



# The Trailblazer

**A Policy and Procedures Manual to Keep  
Us All On The Same Pathway**

Pathway Christian Academy  
Goldsboro, NC  
[www.pathwayacademy.org](http://www.pathwayacademy.org)

**THE TRAILBLAZER**

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Dear Parents:

Thank you for your interest in our academy. We have adopted an admissions policy that opens the academy to families who are like-minded spiritually, supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our academy, please read the Parent/Student/Academic Handbook. The Handbook will introduce you to many of the academy's policies, procedures, and expectations for both parents and students. The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This academy unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your child in our academy will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home.

We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our academy. Biblical principles are integrated into every subject taught at our academy. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this academy will complement the beliefs and ideals your child is taught at home.

Please note that you will be required to sign a statement acknowledging you have read and understand the policies and procedures contained herein. In addition, students in the Advanced Center will be required to read and sign the Academy Honor Code.

We look forward to collaborating with you to educate your child in God's truth.

Mrs. Sherry Worthington

Principal

## **NON-DISCRIMINATORY POLICY**

*Pathway Christian Academy admits students of any sex, race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational policies, and athletic and other administered programs except where necessitated by specific religious tenants held by the institution and its controlling body.*

## **HISTORY OF PATHWAY CHRISTIAN ACADEMY**

Under the direction of Dr. T. D. Worthington and Rev. Charles Hughes, Freedom Christian School began its first year of service in 1982. After nearly a decade of faithful ministry under the authority of a single church, it was decided that extending our leadership structure would allow us to minister to a greater number of families. Therefore, a new non-profit ministry was established with a new board of directors. The name was officially changed to Pathway Christian Academy.

Our first year of service under the new administration was in 1992 when 27 young people arrived for the first day of school. We were located at a small church building at 1706 Shamrock Avenue.

Since those humble beginnings, we have continued to offer young people the opportunity of academic and Christian growth through the use of a proven Christian education and Christian character-building program.

God has blessed and our ministry has grown. In 2004, we moved into our larger facility at 1302 South George Street due to God's blessing and children needing what Pathway was offering. Pathway Christian Academy is a part of Pathway Ministries which entails GoMix Christian Radio, Pathpointe Magazine, and Christian Bible College.

The academy has an atmosphere which combines culture without formality, enthusiasm without rowdiness, and scholarship without starch...but with Spirit! At Pathway, our Christian faith is not stereotyped, strained, or overly-pious. It is however, vibrant, alive, and clearly taught in precept and in practice.



## **PHILOSOPHY OF CHRISTIAN EDUCATION**

Pathway Christian Academy starts with a premise that the only true education is a Christian Education. This premise is based on the fact that only Christian education deals with all the dimensions of life as viewed from a Biblical perspective.

### **REALITY**

God is the personal and purposeful Creator and represents the guiding force of the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures, and man's understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.

### **TRUTH**

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures, and man's understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.

### **KNOWLEDGE**

All knowledge must be in the context of Bible truth. Any knowledge or personal conviction which serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.

### **MAN**

Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be, what he will think, become, and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good, and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.

### **CHRISTIAN EDUCATION**

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principals that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:

Man does possess a spiritual dimension (Genesis 1:26-27).

Education involves the total being: spiritual, intellectual, physical, and social (Proverbs 9:9).

Each person possesses unique individual potential, traits, and needs (Romans 12:3-8).

The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.

An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.

Young people need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore, will serve as our final authority on all questions.

### **WHY THE CHRISTIAN SCHOOL?**

Parents are mandated by God to educate their children. Children are gifts from God (Psalms 127:3-5). Parents are responsible to "train up" their children in the way of the Lord and not in the ways of the world (Proverbs 22:6, Ephesians 6:4). Proverbs 19:27 states "*Cease, my son, to hear the instruction that causeth to err from the words of knowledge.*" It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive.

In God's Economy of things, He has ordained three basic institutions: The Family, The Church, and The State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of those institutions outside the home. Since there is no Biblical authority for the state being involved in education, the creation of a Christian school serves as an extension of the home in assisting the parent in fulfilling their Christian responsibility to "train up" their children.

### **BASIC EDUCATIONAL GOALS**

To give God the glory in all things.

To lead non-Christians to Christ by teaching and example.

To develop spiritual leaders in the church.

To develop an understanding of one's unique responsibility to God.

To help students realize their capabilities and limitations and how to make the most of them toward growth and service.

To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.

To encourage creativity and curiosity.

To encourage an appreciation of the arts.

To teach the fundamentals of physical fitness, nutrition, and hygiene.

To teach the fundamentals of Language Arts, Math, Social Studies, Science, and Bible.

To teach each student to make constructive use of leisure time.

## **ACCREDITATION**

We are accredited by the National Association of Private Schools (N.A.P.S.), which is a national organization that honors the Christian truths we hold dear. We are state registered and approved by the office of non-public education in Raleigh. Accreditation by a state organization or regional governmental agency is an instrument for determining whether minimum academic and faculty standards were being met by secular tax-supported schools. Pathway Christian has NOT sought accreditation by any governmental agency for several reasons.

Pathway Christian is not interested in using textbooks adapted or approved by the state. Many of those texts are developed by secular authors who reject fundamental Christian principles and therefore are saturated with “humanistic” values.

Pathway Christian Academy believes it is unreasonable for parents to withdraw their children from a governmental school with its academic and moral ills and place him in a private institution with the same curriculum methods and objectives. To accept the secular school accrediting criteria as our standard would be to leave no viable alternative available to Christian parents.

## **ADMISSIONS POLICY**

Pathway Christian Academy exists to offer Christian education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body that demonstrates an attitude of submission and respect for authority. Acceptance of the student will be based in part on a personal interview with parents and student, results of testing, and or recommendations concerning character, attitude, and general promise.

In keeping with Pathway Christian Academy’s Mission Statement, the PCA admissions process takes into account the following:

- We seek families who are growing in their personal Christian walk and involved in their local church. Pathway Christian Academy understands that if at least one parent is not a Christian it will be difficult to understand our philosophies of education and discipline.
- Students whose academic records demonstrate proven capability to succeed in our program. Therefore, students’ records are carefully evaluated prior to acceptance. PCA seeks to help all individuals that are willing and able to submit to our standards and methodology.
- Students whose recommendations show a behavioral history that is in harmony with the behavioral expectations of Pathway Christian Academy.
- Students whose emotional maturity is appropriate for the grade applying for.

Parent interviews are a significant part of the process (all students), and student interviews are required. Priority is given to siblings, returning students, and students of employees. Specific guidelines and requirements for admissions are detailed on our website and listed under “Enrollment Procedures” in this handbook.

Parents are responsible for keeping the school informed with changes in their status, such as but not limited to: address, medical, marital/divorce.

**AFTER-CARE PROGRAM** Children remaining after 3:15 PM will be directed to the After-Care program. Parents will be charged if the student is checked in to the After-Care program, even for a short period of time. This program is supervised by an adult and is provided for the convenience and safety of the students. All supervision ends at 6:00 p.m. Students remaining after 6:00 p.m. will be charged \$10.00 each quarter hour.

### **AGE QUALIFICATIONS**

Your child must be four years old by August 31st to enter the four-year old program.

If your child HAS NOT been in a learning based four-year old program, he must be five years old by August 31st to enter the Learning-To-Read class.

**ATTENDANCE AND TARDIES** Pathway Christian Academy operates under the authority of the State of North Carolina Office of Non-Public Education, which states that school attendance is required. Consistent attendance is essential if a student is to successfully acquire the necessary skills, concepts, strategies, and content for his/her grade level. Please notify your student's teacher first thing in the morning should your student be absent for the day. It is the responsibility of the student and parent to create the habit of being punctual and maintaining regular attendance. The academy feels that faithful attendance is necessary for the maximum benefits. Twenty absences could result in not receiving credit for partially completed work. To review the definitions of excused and unexcused absences and inform you of State Law refer to Appendix J. The following procedures apply to absences:

- Teachers will maintain an accurate record of attendance and tardiness. The record will appear on report cards.
- Parents must notify the school the day of the absence or provide a written explanation of the absence to the office on the day of return.
- If a student leaves before or arrives after 11:30 AM, he/she will be counted absent for the entire day.
- If a student is ill, homework assignments can be obtained from the teacher following the absence.
- If a student will be absent from school due to a planned family activity, educational trip, or vacation, approval must be received from the principal prior to the trip. It is the responsibility of the student to complete all missed assignments and return them to the teacher in a timely manner.
- Any student with 20 or more total absences for the year may be required to repeat the grade unless approved by the Principal.
- Tardies: Students are tardy if not seated in their classrooms by 8:30 AM. Excused tardies are given for the following reasons:

- Doctor/Dental visits – note from doctor/dentist must be turned in to your teacher.
- Traffic situations that result in a large number of students being late.

Most other tardies will be considered unexcused.

## **AUTOMOBILES**

Driving to school and parking on academy property is a privilege and not a right, and any violation of these guidelines may result in the loss of driving privileges. Anyone who drives on campus must do so carefully and at the proper speed, following all traffic guidelines. Reckless driving cannot be allowed at any time. Cars must be parked in an orderly fashion in the properly designated area on the campus. Under no circumstances will students be allowed to sit in cars before or after school, during lunch, during the school day, or at any school function. A student is not to return to his/her car during the school day without permission. No music may be heard outside the vehicle.

