

# PRENTISS CHRISTIAN SCHOOL



## A Handbook For Students and Parents

2017 – 2018

[www.prentisschristian.com](http://www.prentisschristian.com)

Twitter: @SaintsPC

Facebook: Prentiss Christian School

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## FOREWORD

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

We wish to extend a warm welcome to all new students who have joined the student body of 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.

## INTRODUCTION

Prentiss Christian School is a non profit corporation located at 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 operation of the school to the Headmaster who provides leadership to the total school program.

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

Prentiss Christian School serves students in grades K3-12. Lower elementary grades are self-contained. A Beka textbooks and teaching materials are used predominantly in the elementary school. The curriculum for 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 university upon graduation from high school. All classes at every grade 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 17<sup>th</sup> and cleared on June 25<sup>th</sup>. 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 buildings for the first day of classes was September 5, 1970.

The first day of school 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 Dale, Mrs. Carolyn Farr, Mr. Truett Griffith, Mrs. Frances Lane, Mrs. Frances Polk, Mrs. Dannell 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 seeks to provide each student with a traditional education supported by the teaching of Christian principles and values.

## **GOALS**

Prentiss Christian School aspires to accomplish the following goals:

1. To provide a well-balanced education 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 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.

### **ADMISSION AND ATTENDANCE POLICY**

Prentiss Christian School seeks to serve students who have a sincere interest in receiving a superior elementary and secondary education.

Students with poor academic record, poor school attendance, or who have demonstrated 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 pregnant or has a child, or is the biological father of a child will not be permitted to attend Prentiss Christian School.

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 is carrying 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.

### **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) meet with the Headmaster.
3. Applications will be accepted or denied by the Headmaster and Board of Directors.

### **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 in grades 7-12 applying for admission must submit a drug screen with the application. The drug screen will be scheduled by the Headmaster, administered by JDCH, and will be done at the parent's expense.

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.

If a student requesting to transfer to PCS has taken a course that requires MCT (Mississippi Curriculum Test) and has not passed the MCT for that course, the student must have the following minimum ACT score, based on the grade level applied for:

GRADE	SCORE
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 term. 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 GPS or the proper ACT score is not attained for the first semester grading period, the probationary student will be asked to withdraw form PCS. The probation period may be lifted immediately, at any time, upon the attainment of the proper ACT score listed above. No student will be allowed to participate in extra-curricular activities while on probation.

### **DELINQUENT ACCOUNT POLICY**

All fees must be paid in accordance with the established payment schedule as outlined in the current 2017-2018 fee sheet.

Tuition payments are due on the 1<sup>st</sup> day of each month. Payments received from the 1<sup>st</sup> through the 15<sup>th</sup> are considered to be timely. A late payment charge will be assessed for tuition payment received after the 15<sup>th</sup> of each month. Patrons will be notified by mail on the 20<sup>th</sup> 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 2017-2018 must be paid in full by May 18, 2017. Students of any account not paid in full by that date will be dropped from the rolls and excluded from participating in any PCS 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 office.

In the event that a patron has a check returned to the school by their 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.

## **SPECIAL POLICIES COOPERATIVE SPIRIT/SOCIAL NETWORKING**

Prentiss Christian School believes that a positive and constructive working relationship between the school, our teachers, our students, and our student's parents/guardians is essential to the accomplishment of the school's educational mission. Prentiss Christian School accordingly reserves the right to terminate or not to renew a student's enrollment, or a faculty member's employment contract, if the school reasonably concludes that the actions of a faculty member, 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 staff members, students, and student's parent/guardian 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 PCS. 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.

### **DRUGS**

1. 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.
2. 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.
3. 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 violation, 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 forthwith refer the matter to the Board of Directors for such further disposition 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. This policy in its entirety can be found on our school website.

Copies of the policy have been provided for each family with a student in grades 7 through 12. The parents or guardians and the students must adhere to the policy.

