, a major examination, homework, or independent work, consequences will be as follows:

Please note: Knowingly giving information or answers carries the same penalty as copying or taking answers. Chronic cheating behavior will result in expulsion.

Elementary Students

- **First offense** – Privately talk to the student, contact parent
- **Second offense** – student receives a zero and parent contacted
- **Third offense** – meet with the parent

ANTI BULLYING & SEXUAL HARASSMENT POLICY

PHA Commitment

PHA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take action to prevent and correct any violations of this policy and anyone who is found in violation of this policy will be subject to disciplinary action up to and including withdrawal from school.

Definition of Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. Bullying includes actions such as making threats, unwanted physical contact, spreading rumors, attacking someone physically, verbally or by social media, and excluding someone from a group on purpose.

There are different types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm.
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.



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- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Cyber bullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, and any site chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Definition of Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Examples of Sexual Harassment

- Unwanted sexual advances or propositions.
- Offering benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movement.

Student/Student Harassment is prohibited.

Employee/Student Harassment is prohibited.



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What to Do If You Experience or Observe Bullying and/or Harassment

Students who feel that they have been subjected to bullying and/or harassment are encouraged to promptly report the matter to a teacher or administrator.

Students who observe incidents of bullying and/or harassment are required to report the matter to a teacher or administrator.

PHA is committed to each student's success in learning, within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Posting/Sharing Policy

Parents and students at PHA are held in high regard and are seen as role models in the community. As such, we have a responsibility to portray our school, community, and ourselves in a positive manner at all times. It is also important to remember that being a parent or student at PHA is a privilege, not a right.

In recent years, social networking sites such as Facebook, Instagram and Twitter have increased in popularity.

Parents and students may not be aware that third parties, including the media, faculty, other parents, future schools and future employers can easily access their profiles and view all personal information. This includes all pictures, videos, comments, and posts. Inappropriate material affects the perception of the individual **and** Pinon Hills Academy. This can be detrimental to a parent's reputation, a student's future and to the school in general.

Examples of inappropriate and offensive behavior concerning participation in online communities may include depictions or presentations of the following. These are examples and are not intended to be an exhaustive list.

- Posting photos, videos, or comments showing the personal use of alcohol, tobacco, such as cans, shots glasses, bottles of liquor etc.
- Posting photos, videos, or comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Posting photos, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Using inappropriate or offensive language in comments, video, and other postings.
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- Threats of violence, racial slurs or derogatory comments against students, faculty, administration, curriculum or other programs of PHA, etc.

If a student's profile and its content are found to be inappropriate in accordance with the above behaviors, the student will be subject to appropriate punishment (as determined by PHA administration) which may include expulsion.

Detention/Demerit System

PHA utilizes a detention/demerit system which provides clear expectations and consequences for inappropriate behavior. This system applies to students in Grade 3 and above. This system is designed to give students a better opportunity for self-correction ahead of further infractions and provides a pro-active approach. We seek to find the balance between grace and appropriate consequences. As with any discipline program, there must be consequences that will result in a change of behavior. Lunch detentions and morning recess detentions will be used as first deterrent. If those do not make the required behavioral change, the demerit system will be initiated.

When a student reaches:

5 demerits=2 hours of Saturday detention.

10 demerits= 3 hours of Saturday detention.

15+ demerits= 4 hours of Saturday detention.

If a student reaches 25 demerits, automatic in-school suspension will occur and an administrative review of that student's enrollment status at PHA will take place.

The demerits will reset back to "0" at semester.

The administration will deal with more serious infractions (situations that could normally result in immediate suspension or expulsion) on an individual basis.

Students must attend the Saturday detention time scheduled. Only very special exceptions will be made if a student cannot attend. The student and parent **must** provide **written** justification to the Director of Education.

Each student is allowed one "free" reschedule with justification.

If a student misses a Saturday detention, they will be obligated to serve double the number of hours the next Saturday.

If a student is late to Saturday detention, they will be required to serve five additional minutes for every minute late. If the extra minutes that need to be served would go past noon, then they would need to be served at the next Saturday detention time.



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Other Rules for Saturday Morning Detention

- Students must be in acceptable school dress. Activity or athletic attire is not permitted.
- Students must bring school work to occupy time, i.e. homework study work.
- Students may not bring food or drink to detention. Water is allowed.
- Detention is considered the same as a regular school day, meaning that cell phones must be turned OFF, and stowed in the backpack.
- Parents will be notified of the location of the detention.
- All detentions begin promptly at 8:00 AM.

Medical

Immunization records are on file for each student. Teachers are always alert for physical problems which may arise and will immediately report these to the office. The parents are then promptly informed so the proper medical attention may be rendered if needed. All parents will complete the **Medical Release** form prior to enrollment. If a student requires medication during the day, the parent must complete a **Medication Instruction** form and leave the medication with the administration office. When a student has a serious medical condition, PHA will immediately seek emergency treatment.

Accidents are attended to by the PHA staff or faculty on duty. First aid is applied if needed. Parents are notified immediately and an accident report form is completed. A copy is given to the parent for the doctor (if necessary) and a copy is filed.

Insurance

A minimum of 24-hour accident insurance policy is required for all students and it is the responsibility of each parent to obtain such policy. A student accident policy is available upon request and must be purchased, if the student is not covered under another policy. (Around-the-clock coverage is required for students in all grades). Pinon Hills Academy assumes no responsibility for student's injury claims during school activities. No student is allowed to stay in school unless he/she is covered by accident insurance. In case of an injury requiring immediate action, PHA will call 911 and is only prepared for first response until emergency team arrives.



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Receipt of Parent Handbook

Directions:

1. After you have read and understood the policies and procedures in the Parent Handbook, please sign and date this form.
2. Both parents (or others who have legal custody of the child) must sign this form. If only one parent has sole custody, one signature will suffice unless the sole custodial parent is receiving child support payments which will be used in paying the child's tuition.
3. If anyone else is going to be paying all or part of the child's tuition, he/she/they must also sign this form.
4. We will be happy to provide additional Parent Handbooks, if necessary, to send to others who may be signing this form.

This will acknowledge that I/we, the parent(s) of:

(name of child)

have received a copy of and have read the Pinon Hills Academy Parent Handbook.

I/we understand and agree to abide by the policies and procedures as set forth in the Parent Handbook during my/our child's enrollment in Pinon Hills Academy.

Signature/Relationship/Date

Signature/Relationship/Date

Signature/Relationship/Date

Signature/Relationship/Date