## **BIBLE**

Pathway Christian Academy is an independent, Christian school teaching that Christianity is truth and the Bible is the only inspired, infallible, and authoritative word of God. PCA children are taught the absolutes of Christianity. PCA does not take a position on specific denominational distinctives. Included in absolutes are:

- One true and living God who exists eternally in three coequal persons: Father, Son, and Holy Spirit
- The deity of our Lord Jesus Christ, His virgin birth, His substitutionary death on the cross, His resurrection, His ascension, and personal return in power and glory
- The deity of the Holy Spirit and that He indwells all who receive Jesus Christ as personal Savior and Lord
- Mankind was created by a direct act of God in His image and likeness
- Salvation is a gift of God only received through personal faith in Jesus Christ
- The resurrection of both the saved and the lost: those who have received Jesus Christ unto the resurrection of life and those who have rejected Him unto everlasting punishment

Examples of denominational distinctives are:

- mode of baptism
- Communion or the Lord's Supper: how served and frequency
- form and style of worship service
- demonstration of gifts in the individual believer and in corporate worship
- time of the second coming of the Lord Jesus Christ

## **BOOKS**

The student is responsible for lost or damaged books and will be required to pay a damage or replacement fee. Report cards will be held until all outstanding fees are paid.

## **CARPOOL**

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and about the parking lot areas. All parents and student drivers are expected to follow the traffic flow patterns, directional signage on campus and the direction of PCA staff who will be monitoring and directing traffic in the parking lot during peak times. In order to ease congestion, maximize traffic flow and minimize the risk of injury, PCA requires that students, parents, and visitors follow these guidelines and courtesies at all times:

- Cars must line up and move in an orderly fashion in the appropriate line. Do not park in the through lane.
- Never leave your vehicle unattended in the carpool line. If you must leave your vehicle, park in one of the designated parking spaces.
- Drivers are expected to re-enter the carpool line, if their riders are not ready for pick up. Do not hold up others who are behind you nor park in the fire lanes.

**CELL PHONES** Students are permitted to bring cell phones to school. However, they must be turned off and kept in the student's backpack during school hours. Cell phones will be confiscated by the Principal or teacher, if they are used during school hours.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Any change of address or telephone number should be submitted by the parent as soon as possible. It is very important for the school to have current information at all times.

## **CHILD ABUSE**

PCA personnel are mandated by law to report any observed or suspected instances of child abuse to the appropriate public authorities within 36 hours.

## **CHILD CUSTODY**

If legal custody stipulations apply to your child, it is required that copies of this information be provided to the school office in order to be enrolled and in attendance at PCA. Additionally, we will need copies of any custody changes.

## **CHURCH AFFILIATION**

Students are encouraged to regularly attend and belong to a Bible believing church.

## **CLASSROOM OBSERVATION AND VISITS**

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the academy is sensitive to the issue of security and supervision of classes. Parents are always welcome to visit the school; however, pre-school age children and visiting school-age guests are not permitted to visit the classes. Parents who plan to visit a classroom should inform the academy office of their intentions by a note or telephone call. Parents and prospective parents are always welcome to observe in a classroom by appointment only. In the event that you wish to formally observe a classroom, please contact the school office and a visit will be scheduled. Observations are usually limited to 30 minutes. Please keep in mind that the classroom observation should in no way interfere with teaching time, and questions for the teacher should be deferred to a more appropriate time. Appointments to talk with the teacher and/or principal may be scheduled with the individuals concerned.

## **CLOSED CAMPUS**

We follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal. Students must bring a written parental request to the office, or parents must sign them out to leave the campus for any reason.

## **CLOTHING LABELS**

Please label all clothing, lunch boxes, supplies, balls, etc. This expedites the search for the rightful owner. All items found should be turned in to the office. Lost items which are not claimed within one month may be discarded.

## **COMMUNICABLE DISEASES**

Please telephone the school immediately if your child is diagnosed as having a contagious illness. We would appreciate your cooperation in this matter.

## **COMMUNICATION**

PCA is committed to keeping open lines of communication with its families. Many instruments are in place to enable parents to know what is going on at PCA, and they are as follows:

- Handbooks
- The PCA website
- E-mail & voicemail
- Parent Teacher Conferences
- The “Remind” text App on your computer or smartphone

- Classroom Communication - any fliers, notices, or other communication to be sent home with the students or given out to parents or the public must be approved by the principal.

## **COMMUNITY OUTREACH**

Pathway Christian Academy reaches out in the community in several areas. The students of the academy minister at a local nursing home during the Christmas season. They have a mission trip to the nursing home bringing Christmas cheer through songs, gifts, and fellowship.

The 10<sup>th</sup> - 12<sup>th</sup> grade students are required to do a Compassion in Action project each year. They give to the community a certain number of hours in outreach to help those in need.

## **CONDUCT AND DISCIPLINE**

At Pathway Christian Academy, a student is expected to conduct himself/herself in a manner that is consistent with the Christian faith so that Christianity is seen as genuine and valid by the community. Discipline is administered in a loving, positive manner, and students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. Students are held accountable for their actions. The classroom teacher will handle most discipline, but any serious or persistent problems will be referred to the principal. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, out-of-school suspension, or expulsion. Teachers are encouraged to listen to all parties involved, to ensure the discipline fits the seriousness of the offense and that the type of discipline does not vary too much for similar offenses. The goals of helping students conform to classroom and school requirements and of guiding them in the development of self-discipline are always kept in mind. In the event of serious or persistent problems, parents will be notified and the parents, teacher, and principal will have a conference. The student may also be required to be present. Appropriate action will then be administered. Corporal punishment is not practiced.

Appeal of Campus Administrator's Expulsion Appeal – The student's parent or legal guardian may appeal the expulsion to the principal. The request for appeal must be in writing. The request for appeal must be received in the Principal's office within three (3) days (parents should put this in writing to ensure proper timelines) of the date of the administrator removing the student. A conference with the student and parents will be held within five (5) days, after which a decision will be issued (For more information see Appendix D).

## **COUPLE RELATIONSHIPS**

Pathway Christian Academy provides opportunities for boys and girls to cultivate friendships. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies will be considered in poor taste and are not permitted on campus or at school events.

## **CURRICULUM**

A broad-based curriculum lays a foundation that includes a verbal, written, and literary approach. Skills, strategies, and concepts are taught in a structured manner and viewed as tools for learning,



not as ends in themselves. Students are taught to think and not just to “parrot” answers. A developmental philosophy forms the basis for implementing the skills, concepts, strategies, and content. All areas of the arts, manipulatives, and active involvement in learning are utilized.

A Bible centered curriculum provides for the natural integration of biblical absolutes and principles into the academic, social, physical, and emotional areas of the curriculum. The development of a biblical worldview and mind are an integral part of the program. Curriculum is viewed as all that transpires while the student is at school. The planned curriculum is based on the skills, concepts, strategies, and content that a student needs at a given level in order to be prepared for the succeeding level. Quality curriculum and other resources are used to ensure that these areas are acquired. Students’ learning styles are addressed through a multi-sensory approach.

### **DAMAGE TO SCHOOL PROPERTY**

Parents are responsible for the cost of replacing or repairing school property, including computer equipment, damaged by their child(ren). This includes classroom and library items, furniture, textbooks, playground equipment, P.E. equipment, and school buildings. Report cards will be held until all fees are paid. Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings etc. of PCA, as well as the property of faculty, staff and other students.

### **DISASTER AND LOCK-DOWN DRILLS**

Fire, Lock Down, and tornado drills may be held throughout the school year. Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. When the fire alarms sound, all persons in the school building will file out in a quiet, orderly fashion. Each student is to remain with his classmates at all times. All classes will have an “assigned exit” through which they are to pass. A signal will be given to reassemble in the classroom. Students should recognize the seriousness of the drills and refrain from disorderly behavior. In case a disaster occurs during a regular school day, students will be released only to their parents or those listed under Emergency Contact Information. Photo identification may be required if someone is not known to school personnel. It is impossible in a time of disaster to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

## **DRESS CODE** (*See the dress code handout for specific details.*)

Pathway Christian Academy desires to create an educational environment that honors God and enhances learning. Rules of modesty for school dress code applies at all times while on campus and field trips. Our requirements are that the students should dress modest and clean and pleasing to the Lord.

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student. Our standards for dress and grooming are in keeping with the high Christian ideals which we seek to establish in those who attend the school. Scriptural support for a dress code may be found in I Timothy 2:9, Deuteronomy 22:5, I Corinthians 11:14-15, I Peter 3:3, and I Corinthians 6:19-20.