## **ALCOHOL**

Any student of 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 POSSESSION AND/OR TO BE UNDER THE INFLUENCE OF ALCOHOL.**

## **TOBACCO**

Any student having in his possession or using tobacco at school or any school function shall be subject to suspension for a period not to exceed three (3) days. Students should be aware that this includes all types of tobacco products.

## **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 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, or 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 relating to sexual harassment shall prevail.

### **DEFINITIONS:**

- a. **SEXUAL HARASSMENT**- Any unwelcome sexual advances, request for sexual favors, and any other verbal or physical contact of 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.  
Examples: Teacher over student.  
Administration or Board member over Teacher or other employee.
- c. **PEER TO PEER**- Sexual harassment of an equal person toward 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, or to and from school functions or at any school related activity occurring off campus.

## **GENERAL SCHOOL POLICIES**

### **SCHOOL OFFICE**

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

### **DAILY BELL SCHEDULE**

#### **HIGH SCHOOL**

8:00-8:55	1 <sup>st</sup> Period
8:55-9:10	Break
9:13-10:08	2 <sup>nd</sup> Period
10:11-11:06	3 <sup>rd</sup> Period
11:09-12:00	4 <sup>th</sup> Period
12:00-12:25	Lunch
12:28-1:23	5 <sup>th</sup> Period
1:25-2:06	6 <sup>th</sup> Period
2:08-2:48	7 <sup>th</sup> Period

## **EMERGENCY DISMISSAL**

Poor weather conditions, loss of electrical power, and 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 e-mail/social media if possible.

Information regarding the re-opening of the school will also be provided to these agencies.

## **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 will not be provided to students by Prentiss Christian School. (Aspirin, Tylenol, anti-acids, etc. are examples of medication that will not be dispensed by Prentiss Christian School to students.)

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

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

## **VISITORS**

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

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

## **VEHICLES ON CAMPUS**

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

**Upon arrival at school, a student should park his/her vehicle in the proper area, leave the vehicle and not return to the vehicle during the day, except with the Headmaster's permission.**

Any student who drives recklessly or fails to operate his/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 10MPH.

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 four wheelers, tractors, 3 wheelers, lawn mowers, etc.

### **FLOWERS/GIFTS DELIVERY**

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 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 anytime.

### **BUILDING POLICY**

The building will be open at 7:30 a.m. each morning. When good weather conditions prevail, students are encouraged to remain outside until the 1<sup>st</sup> bell rings.

During morning break and lunch, students are expected to vacate the classroom and remain in the cafeteria or designated outside area until the bell rings to begin the next period.

Students should not return to the classroom 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 have priority for use of the school buildings and grounds at all times.

### **CARE OF SCHOOL PROPERTY**

It is important that each student realize his/her responsibility in helping to keep the buildings and campus as clean and attractive as possible. Students can help by disposing of waste materials, by refraining from getting pencil marks and fingerprints on

walls, by keeping tops of desks as they find them, by picking up loose paper and garbage that is found lying around, and by cleaning mud from shoes before entering the building.

Restrooms are placed at the student's disposal for their convenience. They are not places to loiter or play. Special attention will be given 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, any time. Students who violate this rule will face a monetary fine of \$10.00.

## **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.

## **PILLOWS**

For all grades above K5, no pillows or Pillow Pets will be allowed in the classroom.

## **TEXTBOOKS**

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

Destroyed or lost textbooks: 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.

## **ELECTRONIC DEVICES**

Electronic devices, such as cellular phones, pagers, CD players, radios, cameras, etc. are not permitted in the buildings or on the grounds during regular school hours. This includes laptop computers, E-Readers and tablets unless permission to possess is given by the office. If these devices are desired or required after regular school hours, the student may turn them in to the office at the beginning of the school day and may pick them up at the end of the school day. Driving students may leave the devices in their vehicles and may only retrieve them at the end of the school day. Possession (regardless of ownership) will carry the following penalties: 1<sup>st</sup> offense-device may be picked up by the parent upon payment of a fine of \$25.00; 2<sup>nd</sup> offense- device may be picked up by

parent upon payment of a fine of \$50.00; 3<sup>rd</sup> and subsequent offenses-device will be kept in the office and will be held until the end of the current semester.