## **DRUG AND SUBSTANCE ABUSE**

Because we believe that our bodies are the temple of the Holy Spirit, the possession, use, or distribution of drugs, alcohol, and tobacco product(s) is prohibited. This also includes the use of electronic nicotine delivery systems also known as e-cigarettes, e-cigars, e-hookahs and e-pipes. Any situation where a student is suspected of engaging in such activities will be thoroughly investigated by the administration and the parents will be notified. The Administration of Pathway Christian Academy reserves the exclusive right to have the Goldsboro Police Department or 3rd party entity conduct routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs. Students connected to any drug-related persons or suspected events or activities may be required to submit to drug testing and be subject to expulsion. Violation of this policy will be dealt with by the administration whether the events occur on or off campus and whether the parents have knowledge of the activity or not.

## **Part II: SMOKING AND VAPING POLICY**

This Smoke Free Policy includes the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs and e-pipes. To protect and enhance indoor air quality and contribute to the health and well-being of all students, employees and visitors, Pathway Christian Academy shall be entirely smoke free and vape free. This policy is effective immediately. Smoking and vaping are prohibited in all areas within the campus or on campus grounds without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, hallways, cafeterias, employee lounges, stairs, restrooms, ministry owned or leased vehicles, and all other ministry owned or controlled facilities.

## **DUAL CREDIT COURSES**

Dual credit courses may be taken through an accredited higher education institution approved by the administration. Courses must be approved by the administration.

## **EMERGENCY SCHOOL CLOSING**

Occasionally, emergency conditions make it necessary to close school. In most cases this will be due to heavy snowfall, which makes the roads impossible or unsafe. In case of emergency closing such information will be broadcast over public media as soon as possible. You will be notified by text and on Facebook. A great place to keep informed is with our sister ministry GoMix Christian Radio, 88.7 or 91.1 on your FM dial. The following list of other stations may also be utilized: WGBR, WFMC, WSSG, WKIX, and television stations WRAL, WNCT, WITN, and WTVD. The decision to close will rest with the administration. When the outside temperature is 40 degrees (F) or above, children will have regularly scheduled recesses. Please dress them accordingly and provide the proper outerwear for outside activities.

## **ENROLLMENT PROCEDURES**

1. Review our web page, PathwayAcademy.org, thoroughly *including* our doctrinal statement.
2. Make an appointment to tour the academy and meet with a staff member to review the curriculum and ask questions about Pathway Christian Academy. An interview with the child is required.
3. Determine if you feel Pathway is a good fit for your child.
4. Fill out the application and pick up unofficial records from your child's school. Your records should include a copy of the prior year ending report card and a copy of the latest current year report card, a copy of discipline records, and any psychological test results if applicable. A transcript of credits should be included for high school students.
5. The application will be reviewed, and you will be notified if your child is accepted into Pathway Christian Academy within one week. A second interview may be requested. If your child had behavior issues in a previous school, it may take a longer period of time for a review by the board.
6. All new students are on probation for the first semester.

### ***The following statements apply to students with behavior issues from previous schools:***

Pathway is a ministry, and the staff realizes that the Lord gives us all second chances. Because we have a responsibility to our families and we have limitations, a process must be followed. If your child has had behavior issues, please submit what you as a parent have been doing to help your child with his behavior issues.

7. Parents will make necessary financial arrangements as required by the academy.
8. The principal will arrange a time for testing and placement for each student.
9. A student must be able to show that he has made a mistake and is repentant. He must show that he is not just looking for another place to cause trouble. We are not a reform school.
10. No student will be accepted that has been suspended for bringing fire arms or drugs to school.

11. No student will be accepted that has been suspended for disrespectful behavior towards the teaching staff at another school.

12. Acceptance to Pathway Christian Academy will be determined on an individual basis.

*The staff at Pathway Christian Academy desires to help all children, but we realize that we have limitations. Some children will require more professional help than we are equipped to give. Therefore, we will not enroll a student if we do not feel we are equipped to help him. We pray you will find the best fit for him or her.*

## **FACULTY**

All staff members of Pathway Christian Academy have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirement for the instructional staff is an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ.

## **FIELD & EDUCATIONAL TRIPS**

Field trips are planned for their educational value or rewards for fundraising events. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this permission slip and return it to the school. NO student will be permitted to go on a trip without this permission slip being on file in the office. If parents attend field trips, they should understand that the supervision of the students is the responsibility of the teacher, and she will retain full right to exercise authority in the administration of supervisory and disciplinary measures.

Field trips are considered part of the regular school day. Only parents authorized in advance may attend a school sponsored field trip. Authorization may include an approved background check. Other children and/or siblings may not attend the field trip without permission. Students may be required to wear special uniforms or dress for the field trip. Parents will be notified in advance by the teacher of an upcoming field trip. Students are not permitted to attend field trips without parent permission.

## **FUNDRAISING**

As is the nature of any privately funded educational institution, all money needed to provide a quality program cannot come from tuition alone. Various financial programs are needed to aid the school in different and distinctive ways.

## **GRADING SCALE**

Grades K4 -3 must show mastery in all subjects by obtaining a 90% on all tests.

Grades 4-8 must obtain a 70% on all tests.

Grades 9-12 must obtain a 70% average in all courses.

Pathway Christian Academy uses a 10-point grading scale.

**“A” Honor Roll-Students who have maintained a 90% or above cumulative average.**

**“B” Honor Roll-Students who have maintained an 80% or above cumulative average.**

**Any grade below 80% disqualifies a student from any honor roll.**

**GRIEVANCE/PROBLEM RESOLUTION** (*NOTE: For sexual harassment resolution, please use the steps outlined in Appendix B of this handbook.*)

If a problem or complaint is so delicate a matter that you feel compelled to obtain advice from a Principal/Administrator, the administration encourages the parent to do so. Administration has been trained to work with parents in determining the most appropriate means by which conflict resolution can be achieved. We believe the best method lies at some stage within the normal Problem Resolution process. In some instances, it is recommended to skip a step because the member of the administration, identified within that step, who happened to be responsible for resolving the problem, may be the source of the problem.

**Problem Resolution Procedures:** If a situation occurs when a parent believes that a decision affecting his child is unjust or inequitable, he is encouraged to make use of the following steps. The parent may discontinue the procedure at any step if he feels resolution has occurred.

**Step One:** The parent should present any problem privately to the teacher or whomever caused the problem or whomever is involved in the conflict, in a positive and constructive manner, immediately, or within five calendar days of the incident. If the problem remains unresolved or if the problem is so sensitive the parent believes it would be inappropriate to bring it to the party who caused the problem, the parent may choose to proceed to step two.

**Step Two:** The parent should advise the Principal/Administrator of the problem within five calendar days of the incident. The Principal/Administrator should document the discussion and attempt to help resolve the problem. If the problem remains unresolved, or if the Principal/Administrator is unavailable, or the parent believes it would be inappropriate to contact the Principal/Administrator, the parent may proceed to step three.

**Step Three:** The parent presents the problem to the President of our Ministry in writing. The President reviews and considers the problem. He will inform the parent of his decision within ten (10) calendar days, and a copy of the written response will be retained in the student’s file.

**Final Determination:** The Board of Directors will make the final determination and will inform the parent of the decision within ten (10) calendar days.

Every problem cannot be resolved to everyone’s total satisfaction. Only through understanding and discussion of mutual problems can parent’s and administration develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment.

It is also possible that your child may disagree with the position of Pathway Christian Academy as we seek to help him grow in Christian maturity and in academic ability. Though these may seem to be times of stress between the home and the school, look on these occasions as times for

the school staff and parents to work more closely together in developing and equipping your children to be mature servants of Jesus Christ.

Students must at all times conduct themselves in a manner becoming of a Christian. Gripping is not tolerated! If your child does come home complaining about a policy or a discipline, please follow this procedure:

Give the staff the benefit of the doubt.

Realize that his reporting is emotionally based without all of the information.

Realize that we have reasons for all rules and that they are enforced and applied individually and without favor.

Support the administration and call us for the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation: both parents or the child's guardian are to be called for a conference. If the administration feels that the situation has not changed within two weeks, the parents or guardian will be asked to withdraw the child.

High School students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ-centered program, which includes abstinence from smoking, rock music, alcoholic beverages, use of narcotics, swearing, or any other questionable practice. Students must realize that sexual promiscuity, the use of alcohol or drugs, or any other activity that may harm the other students will be grounds for dismissal.

Pathway Christian Academy is dedicated to training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before men." Thus at Pathway Christian Academy, a discipline is maintained which is firm, consistent, fair, and tempered with love.

Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

## **HARASSMENT**

PCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion (For more information see Appendix B).

## **HEALTH POLICY**

The staff of Pathway Christian Academy will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be

serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf.

### ***Injuries***

Minor injuries will be given appropriate first-aid treatment by an authorized staff member. Treatment will be limited to cleaning a wound and/or providing Band-Aids and/or applying ice packs. In the case of serious injuries or other emergencies, paramedics will be called and parents notified. In the event that a parent cannot be reached, someone listed on the child's emergency contact list will be notified.

### ***Immunizations***

All students enrolled at PCA are required to have up-to-date immunization records on file at the beginning of each school year. All new admissions will have immunizations up-to-date prior to attending the first day of school. It is the parent's responsibility, not the child's responsibility, to deliver an updated immunization record to the office. Students who are delinquent in obtaining their immunizations, after the first 30 days of school, may not be allowed to attend classes. Exemptions from immunizations are allowed for reasons of conscience. Exemptions for immunizations are also allowed for valid medical reasons. To claim a medical exemption, a student must have a statement signed by their physician who has examined the student and states that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. This exemption statement is valid for one year from the date signed by the physician. PCA adheres to North Carolina state law, which requires that immunizations be up to date.

### ***Inhalers***

A student with asthma may possess and self-administer asthma medicine on school property or at a school-related event, if the student has written permission from the student's parent and the student's physician or licensed health care provider.

The following requirements must be met prior to a student being allowed to carry his/her inhaler:

1. The parent has not requested that school personnel administer the student's asthma medication; and
2. The school receives annual written authorization from the student's parent for the student to self-administer, and
3. The inhaler is properly labeled for that student; and
4. The Principal, teacher or other appropriate party assesses the student's knowledge and skills to safely possess and use his/her inhaler in a school setting.

### ***Head Lice***

Pathway Christian Academy has a Nit-free policy. If your child is sent home with head lice, the student must be checked by the Principal or Teacher prior to readmission. Readmission is at the discretion of the Academy.

### ***Dispensing medications***

Parents are asked to consider the potential danger of having students bringing medication to school. The school recognizes that medications are justified in chronic health conditions and short-term acute health conditions, but NO MEDICATION will be administered without the written request of a parent and/or a directive of a physician. All medications must be in their original, properly labeled container. The following information must be completed and submitted to the office:

- Student's name
- Name of medication
- Date(s) to be given
- Time(s) to be given, or how often
- Dosage (how much), which must include a physician's written direction if different than the recommended dosage
- Signature of the parent or guardian
- Date request written
- Nonprescription medicine must be in the original container with original label and the student's name.

If your child is to receive medication at school, it is the child's responsibility to report to the designated area to take his/her medication. All medication, with the exception of rescue inhalers for asthma, must be turned in to the office and not carried in the student's possession or stored in his/her locker. Students are never permitted to keep prescription or over-the-counter medications in their personal possession while on campus, including lunch boxes, personal bags, backpacks or lockers. Students may keep cough drops in their possession, but not cough syrup. If your child's medication is stored at the school office, it must be picked up before the last day of school. Any unused medication will be thrown away if not taken home.

Please read and comply with the guidelines listed below regarding sending your child to school after an illness. Students have been returning to school too soon after an illness-related absence which then perpetuates the cycle of contagious illnesses among our students. We appreciate your understanding and cooperation in protecting all our students from communicable or contagious diseases. Students need to be in optimal health for optimal learning.

### ***Communicable Diseases***

To protect students from communicable illnesses, students infected with certain diseases are not allowed to come to school while contagious. Students should be symptom free for 24 hours before returning to school. The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases.



A student with any of the following symptoms must not attend school until such time as the student is free from symptoms listed below:

- Temperature of 100.4 degrees or more. Student must be fever free for 24 hours, without fever reducing medication, i.e.; Tylenol, Motrin, Advil, before re-entry.
- Vomiting or diarrhea, must be symptom free for 24 hours, without medication, before re-entry.
- Undetermined rash over any part of the body accompanied by fever
- Red, draining eyes, intense itching with signs and symptoms of secondary infection
- Open, draining lesions or wounds
- Lice or nits on the shaft of the hair
- For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school.

A certificate of the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting may be deemed necessary for reentry into school.

## **HOMEWORK**

Your children need time to be children, to participate in family activities, church activities, and to pursue special interests. Any assigned homework will be meaningful and not homework for homework's sake. It will include incomplete goals, projects, and compositions. It may also include preparation for tests, reinforcement of an area covered, or aid for a student in an area of difficulty. At Pathway, we take the failure to do homework very seriously. A student who consistently does not complete their homework may be placed on probation. Parents must understand that if they cannot get the student to do their work at home it is highly unlikely we will have sufficient leverage to motivate them to do it at school, therefore the student may need to be withdrawn.

## **INCENTIVE PROGRAMS**

Each age division of our academy has incentives set up for the maximum reward for doing a good job. These incentives range from longer breaks, classroom privileges, or field trips. For individual classroom privileges ask your child's teacher.

## **LIBRARY BOOKS**

PCA seeks to encourage the love of reading, to develop reading skills, and to support and enhance the school curriculum. Library books, periodicals, reference materials, and computers are available. Overdue book fines are not charged, but replacement fees are charged for damaged or lost books. End-of-year report cards will not be issued until fees are paid or books are returned. Monetary gifts or donations of new and gently used books may be given to the library anytime, and can be used to commemorate special occasions such as birthdays or in memory of a loved one.

## **LOCKERS**

Lockers should at all times be considered the property of PCA and not the private property of the student. Lockers are to be closed whenever not in use by the student. Lockers are not to be locked. Students are required to respect the property of other students. Students may not handle, touch, take or use any of the contents in a locker that does not belong to them. Any student who does not adhere to this policy will be subject to disciplinary action. Students are not to leave any valuables in their lockers. PCA is not responsible for lost or stolen items belonging to any student. Students are not permitted to swap lockers with another student under any circumstances. Students are responsible for the locker that is assigned to them for the year. Locker checks will be performed periodically for the purpose of ensuring that food and trash are not being stored in the lockers. Students who habitually fail to keep their lockers in an acceptable state of cleanliness will be subject to disciplinary action. The Administration may search a student's locker at any time. The current fee for locker rental is \$5.00 per academic year.

## **LOST AND FOUND**

Personal property including coats should be clearly marked with the student's name. PCA is not responsible for lost personal property. Lost and found items will be stored for one week in the Lost and Found. Items not claimed after a reasonable period of time will be discarded. Unclaimed items will be donated or turned over for resale. The lost and found will be located in a central location.

## **LUNCH PROGRAM**

All students are required to bring their lunch to school. There will be an option to purchase lunches from our school store. Drinks and snack items will be provided at the school store for a small charge. On certain "special" days the school will serve a hot lunch. Parents will be notified as to the date and charge. No students will be permitted to leave the school for lunch unless accompanied by an authorized person or written parental consent has been given.

## **NEWS RELEASES**

Students must not release information concerning Pathway Christian Academy and its policies to members of the press unless specific authorization to do so has been granted by the administration. All request for information should be forwarded to the school publicity director or the administration.

No student may use the name of the school on any radio or TV program or in any publication without prior authorization from the administration.

Any violation of the above will result in severe disciplinary action.

## **NON-DISCRIMINATORY POLICY**

Pathway Christian Academy admits students of any sex, race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, or national and ethnic

origin in the administration of its educational policies, and athletic and other administered programs except where necessitated by specific religious tenants held by the institution and its controlling body.

## **PARENT CONFERENCES**

Parent conferences are encouraged and may be scheduled at any time by the principal, teacher, or parent. A parent can schedule a conference by calling the school office. Please do not call the teacher at home to schedule a conference. Conferences are offered at prescheduled times.

## **PARENT INTERACTION**

Parents are viewed as ultimately being responsible for the education and spiritual development of their children. By placing their children in PCA, they agree to accept and abide by the policies and procedures established by the school. If you have any questions regarding any aspect of the school, please contact your child's teacher or principal. Unanswered ambiguities or questions can lead to misunderstandings, rumors, or erroneous conclusions. It is in everyone's best interest not to leave questions or issues unanswered. Parents who show themselves to be in opposition to the philosophy and basic principles of the school may be asked to withdraw from PCA as stipulated in the enrollment contract.

## **PARTIES**

Holiday and other scheduled parties may include: Christmas, Valentine's, and Easter. There is no observation of Halloween at PCA. We may have various occasions for additional parties throughout the year. Parents will be asked to help furnish various items and supervise the activities of the students. On Valentine's Day the children may exchange valentines providing every member of the class receives one. No other items can be exchanged at school (*boxes of candy, jewelry, stuffed animals, etc.*). Parents, who help with a class party, may not bring any other children or siblings with them to the party without permission.

Children may celebrate their birthdays by bringing refreshments to school. Please call at least one day in advance to bring a birthday cake. For a meal please notify the office at least three days in advance so that we can inform the parents of your child's classmates. Specific arrangements need to be made in advance with the classroom teacher. Treats may be shared at lunch or during other scheduled times during the school day. Invitations for any party to be held out-of-school may not be distributed at school unless the entire class is included, or all of a particular gender. Early dismissal for parties is not granted.

## **PERSONALIZED INSTRUCTION**

The basic instructional approach to learning will be that of individualized instruction. Individualized instruction is the process of providing each student the most appropriate learning task at a given point in time and with a given set of available resources. Additionally, other modes of instruction will be used (small groups and lectures) as the teacher determines them appropriate.

## **PHOTOGRAPHING STUDENTS**

Students may be photographed or videotaped by the school in the course of school activities. Parents may choose to allow their student's likeness to be used in promotional and/or advertising materials, or opt out during annual re-enrollment.

## **PRAYER**

We start our day with pledges and an opening prayer, and we pray over our food. All students are expected to be reverent during prayer time, bow their heads, and close their eyes.