### **DISASTER DRILLS**

Disaster preparedness drills for fire, tornado, earthquake, and civil defense will be conducted at the appropriate time during the school year.

### **COMMUNICABLE DISEASE OR ILLNESS**

Students who have been ill due to infectious and communicable virus 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.

### **ATTENDANCE**

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

### **ABSENCE**

Students in grades 1 through 12 will be allowed seven total absences per semester. Eighth absence—three points will be deducted from that course for the semester. Each additional absence after the eighth will result in one additional point deduction from that course for the semester. Absences due to school sponsored activities will not count towards the total. Absences accompanied by an excuse from a doctor or medical professional will not count towards the total. The excuse **MUST** be presented the day immediately following the absence or the absence **WILL** count towards the total. Absences accompanied by no note will count towards the total and will be unexcused. Absences accompanied by a parent's note will count towards the total and will be excused. Absences due to suspension will be unexcused and will not count towards the total. The Headmaster has the authority to make any final determination on any absence. At the end of each semester, the teachers will turn in to the office a list of all students who missed over 7 days. The office will then report to the teacher the number of points to be deducted, if any. Any elementary students' 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 10 days shall be placed on all one semester, ½ credit courses.

### **PERFECT ATTENDANCE**

1. To be considered as having perfect attendance during a nine week period, a student must
  - 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 level.
  - a. For elementary students, all day is from 8:00a.m. to 2:48p.m.
  - b. For seventh through tenth graders, all day includes 1<sup>st</sup> through 7<sup>th</sup> periods.  
Note: Tenth graders who leave campus after 6<sup>th</sup> period are not required to be present during 7<sup>th</sup> period.
  - c. For Juniors and Seniors, all day includes 1<sup>st</sup> through 5<sup>th</sup> periods.
3. Absences due to doctor's appointments, orthodontist's appointments, funeral, 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.  
Note: For this to apply, a student must be an ACTIVE participant in the school-related function. Students who miss all or part of a school day to attend school-related events with their siblings and/or other family members will be considered absent from school and will lose perfect attendance status.
5. Absences occurring on Semester Exam half days do NOT count against perfect attendance. Tardies on these days DO COUNT towards perfect attendance.  
Note: Students in Grades 7<sup>th</sup> through 12<sup>th</sup> 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<sup>th</sup> through 12<sup>th</sup> 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, then the student loses their one point for the grading period.

### **EXCUSES**

All absences will be classified 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 Headmaster.

## 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 date of absence, reason for absence and parent/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 un-excused absence carries a daily grade penalty of "0". If a test was 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 un-excused absence(s) cannot be made up. A daily grade penalty of zero will be recorded regardless of whether or not a grade was recorded in that class for that day.

Parents are asked to call the office between 8:00 and 8:15a.m. to notify the school that their student will be absent for that day.

Absences due to suspension are considered to be un-excused. 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 8:00a.m. each day. Failure to be present at the appropriate time for any class period shall constitute tardiness.

All tardies, unless excused by the Headmaster, are considered to be unexcused. For grades 7 through 12, any student accumulating more than three tardies per 9 week period must attend 7:00a.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 first thing in the morning will conclude at 8:15. After 8:15, the student will not be allowed a tardy to 1<sup>st</sup> period, but 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/her parents in order to be dismissed from school prior to 2:48 p.m.

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 afterschool activity or sport.

## MAKE UP WORK

Students who are absent due to excused reasons are required to make up work missed in each class.

An allowance of one day for each day missed will be permitted to make up work.

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 7<sup>th</sup> period 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 Headmaster.

Work missed due to an excused absence that is not made up will be graded as “0”.

**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

Prentiss Christian School permits senior students one excused absence for the purpose of visiting various colleges or universities.

Parental and administrative authorization is required for students to use these “college days.” The college day must be approved by the counselor and headmaster. If not pre-approved, it will be considered an un-excused absence.

## ACADEMICS

### GRADUATION REQUIREMENTS

Prentiss Christian School requires 22 Carnegie units for graduation.

Units required for graduation are:

Mathematics	4 units
Science	3 units
English	4 units
Social Studies	5 units
Electives	6 units

Courses recommended for graduation include:

Algebra I, Algebra II, Geometry, Advanced Mathematics or Consumer Mathematics.

Biology, Advanced Biology, Chemistry or Physical Science.

English I-IV.

Mississippi Studies/State Government, World Geography, World History, US History, Government/Economics.

### **RECOMMENDED COURSE OF STUDY**

The following classes are available for the 2017-2018 school year:

#### 7<sup>th</sup> Grade

Mathematics  
Life Science  
English  
World History  
Bible  
Reading

#### 8<sup>th</sup> Grade

Pre-Algebra  
Earth Science  
English  
US History  
Reading  
Intro to Computers  
Computer Literacy

#### 9<sup>th</sup> Grade

Algebra I  
Biology  
English I  
MS Studies/State Gov.  
World Geography  
Drivers Ed  
Health

#### 10<sup>th</sup> Grade

Algebra II  
Advanced Biology  
English II  
World History  
Computer Applications  
Spanish I

#### 11<sup>th</sup> Grade

Geometry  
Chemistry or  
Physical Science  
English III  
U.S. History  
Spanish II or  
Psychology

#### 12<sup>th</sup> Grade

Advanced Math or  
Consumer Math  
English IV  
Government/Economics  
Bible  
Physics or  
Word Processing

Students in grades 7-12 are required to schedule a minimum of 5 classes per semester.

Senior students are required to take a mathematics course. Senior students are required to take Bible.

### **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 <sup>th</sup> grade
Sophomore	earned 4 units

Junior                      earned 9 units  
Senior                      earned 14 ½ units

### **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. Each of these students must have taken Advanced Math, Physics, Foreign Language and Chemistry.

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

Seniors who have an eight semester grade point average of 97 or above will be recognized as graduating with High Honors, and seniors with a GPA of 92.5-96.999 Shall graduate with Honors. In order to be recognized as graduating with Honors or High Honors, a senior must have taken at least 2 of the following classes; Advanced Math, Physics, Foreign Language and Chemistry.

### **GRADING**

#### 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 two-thirds (2/3) of the term grade while the daily grades count one-third (1/3). The nine weeks test shall count as 25% of the nine weeks average.

Semester grades will be determined by averaging the two previous nine-weeks grades.

The Yearly grade is determined by averaging the first and second semester grades together. Each semester grade equally represents fifty percent (50%) of the year's average.

#### Grading Scale

93-100	A
85-92	B
75-84	C
70-74	D
69-0	F

#### Nine weeks testing schedule:

1<sup>st</sup> day – 2<sup>nd</sup> & 5<sup>th</sup> periods  
2<sup>nd</sup> day – 1<sup>st</sup> & 4<sup>th</sup> periods  
3<sup>rd</sup> day – 3<sup>rd</sup> & 6<sup>th</sup> periods

## **WEIGHTING OF GRADES**

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

## **PROGRESS REPORTS**

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

Individual Progress Reports are special appraisal reports which enable a parent or guardian to assess the academic standing of students in their respective courses. These will be delivered by e-mail 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 term have been completed, it is entirely possible for a student to fail during the last half of the term. Parents are, therefore, urged to maintain an awareness of the quality of work being done by a student by checking homework assignments, test papers, or by conferences with the teachers or the counselor.

## **ACADEMIC REPORTS**

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

## **FACULTY/PARENT CONFERENCE**

ParentsWeb and RenWeb contain a portal for parents and teachers to communicate regarding our students.