## **PROBATION**

Students placed on academic or disciplinary probation first semester will not be invited to reenroll. If the student has made satisfactory academic and/or behavioral improvement by the end of the school year, the probation status will be lifted and re-enrollment will be permitted, providing there is space available in that particular grade at that time. Both faculty and administrators will provide input and have significant discussion before placing any student on probation and withholding enrollment. Students placed on probation will be required to attend a parent conference and will subsequently have periodic meetings to measure progress with teachers and administrators.

## **PROMOTION POLICY**

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. However, for some students this process can be difficult and trying. For these students a lack of academic success can be attributed to a variety of factors such as poor grade-level placement, lack of maturation and development, learning disabilities, as well as the refusal to work. During the course of the year, PCA uses a variety of standardized tests, developmental screenings and diagnostic tools to determine why a student may be experiencing academic difficulties. Using the results of these tests, parent conferences, and teacher recommendations, it may be determined that retention is necessary and in the best interest of the student. When retention is necessary, the decision to do so has both negative and positive aspects, but the long-term benefit for the student generally outweighs any negative short-term concerns. Because PCA wants students to make academic progress, it is important that parents and students know what is needed to be promoted to the next grade level.

## **PUBLIC NOTORIETY**

Students are expected to represent Pathway Christian Academy in a positive manner, even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to Pathway Christian Academy in a negative manner. Negative actions, which cause notoriety, could result in a student's expulsion from the school.

## **SCHOOL HOURS**

School hours will be set at the beginning of each academic year. Supervision will be provided for students at least one hour before school starts and at least fifteen minutes after school ends to assist our parents with their work schedule for no charge. Aftercare will be provided until 6:00 p.m. for an additional charge.

## **SEARCH AND SEIZURE**

Authorized school personnel may conduct a reasonable search of a student or his/her locker, and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules. The Administration of Pathway Christian Academy reserves the exclusive right to have the Goldsboro Police Department do routine and random checks for illegal drugs anywhere on campus. Students also understand and agree that PCA shall have the right to monitor or examine any electronic device at the school or any PCA activity.

Additionally, PCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example “Facebook, Instagram”, or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics, and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves. Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, our families, ourselves, and Pathway Christian Academy (For more information see Appendix A).

## **SOLICIATION**

We will not allow solicitation of ANYTHING in the building or on the grounds of Pathway Christian Academy without explicit permission of the administration. No posters for outside activities will be allowed to be displayed on our campus.

## **STANDARDIZED TESTING**

Standardized tests help schools objectively assess students’ academic progress and potential from year to year. PCA utilizes The Iowa Assessments which measures how students are performing on nationwide standards. The Iowa Complete is a large-scale achievement test that assesses students’ skills in reading, language, mathematics, social studies, and science. The test measures both foundation skills and higher-order thinking skills.

The Iowa Assessments measure what a student knows and can do efficiently. Therefore, the subtests are timed. The times have been established to give a student sufficient time to answer the questions. All questions are in multiple-choice format. Staying within the timed guidelines will give a more accurate test result.

Students in grades 1-12 will complete a standardized achievement test during the 4<sup>th</sup> quarter. 12<sup>th</sup> graders may exempt out of the achievement test.

During the junior and senior years, students will be advised in locating and taking the appropriate college entrance exam. Pathway Christian Academy also offers the PSAT test to college-prep Sophomores and Juniors.

## **STUDENT RECORDS**

Although Pathway Christian Academy is not bound by The Family Educational Rights and Privacy Act (FERPA), we will usually voluntarily follow their guidelines. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

***As a private school, it should be understood that records cannot be released until all accounts have been cleared by the academy office.***

## **TELEPHONE CALLS AND MESSAGES**

All telephone calls and messages to students and teachers must be directed to the school office. No students or teachers will be called out of class except in case of emergency. Student use of the telephone will be limited to necessary local calls only.

**TRANSFER CREDIT POLICY** Students transferring into PCA will receive credit for approved courses based on the official transcript from the previous school.

If a transfer student is enrolled in a program of studies which is non-accredited, they may be tested either through credit by examination or enroll in the course(s) needed to receive credit and therefore meet graduation requirements from Pathway Christian Academy.

Students transferring into PCA from a home-school environment will be subject to a review of awarded credits, and may be required to take subject exams to verify their academic record.

Students repeating any coursework for credit must attain a minimum average of 70% for successful completion of the course. It is the responsibility of the student to provide PCA with an official transcript for coursework that is completed at another accredited institution.

## **TUITION**

A non-refundable registration fee is due at the time of enrollment.

Technology fees are due with the October tuition and upon the beginning of each new course.

Miscellaneous fees for behavioral or special services are due with each month's tuition.

All other fees for special projects and activities will be due prior to the event.

Gifts from patrons or supporters may be given for a special project, student, or for the general fund. A tax deductible letter will be received by January 31st.

## **TUITION PAYMENT**

Payments may be made through monthly debits, credits, bank transfers, check or cash.

All checks are to be made payable to Pathway Christian Academy.

Tuition payments may be paid in total at the beginning of the academic year and a 10% discount will be allowed if you pay for the entire year. Payment must be made by cash or check.

Tuition payments may be paid monthly in twelve equal installments that are due on or before the first of the month beginning June 1<sup>st</sup> and continuing through May 1st.

Tuition payments may be paid monthly in eleven equal installments that are due on or before the first of the month beginning July 1st and continuing through May 1st.

Tuition payments may be paid monthly in ten equal installments that are due on or before the first of the month beginning August 1st and continuing through May 1st.

If tuition payments cannot be made by the first of each month, then the established policy is to allow a 10-day grace period before any penalty is assessed.

If the bank returns a check for “insufficient funds” then:

- a. We will charge your account \$25.00 for each returned check.
- b. We will redeposit the check unless you secure a replacement.

Students whose accounts fall more than 45 days behind may be denied services.

Students’ progress reports or cumulative records will not be released from the office until all financial obligations are paid in full.

If tuition payments are not paid in full by the beginning of the following school year, the students will not be allowed to re-enroll.

If a student is expelled during the school year, tuition payments will be refunded on a prorated basis.

If a student withdraws voluntarily, the parent is responsible for full payment of technology and tuition payments for the full month during which the student was in class. Students withdrawing or graduating in the fourth quarter will be credited or charged by the daily rate.

## **VISITORS AND PARENTS ON CAMPUS**

For security purposes the Academy entrance will be locked during the school day. Once admission has been permitted by an authorized school representative the parent or visitor may proceed to the authorized destination.

Closed Campus: Parents, siblings, and alumni are welcome to visit during the day for lunch or Chapel services. Friends and nonfamily members are not permitted to visit the campus during the school day. Representatives from churches or other organizations may seek advance permission from the school principal to visit. Visiting guests must wear clothing that is in keeping with the modesty guidelines established by Pathway Christian Academy.

## **WITHDRAWALS**

- To withdraw a student, the parent or guardian must notify the school office and complete a withdrawal form.
- The student needs to turn in all textbooks and other school property to the school office. The withdrawal form will be processed internally at PCA through the office.
- Records will not be released until all forms are completed and financial matters are resolved. Please allow 5 working days after all forms are completed and all financial matters are resolved for records to be released. End of year records require more time for processing.
- Students may be asked to withdraw from school if it is concluded that PCA’s program is unable to meet a student’s educational needs.



## **ENDING REMARKS**

Many institutions take the position that their responsibility to the student does not go beyond academic work or “school hours.” We, at Pathway Christian Academy, do not take such a position. We believe it is our responsibility to set full behavior standards for our students and will take a firm stand in doing so.

Each parent and student make the decision to attend Pathway Christian Academy. Those who decide to do so thereby agree to accept the standards, principles, and requirements. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your children within our power to guide and teach the student socially, academically, and spiritually.

### **THE EDUCATION OF YOUTH DETERMINES THE FUTURE!**

*“We know that if we work upon marble, it will perish; if we work upon brass, time will efface it; if we rear temples, they will crumble into dust; but if we work with men and imbue them with principles, we engrave on those tablets something that brightens lives for all eternity.”*

Daniel Webster

## PATHWAY CHRISTIAN ACADEMY STATEMENT OF COOPERATION

**Parents:** Please read the following statements carefully and sign below to indicate your agreement.

Pathway Christian Academy believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school's mission. We/I hereby affirm that we/I have read the Parent/Student Handbook and discussed its policies with my student. We/I certify that we consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook. As such, We/I will not take to social media nor encourage other families to do so should conflict arise with the school faculty or administrators. We/I will pledge to follow the Matthew 18 principle. We/I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to our Lord and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school. We/I understand that the services of the school are engaged by mutual consent, and that either the school or we/I reserve the right to terminate any or all services at any time. We/I understand that this Handbook does not contractually bind Pathway Christian Academy and is subject to change without notice by decision of Pathway Christian Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years. I understand all of the policies and agree to honor them as long as my child/children attend/s Pathway Christian Academy.