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

## **EXEMPTION PRIVILEGE**

Seniors are eligible to be exempt from any 2<sup>nd</sup> or 4<sup>th</sup> 9 weeks examination if a course average of 89 is maintained for the 9 weeks period.

Students in grades 9 through 11 are eligible for exemptions for the last 9 weeks period only if a course average of 89 is maintained for the last 9 weeks period.

Exemption privilege will only be awarded during a 9 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 TEST**

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

Stanford Achievement – Grades 1-8

Otis-Lennon School Ability Test – Grades 2, 5

PSAT/NMSQT – Grade 11/Practice Test – 10

ASVAB – Grade 11

ACT

### **SUMMER SCHOOL**

Students who seek to enroll in any summer school program must secure permission from the guidance counselor and Headmaster to do so.

No more than two credits can be earned while attending any summer school program.

### **CORRESPONDENCE/ONLINE COURSES**

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

Students are not permitted to take correspondence/online courses that would replace subjects taught at PCS unless the student has 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 PCS for the upcoming school year.

### **CO-CURRICULAR ACTIVITIES**

**In order to participate in any Co-Curricular activity, a student must be registered at Prentiss Christian School. 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 in order to provide a well-balanced social program,

encourage students to participate in school activities, and uphold the principles of Prentiss Christian School.

The Student Council is composed of officers and representatives elected by the student body. Election guidelines are:

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

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

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

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

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

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

### **CLASS OFFICERS**

Each class (7-12) shall elect the following officers:

President

Vice President

Secretary/Treasurer

Reporter

Student Council Representative

In order to be nominated for election as a class officer, a student must:

- (1) have been enrolled at PCS during the previous school year.
- (2) maintain an overall “B” average for the previous school year.

Election for class officers shall be held during September.

### **WHO’S WHO**

Students who are nominated to 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 PCS 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 & Girl)  
Most Beautiful and Most Handsome  
Most Athletic (Boy & Girl)  
Campus Favorites (Boy & 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:

(1) Same as those for overall with the exception of those for Mr. and 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.

## **YEARBOOK**

The annual staff is comprised of high school students.

## **ATHLETICS**

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

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

**No athlete will be allowed to participate in more than 3 of the following sports during the school year: golf, track, baseball and softball.**

Special circumstances may be reviewed by the Headmaster.

In an effort to promote good sportsmanship in all athletic competition, the MAIS has adopted a policy that fines schools that have more than one player ejected in any

competition during the school year. All fines due to ejections that may be levied on PCS by the MAIS will be dealt with according to the following adopted board policy: All fees assessed due to ejections will be divided on a percentage basis among the ejected players who led to the fine. Patrons involved will have added to their account an amount equal to their share of the fine according to the number of ejections. Prentiss Christian School expects good sportsmanship from their players, coaches and fans.

## **HOMECOMING COURT**

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

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

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

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

## **CLUBS**

All clubs and sponsors must be approved by the Headmaster.

MAIS Honor Society requirements:

- (1) must be in at least 10<sup>th</sup> 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 "D's" or "F's"
- (4) must participate in club sponsored fund raising
- (5) must participate in club service projects.

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

## **DRILL TEAM**

Members of the Drill Team must meet the minimum eligibility requirements set forth for athletic competition by the MAIS.

Drill Team members must not miss more than two periods of the school day in order to participate in any sports event.

Drill Team members are expected to return from games by the same means of arrival to the sports events.

Drill Team members are required to:

- perform at all home football games
- perform at away games as required
- perform at all away pep rallies

--march in the homecoming parade and participate in the homecoming halftime activities

--perform in the annual Christmas program

--attend the Drill Team camp held at PCS each summer

--perform duties as requested by the headmaster and sponsor

If a Drill Team member quits for any reason other than medical or relocation, the member must pay back any money given by the booster club towards the purchase of equipment and will not be allowed to participate the following year.

## **JUNIOR HIGH CHEER**

Junior High cheer rules will be dispersed to the parents and cheerleaders in a timely fashion.