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Parent/Guardian's Name (Print)

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Parent/Guardian's Signature (Both parents must sign)

Date

---

Parent/Guardian's Name (Print)

---

Parent/Guardian's Signature (Both parents must sign)

Date

## PATHWAY CHRISTIAN ACADEMY HONOR CODE

*A Pathway Christian Academy student is honorable in conduct, honest in word and deed, dutiful in study and service and respectful of the rights of others. Through education and maturity, the student rises to self-government.*

### *Understanding the Code*

True education of the mind and heart teaches and requires self-government. Self-government calls for the active cultivation of intellectual and moral excellence and humility before our Creator. It commands courage in pursuit of justice and diligence in performing the duties of scholarship. A student achieving the right of self-government explains how teachers in years past were capable of instructing forty or more students and still maintain discipline.

It further explains why teachers today complain if they have even a fraction of that number. Without self-government tuition rates will rise exponentially. Self-government instructs each person to hold honor sacred. Students and citizens willing to accept the challenge of self-government will require few laws, rules, or regulations to restrict their liberties. Their freedoms at Pathway Christian Academy will be numerous. Students unwilling to exercise self-government will find many laws, rules, and regulations that will greatly restrict their liberties. Their freedoms at Pathway will be extremely limited. This, of course, will be their individual choice.

Life, liberty and the pursuit of happiness are every person's natural rights. Mindful of these gifts from God, Pathway Christian Academy students uphold their rights with care for the common good. A student adhering to self-government will maintain these rights within God's ordained boundaries.

Self-government is a challenge with the promise of a rich reward: liberty of the soul. A soul enjoys liberty when it is ordered—when its passions are ruled by reason and its habit is virtue. Pathway Christian Academy exists for the improvement and ultimate happiness, temporal and eternal, of its students. This great and enduring happiness is its highest purpose.

Guided by faculty, staff, and their parents, Pathway students learn to cherish the liberty of the soul; to defend the civil and religious liberty of the American order; and to live with “intelligent piety” as self-governing citizens and scholars.

If an assignment is given or a test is administered, in reality, two responsibilities are contained in the one. The first test a student must pass is the “honesty” test. The second test will be upon the individual academic assignment. The Honor Code understands that a student of good and honest character with the ability of self-government may not always be able to pass the academic test. But there is no student with a good and honest character and with the ability of self-government that cannot pass the honesty test.

At Pathway Christian Academy, the student will be encouraged by instruction and the use of reward to self-government and self-discipline—thus achieving a state of maturity.

Since we are not equipped to be a reform school, students unwilling or intellectually unable to achieve this milestone of character and maturity will be unlikely candidates to remain at the Academy.

Parents can be of great assistance in the maturing of their child by instituting this honor code within their home. When accepted standards of behavior are consistent between the home, church, and school, the child has a consistent standard of honor in all of the primary authority figures within their life. Achieving the art of self-government will be one of greatest resources your child can learn. Once achieved, it will be a resource called upon throughout every facet and stage of life. It will likely prove to be their greatest achievement during their tenure at Pathway Christian Academy.

We hereby affirm that we have read and understand the Honor Code of Pathway Christian Academy. In addition, the student and parent acknowledge the student's responsibility to rise to the state of self-government, and if not, the student will most likely fail to achieve in our academic environment.

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (both parents must sign)

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (both parents must sign)

**This section is only required for students in grades 4-12.**

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX A: SOCIAL MEDIA – ACCEPTABLE USE POLICY**

Students are responsible for using common sense, ethical standards, and good manners when online or texting. “Online” includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Do not assume anything sent through these methods is private communications. Social Networking even sites marked as private are not always private. Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook including probation, suspension, or expulsion. Unacceptable communication is forbidden at all times and includes:

- Alcohol or drug related pictures and/or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Smoking or vaping pictures and/or involvement. Statements to or about another student that may be interpreted as
- Involving the usage of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys another person)
- Sexually provocative or immodest
- Threatening or disrespectful
- Bullying
- Knowingly post false or defamatory information about a person or organization

If you are asked by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately.

### ***Purpose for Social Media Guidelines:***

Pathway Christian Academy (“PCA”) realizes that part of 21st century learning is adapting to the everchanging methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning and sharing in these constantly changing digital environments is a part of 21st century learning. To this aim, PCA has adopted the following guidelines to provide direction for instructional employees, students, and the PCA community when participating in certain online social media activities:

1. Whether or not a person participates in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. The responsible use of social media can be both a beneficial and effective way to communicate with the PCA community. While the First Amendment to the United States Constitution (free speech) protects individuals who want to participate in the use of social media, the law states, and courts have ruled, that private schools

can address the speech of students, employees, and parents if that speech, including personal online postings, substantially disrupts school operations.

2. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced and/or posted online by PCA employees, PCA students, and PCA families is a reflection on the entire school and may be subject to the School's Acceptable Use Policy and/or Code(s) of Conduct.

a. Personal postings, even if marked private, may also be subject to relevant PCA policies and procedures, in addition to relevant local, state and federal laws.

b. Accessing, creating, or contributing to any online content, such as blogs, wikis, podcasts or other social media that is in violation of PCA's Policies, or disparages or is disrespectful to PCA employees, students, or parents can result in consequences outlined in the School's Acceptable Use Policy and/or Code(s) of Conduct. Please read applicable PCA Policies carefully before participating in any social media application.

### ***What is Social Media?***

User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other. Social Media sites may include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, Ning, MySpace, YouTube, LinkedIn, etc.)
- Photo and Video Sharing sites (YouTube, Flickr, Snap Chat, etc.)
- Social Bookmarking (Diigo, Delicious) • Podcasting and Vodcasting.

### ***Personal Responsibility***

Pathway Christian Academy encourages school employees, students, and parents with a personal online presence, to be mindful of the information they post. Your online behavior should reflect the same morals, professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings. Please note, that even if you delete personal information, it still may be stored on the website's server for a longer period. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy in Social Media or on the World Wide Web.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a PCA employee, student, or parent online, you are now connected to colleagues, students, parents, and the school community. Use these connections wisely and well.

It is inappropriate to substantially disrupt PCA operations through the use of e-mail, text messaging, instant messaging, or social networking sites to disparagingly or disrespectfully discuss school-related activities. This reflects poorly on all parties involved.

Teachers, students, and parents are reminded that regardless of where their posting originates, any text, photographs, or videos they put on these sites or similar sites which would be disrupting and derogatory to the school or the school community, or threaten, demean, or bully students or faculty, or parents is prohibited.

It is your duty and responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

### ***Social Networking Sites***

The school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs, or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited. Do not share anything through these Social Networking avenues that you would not be comfortable having your family or PCA see.

### ***Website Postings***

Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God. Students will not send harassing messages to others in any way, whether those people be at PCA or outside of PCA. Such harassing messages include, but are not limited to, insulting language, profanity, or sexual content.

## APPENDIX B - STUDENT BULLYING/HARASSMENT POLICY

Pathway Christian Academy is committed to providing a safe, caring and positive environment to enhance the learning experience and opportunities for all students. It is a violation of school policy for any student to bully, harass or intimidate another student.

### Definitions

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gestures, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft/Stealing or hiding backpacks or other personal possessions
8. Sexual, religious, or racial/ethnic harassment
9. Public humiliation.
10. Repeated or taunting, name calling, belittling, mocking putdowns
11. Damaging or destruction of property
12. Placing a student in reasonable fear of harm to his person or property
13. Cyber-bullying
14. Cyber-stalking

***Conduct that would not ordinarily be considered bullying may include but is not limited to:***

1. Mere teasing
2. "Talking trash"
3. Trading insults
4. Not liking someone
5. Being excluded in a game (i.e. only six can play)



6. Accidentally bumping into someone

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

**Bullying and harassment also encompass:**

a. Retaliation against a student or school employee for asserting or alleging an act of bullying or harassment.

PCA prohibits any retaliation against anyone who submits a report. If the investigation determines that a violation has occurred, PCA will take disciplinary action against those who engaged in the misconduct. Reporting an act of bullying or harassment that is not made with honest intentions is considered retaliation and may result in disciplinary action.

b. Unwanted harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to race, color, religion, sex, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law.

**Cyber-bullying** means bullying through the use of technology or any electronic communication. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identify of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

1. Cyber-stalking means to engage in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic email to electronic communication, directed at a specific person, causing emotional distress to that person and serving no legitimate purpose.

2. Parent means either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.

**Expectations** are standards of student behavior are set cooperatively through interaction among students, parents or legal guardians, staff, and community members.

Students are required to:

- a. conform to reasonable standards of socially acceptable behavior;
- b. respect the person, property, and rights of others;

***The bullying of any student or school employee is strictly prohibited:***

- a. During any school-related or school-sponsored program, function or activity
- b. While on school transportation
- c. While off campus
- d. Through the use of any computer, technology or electronic device, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school, regardless of who owns the computer, technology or electronic device or where the computer, technology, or electronic device is located.

***Procedures for Reporting Acts of Bullying or Harassment***

School personnel must report all incidents of bullying to the Principal whether they personally observe the incident or learn of it by some other means. There will be an immediate, thorough, and objective investigation of all complaints.

- a. The Principal, teacher, or staff shall be responsible for receiving complaints of bullying or harassment.
- b. All school employees are required to report alleged bullying or harassment to the principal.
- c. Students and parents are encouraged to report any act of bullying or harassment to principal or classroom teacher.

Such complaints may be made anonymously, in-person, or in writing. However, formal disciplinary action may not be based solely on the basis of an anonymous report. Any written or oral report of an act of bullying or harassment will be considered an official means of reporting and will be documented.

***Investigation of Complaints***

The investigation of a reported act of bullying or harassment will be investigated by the principal. The investigation shall begin no later than the next school day. The investigation must include documented interviews of the victim, alleged perpetrator, and witnesses. Each individual must be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts, including, but not limited to:

- a. A description of the incident(s) including the nature of the behavior;
- b. The context in which the alleged incident(s) occurred;

- c. How often the conduct occurred;
- d. Whether there were past incidents or past continuing patterns of behavior;
- e. The relationship between the parties involved;
- f. The characteristics of the parties involved, i.e. grade, age, etc.;
- g. The identity of individuals who participated in bullying or harassing behavior;
- h. Where the alleged incident(s) occurred;
- i. Whether the conduct adversely affected the student's education or educational environment;
- j. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- k. The date, time and method in which parents or legal guardians of all parties involved were contacted.

***Prevention Practices School Wide Policy to Prevent Bullying***

- a. Clearly defines bullying behavior and provide examples
- b. Clearly establishes school rules and expectation for all students
- c. Communicates rules and expectations to all students (classroom teachers)
- d. Staff communicates rules and expectations to all students
- e. Encourage students to take personal responsibility for creating a safe learning environment
- f. Make sure "hotspots" (hallways, restrooms, playground, etc.) have adult supervision
- g. School encourages and reinforces students' reporting of bullying incidents

***After an investigation of the facts***

- a. Principal will decide whether or not there has been a violation of the bullying policy based on the facts and circumstances.
- b. Referral: In conjunction with the disciplinary consequences, steps may be recommended to stop the bullying or harassing behavior.
- c. A final report must be kept on file. The report must include each incident of bullying or harassment and the resulting consequences, including discipline, interventions and referrals. A report that does not meet the criteria of bullying or harassment must be kept on file.
- d. Notification to parents of all students involved shall take place on the same day an investigation has been initiated

### ***Consequences***

When facts and surrounding circumstances reveals that a student has engaged in bullying, consequences can range from after school detention, referral to counseling, suspension or expulsion. Consequences will be enforced for those who are found to have wrongfully and intentionally accused another of bullying or harassment. Retaliation against any person who makes a report of bullying or harassment will not be tolerated. Consequences for those who are found to have committed an act of bullying or harassment shall be determined by administration.

### ***Counseling Intervention***

Victims of bullying or harassment may be given counseling for problem-solving techniques, support and interventions to address the needs of the victim. Perpetrators of bullying and/or harassment acts may also require counseling and/or interventions to address the behavior of the students who bully or harass others, for example, but are not limited to anger management. Parents may also be referred to outside agencies or provided with assistance or support as deemed appropriate.

### **Sexual Harassment**

PCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this will be subject to discipline, up to and including termination or expulsion.

***Sexual harassment*** means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### ***Examples of Sexual Harassment***

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. unwanted sexual advances or propositions;
2. offering academic benefits in exchange for sexual favors;
3. making threatening reprisals after a negative response to sexual advances;
4. visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters;
5. verbal conduct such as making or using derogatory comments, epithets, slurs, and/or jokes;
6. 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; and
7. physical conduct such as touching, assaulting, impeding or blocking movements.

***Protection Against Retaliation***

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

***Procedure for Investigation of the Complaint and for Taking Corrective Action***

When the principal receives a complaint, he or she shall immediately initiate an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **APPENDIX C – TECHNOLOGY USE POLICY**

### ***Technology Code of Ethics***

All users of PCA's technological resources will adhere to the following code of ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will make a conscious effort to be a good witness to my fellow students, faculty members, and others as I use the school's equipment and communicate my ideas to others.

### ***General Statements***

The PCA network and computer equipment is available for students, faculty, and staff to use for research, study, and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation, and to facilitate communication and creativity in the expression of ideas and information.

Report any hardware or software problems and any knowledge of inappropriate usage to the Principal or your teacher.

### ***Acceptable Uses***

The use of the school network and computing equipment by a PCA employee or student must be for the purpose of conducting one's job responsibilities or educational opportunities. PCA has the right to place restrictions on the material that users access through the school network. The transmission of any material in violation of any U.S. or state regulation is prohibited, including, but not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

### ***Unacceptable Uses***

Users will not attempt to gain unauthorized access to the PCA network or go beyond their authorized access on the network. These actions are illegal, even if only for the purposes of "browsing." Unauthorized access includes attempting to log on through another person's account or accessing another person's files.

Users are responsible for their individual network account, and should take all reasonable precautions to prevent others from using their account. Employees and students should not provide their network password to any other person.

Users will not make deliberate attempts to disrupt the operation of the PCA network, other networks or vandalize any of the technology equipment. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, another person's data files, or any other networks connected to the PCA network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of technology privileges and disciplinary action.

### ***Student Technology Use Guidelines:***

Students should use the computer provided in designated locations. Remember to save your work frequently, especially before exiting and logging off. Always, log off or lock your computer before leaving your desk for an extended duration. This will prevent others from using your account, and allow them to use the computer when you're not there. After several minutes of inactivity, a screensaver will activate. This screensaver may require a password to regain access to the computer. When finished using a computer, you are expected to log off.

Students are not permitted to install software, download program files or zipped files from the Internet, or add files to any computer unless expressly authorized to do.

Printing on paper is no longer a recommended practice, but when necessary, each student will be given access to print to the nearest printer. Printers should only be used for PCA school purposes. Magnets are strictly forbidden to be used near any of the computers or near electronic equipment anywhere on the school campus.

Students are NOT permitted to:

- Play games during school hours without permission. Games may be used as rewards or learning tools in specific instances.
- Stream music or videos through the Internet.
- Use social media sites during school hours. These include, but are not limited to, Facebook, Twitter, LinkedIn, Pinterest, SnapChat, etc.
- Use peer-to-peer file sharing tools (e.g. Limewire, Kazaa, BearShare, etc.).
- Browse threatening, obscene, pornographic, drug-related, piracy, terrorist, or other inappropriate web sites.
- Access proxy sites or anonymizing sites to bypass web filtering or firewall rules.
- Use any online storage locations. Locations like DropBox or OneDrive are not permitted.

All accounts are subject to monitoring. Students will be held accountable for all activity registered under their username and password. All activity is logged electronically. Abuse of equipment, either by failing to adhere to the Technology Acceptable Use Policy or inappropriate use will result in disciplinary action.

Files stored on the computers or network will be treated as school property, subject to control and inspection.

Students are not allowed to take pictures or record video or audio in the classroom without the teacher's permission. Recording video or audio of any staff member(s), student(s) or other person(s) without the consent of that person or group of people. You must ask EVERY TIME. One-time permission does not grant you blanket permission.

## **APPENDIX D—CONDUCT POLICY**

Pathway Christian Academy is committed to the philosophy and principles of Christian education. Love is the basis of all discipline at our academy. Without love, discipline can seem harsh. We strive to keep a balance of love and discipline. In order to insure spiritual and educational benefits for all students, each student will be required to conform and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member at any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to all staff and visitors at all times.

A student is expected to conduct himself/herself in a manner that is consistent with the Christian faith so that Christianity is seen as genuine and valid by the community. Discipline is administered in a loving, positive manner, and students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. Students are held accountable for their actions. The classroom teacher will handle most discipline, but any serious or persistent problems will be referred to the principal. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, out-of-school suspension, or expulsion. Teachers are encouraged to listen to all parties involved, to ensure the discipline fits the seriousness of the offense and that the type of discipline does not vary too much for similar offenses. In the event of serious or persistent problems, parents will be notified and the parents, teacher, and principal will have a conference. The student may also be required to be present. Appropriate action will then be administered. Corporal punishment is not practiced.

The guidelines listed herein are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. Pathway students will be held accountable of their actions at all times, 24/7, on or off campus. Social media, student online profiles, and posts must also be in alignment with the Pathway Code of Conduct.

### ***General Guidelines***

- Students posting items that are deemed inappropriate, degrading of others, or the academy will be disciplined. See Appendix A for specific information.
- Students are expected to show respect for the authority of any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion. Respect should always be displayed to persons of differing races, religions, sex, nationalities, and abilities. Conduct and attitude should be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
- Students are to respect the privacy of others by avoiding behavior of a physical, romantic, or overly affectionate nature; avoiding conversation of a personal nature about others; avoiding the private space and belongings of others.