## **VARSITY CHEER RULES AND REGULATIONS**

Cheerleaders will have an approved sponsor.

Cheerleaders must meet eligibility requirements.

Cheerleaders will be notified of the practice schedule, camp times, and clinic times, and must plan their schedule accordingly. Summer practice is every Monday and Tuesday from 10 a.m. - 12 noon. If any additional practices are needed, you will be given a week's notice.

Excuses for work must have prior approval by the Headmaster. NO "last minute" excuses will be honored.

Summer camp may be missed for church trips only.

Cheerleaders may miss no more than 3 basketball games, If more than 3 are missed, the cheerleader will be dismissed from the squad. During regular season, cheerleaders are not required to attend away games.

Cheerleaders must be cheering at the start of each game and immediately after half time of each game. Basketball players doubling as cheerleaders must be dressed and ready to cheer at 20 minutes after the Head Coach exits the locker room.

Cheerleaders are to stay at each practice and sporting event until the event is over and everything is cleaned up.

Cheerleader clinic is the main fundraiser for the varsity Cheerleader's expense throughout the school year. It is crucial that every cheerleader attends and works the clinic. Every effort will be made to insure that the clinic is held during a week that all cheerleaders can be present. If a cheerleader misses cheerleader clinic, a monetary penalty will be paid to the cheerleader fund as follows: Divide the net profit from the clinic by the number of varsity cheerleaders in attendance. This will represent the amount each cheerleader contributed by working the clinic. This amount will be assessed the absent cheerleader.

If a cheerleader quits the squad for any reason other than medical or relocation, she will no longer be associated in any way with cheerleader related activities or honors. If a cheerleader should quit the squad, she must pay back any money given by the school towards the purchase of her equipment and will not be allowed to participate the following school year.

### **NEW POLICY REGARDING HIGH SCHOOL CHEER ONLY ADOPTED SPRING 2014**

\*Head Cheerleader must have been a PCS cheerleader for at least one entire previous school year.

\*A competitive cheer squad will be selected out of the whole squad. There will be no more than 16 or no less than 12 on the competitive squad, with a natural delineation, if it exists, of the score sheets determining the number.

\*Competitive practice will be held completely separate from regular cheer practice.

\*Competitive squad may perform at pep rallies as a minimal part of the rally.

\*Head Cheerleader selection will be data driven, with input from the judges, the sponsor, teachers, and the Headmaster.

#### **REQUIREMENTS:**

1. Complete physical on file in office.
2. Fewer than 10 absences per semester.

#### **CONDUCT:**

Cheerleaders must always demonstrate exemplary conduct on and off campus and adhere to standards of good citizenship. The cheerleader must also be aware that their actions represent the squad, student body, school, and community.

#### **RESPONSIBILITY:**

1. Participation in all practices is mandatory.
  - A. Practice is a serious work time. The group depends on you to have a good attitude and to be there. Every time someone misses a practice, the whole group suffers.
  - B. Wear appropriate clothes for every practice, close fitting shirts and shorts (sports bras), socks and cheer shoes. No jewelry (this includes any body piercing) or gum.
  - C. Hair is to be secured and away from face at all practices and games.
  - D. Participate in all activities proposed by the Captain and Coach. You will be required to participate in stunts if you are a member of the squad. This includes flyers, bases, and spotters. No stunts of any kind will performed unless outside over grass or inside over stunt mat.
2. Participation in all fund-raising activities and any other activity required by the coach.
3. Follow cheerleader safety guidelines as outlined by the coach.
4. Pep Rally planning and sign painting is every cheerleaders' job.
5. Cheerleaders will arrive 30 minutes before each football game and 15 minutes prior to basketball games. A tardy is more than 5 minutes late.

#### **PENALTIES: Benching**

1 Quarter:

- a. Unexcused tardy to a game.
- b. Wearing jewelry.
- c. Chewing gum.
- d. Not having hair pulled away from face.

2 Quarters:

- a. Returning late to field or court upon resumption of game after half-time.
- b. Use of cell phone during practice or a game.
- c. Unexcused absence from a practice/game.

Whole Game:

- a. Non Standard uniform and failure to be dressed appropriately at arrival time.
- b. Not notifying coach of an absence at a practice.

Automatic Dismissal from Squad:

- a. Use of alcohol, drugs, or smoking.
- b. Disrespectful behavior toward coach, captain, teammate, chaperone, teacher, etc.
- c. Excessive benching may result in dismissal from squad.

Changes to the Code

The code of conduct may be amended when necessary or desirable. Changes may be initiated by members of the squad, the coach, or the administration, but passage is subject to approval of the coach and of the school administration.

## **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 PCS'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: Forgery, unauthorized absence, cheating, theft, gambling, vandalism, possession or use of tobacco 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 Headmaster 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 Headmaster. Consideration will be given "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 Headmaster stating that corporal punishment is not a disciplinary option concerning their children. This letter must be renewed each school year.

## **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.

The following items are not permitted:

Any clothing that is ripped, patched, has holes, is ragged, frayed or outsized.

Any clothing that displays alcoholic beverages, tobacco products, drugs, suggestive information ( Hooters, Hog's Breath, etc.) or promotes non-Christian principles.

For boys: piercings, shower shoes, hats or caps, bandannas.

For girls: Shower shoes, hats or caps, suggestive clothing.

All students are expected to be well groomed and practice good hygiene. Facial hair is not allowed for PCS students.

## **DRESS CODE**

### Female

The attire of female students in grades 7-12 will meet the following guidelines:

1. The garment must cover the entire back.
2. No tank tops or spaghetti straps are to be worn.
3. No cleavage should be visible at any time.
4. Undergarments, which must be worn, must not be visible at any time.
5. Skirts and shorts will fall no more than 3 inches from the knee when the student is in a normal kneeling position.
6. No overly baggy, Nike style shorts or pajama pants are to be worn.
7. There will be no color contrast between garments and under-garments.
8. No flesh will be visible between pants and shirts, even when the student is in a sitting position.
9. No visible piercings other than earrings.
10. Leggings are appropriate attire for female students as long as the required outer tunic falls no more than 3 inches from the knee when the student is in a normal kneeling position.
11. No student may wear sweat pants to school.

#5,#6 & #11 also apply to males.

**While every attempt has been made to make the above guidelines applicable to all situations, the Headmaster has the authority to make judgment as to the appropriateness of the attire of any student.**

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

#### MALE

As most impressions are based upon appearance, male students in grades 7-12 are required to keep their shirts tucked into their pants and wear a visible belt.

**Hairstyles—Students' hair is expected to be combed and well groomed at all times. No hairstyle will be allowed which is disruptive, distracting, or a hazard to others. In grades 7-12, boys hair styles must adhere to the following: the hair must not be overly bushy, may not extend over the eyebrows or the earlobes, and must not reach the shoulders. This includes hair that appears to be in compliance but is in fact brushed, combed or styled in such a way as to hide the actual length of the hair. The Headmaster has the final say regarding hair styles and cultural/religious cases will be judged on an individual basis.**

**The Headmaster reserves the right to decide whether or not questionable attire, hair style, or attire not specifically addressed is acceptable.**

**Per semester, failure to adhere to the above dress code will result in:  
1<sup>st</sup> and 2<sup>nd</sup> offense: Warning issued  
3<sup>rd</sup> offense: one day of morning detention and mandatory parent conference with Headmaster and student.**

**4<sup>th</sup> offense: one day suspension, mandatory appearance of student and parents with Board of Directors to discuss student's inability to adhere to code, followed by Board action.**

### MISCELLANEOUS

#### DEFINITION OF "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 his best judgment to determine the severity of any altercation and will discipline all participants accordingly.

This handbook is designed to acquaint all PCS 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 PCS. The constituency will be informed of these changes in a timely manner.

**END**