- Students should maintain Christian standards of integrity and honesty in academics, relationships, and accountability.
- Students should be aware that as Christians their bodies are the temple of the Holy Spirit, therefore the Lord's presence should be honored in thought, word, and deed.
- Students should use school property carefully. Careless or malicious defacing or damaging of school property which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardians.
- Students should display good manners at all times. Good manners are an outward sign of respect for others. All members of the PCA community are expected to extend courtesies to each other and to guests in our school. Verbal manners include "Sir" and "Ma'am," "Thank you," and "Please." Likewise, the removal of hats, holding doors, and not interrupting while others speak are demonstrations of respect for others. Some situations require attentive listening and polite applause. We will outwardly display respect for our faith and our country by caring for our Bibles, flags, and honoring church and government leaders.
- Students are expected to be prompt and demonstrate courteous obedience to all school personnel, staff members, and campus guests.
- Students are expected to remain out of any unauthorized areas unless accompanied by a teacher or with special permission. Students are not allowed in a classroom without a teacher present or express permission.
- Students are expected to arrive to class on time and come prepared with books, assignments, pencils, pens, and any other material that may be necessary for the daily class work.
- Students are expected to listen attentively to teachers at all times as well as other students when appropriate.
- Students are expected to assume personal responsibility for doing their part to keep the campus looking neat and clean. This means that students are expected to keep personal property off the sidewalks and breezeways, to place their trash in the appropriate receptacles, and to keep their offices clean and their locker doors shut at all times.
- Students are expected to behave and conduct themselves in a manner that is reflective of Christ, showing respect and courtesy to fellow students at all times. Students are never permitted to violate another person's character either verbally or physically, either overtly or surreptitiously.
- Students are expected to maintain appropriate self-control in their classroom conduct. Passing notes, tossing or playing with irrelevant objects or other activities which are disruptive in nature are not allowed in the classroom.
- Students are expected to use the restrooms for their intended purpose only. Restrooms may not be used for loitering, eating, or as a group hang-out or any non-sanctioned activities.

- Students are expected not to chew gum on campus at any time.
- Students are expected to dress appropriately and follow the academy dress code and modesty guidelines; showing a demonstrative willingness and cooperative spirit in adhering to the PCA dress code policy at all times while on campus. This also encompasses field trips, awards assemblies, and any other special PCA sponsored off-campus functions.
- Students are expected not to sell products or solicit sponsors for any fund-raising activities while on campus unless approval has been obtained from the principal in advance.
- Students are expected to refrain from any public displays of affection while on campus or at any school sponsored function or activity.
- Students are expected to commit to the Honor Code. Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and secondly, by those persons around them.

***Minor Infractions;*** The following infractions constitute examples of unacceptable conduct:

Behaving rudely

Chewing gum

Consumption of food or beverages in “unauthorized areas.” Food consumption will be restricted to the lunch room or areas specified by the teacher.

Excessive talking

Failure to follow directions

Improper behavior during assembly or school-sponsored activities

Incomplete homework

Littering in the building or on school grounds

Minor dress code violations

Minor property damage

Possession of unauthorized items (i.e. radios, toys, tapes, cell phones, beepers, etc.)

Running in the building.

Tardiness

Unexcused absences from school

**Major Infractions;** The following infractions constitute examples of unacceptable behavior and will be handled in a firm and earnest manner:

Behavior which endangers another's safety

Bullying

Cheating (including scoring violations)

Classroom disruption

Disrespect or defiance for staff members

Fighting

Gambling in any form

Inappropriate behavior

Insubordination to a school official

Leaving class without permission

Lying

Major dress code violations

Obstruction of an investigation

Plagiarism

Possession of knives or other dangerous objects or weapons

Propagating dissention

Profanity, obscene or suggestive language or gestures

Rebellious or irreligious attitudes

Repeated minor infractions

Sexual misconduct including the possession of pornography

Slander

Stealing

Threats or harassment

Truancy (skipping school)

Unauthorized use of computers

Use or possession of alcoholic beverages

Use or possession of drugs

Use or possession of tobacco or e-cigarettes

Vandalism

Verbal or physical abuse

Violation of Social Media Policy

Violation of Technology Use Policy

Willful destruction of academy or personal property

Violation of any federal, state, or local law or any other conduct at school or elsewhere that may reflect adversely on Pathway Christian Academy. Any other actions deemed serious, at the discretion of the Principal or designee.

The above infractions may be added to as the administration deems necessary.

## **PLAYGROUND RULES**

No stone, dirt, stick, or snowball throwing.

No one is to play outside of any boundary fence. If the weather is too bad for outside play, students will be allowed to stay inside.

Use playground equipment as it is intended to be used.

Authorized equipment that is brought to school must be clearly marked with student's name. The Academy is not responsible for these items.

All accidents are to be reported to the playground supervisor immediately. The supervisor will attend to minor accidents.

No tackle sports of any kind.

These rules are not all inclusive. As always, students must obey the playground supervisor.

## **PLAGIARISM**

Plagiarism is defined as a "presentation of another person's words or ideas as your own and not properly giving credit to the author of those words." A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when in fact, this is not true. Examples of plagiarism include, but are not limited to:

- Word for word copying of another's writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary. This would include magazine articles, newspaper articles, book material, another student's work, or any written ideas and words that are not your own. Any verbatim use of someone else's work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving the original source in a footnote.

- a mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words, ideas and thoughts, with the student's sole contribution being that of working the pieces together.
- paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person's language, structure, analysis and/or conclusion without credit being given to the person who prepared the original text or writing.
- purchasing a prepared paper from a third party and submitting it as your own original work. Pathway Christian Academy cannot prevent students from plagiarizing, but we can make sure that students know what plagiarism is, what the penalties for it are, and the jeopardy it places them in.

## **DISCIPLINE**

**PUNISHMENT FOR MINOR OFFENSES**— Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of any of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will generally NOT be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be involved and informed.

**PUNISHMENT FOR MAJOR OFFENSES**—The administration will generally be responsible for handling major offenses. Parents will be notified in writing and/or telephone of the nature of the offense and also the disciplinary action taken.

**DISCIPLINARY ACTION ALTERNATIVES**—Disciplinary alternatives can be, but are not limited to the following: parent conferences, after lunch or after school detention, work detail, non-participation in extra-curricular activities, suspension, and expulsion.

**DETENTION**—Demerits are given for the infraction of school rules. The number of demerits is given in increments according to the type of action that occurred. Three accumulated demerits of behavioral nature constitute a detention.

**SUSPENSION**—Suspensions occur when a student reaches his maximum number of demerits for the quarter or when he commits a major infraction of the rules that warrant suspension. Three suspensions may result in possible dismissal. School work during a suspension will be required to be made up. Absences due to suspension are added to the student's total number of absences. Disciplinary probation will be invoked when a student is suspended from school.

**EXPULSION**—Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will be dismissed or asked to withdraw. A student may be expelled from school for a major infraction, and/or repeated minor infractions or poor academic performance. Expulsion will be recommended if the student's behavior is preventing a conducive academic environment or conflicts with the philosophy and objectives of PCA. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and

the withdrawal procedure followed. The expulsion date may be immediate. Expulsion is the last resort of disciplinary action and is reserved for use for any serious misconduct or pattern of behavior in violation of our Code of Conduct.

**ZERO TOLERANCE**—Due to the increase in incidents of school violence, Pathway has instituted a “Zero Tolerance” policy relating to weapons, dangerous objects, violence, or drugs. Any student who is involved in a fight, in possession of a weapon, a dangerous object, or any controlled substance is subject to arrest and may face criminal proceedings. Violations will result in disciplinary action that could result in suspension or expulsion.

- Threats against any student or staff member.
- Failure to report knowledge of any situation that could lead to violence.
- Possession, use, or suppling of illegal drugs.
- Selling or supplying prescribed drugs, including the use of over-the-counter drugs or prescription drugs for recreational purposes on or off school property
- Unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray and any additional items considered dangerous or threatening by the school administration.
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device of any type, whether loaded or unloaded, on school property or at any school-related activity
- Immoral or illegal activities

**INVESTIGATION AND CONFIDENTIALITY**—The administration will investigate violations of the school discipline policy and will take appropriate action as deemed necessary. Pathway reserves the right to conduct a search of students and of students’ personal property when there is reasonable cause to believe they have possession of illegal or unauthorized materials. Student lockers are the property of Pathway and loaned to students for their use. Pathway reserves the right to inspect lockers and their contents any time deemed necessary by the administration. If any illegal or unauthorized items are found, such items will be confiscated. Local law enforcement will be contacted in the event that illegal items are discovered. Parents may be required to attend a meeting where the violation will be discussed. Failure to answer, fully and truthfully, an inquiry during the course of an investigation concerning a violation of school discipline policy constitutes an obstruction of such investigation and is grounds for discipline itself. Persons may provide information in confidential fashion if they desire. However, uncorroborated information provided in such a manner will not provide the sole basis for disciplinary action. There is no right to receive the identity of any individual providing information which forms a basis for disciplinary action.

**VIOLATION OF RULES AND PROCEDURES**—All discipline will be based on Biblical principles; e.g., restitution, apologies (public and private), appropriate discipline, restoration of fellowship, etc. Pathway does not administer corporal punishment. Discipline is to be based on the student’s attitude and circumstances. Any violation of school rules or procedures (including

violations occurring during a “prank”) may subject the student to disciplinary action including, but not necessarily limited to, reprimand, detention, suspension, or expulsion. In all circumstances the teacher maintains primary responsibility for administering the school discipline policy. A student under discipline or expulsion may be precluded from returning to school property or attending school-related events. Pathway reserves the right to report those offenses that may constitute violation of criminal laws to the proper authorities and to press charges against the student if the situation should so warrant. Pathway reserves the right to deny continued enrollment or re-admission to any student whose actions demonstrate that it is not in the school’s best interest to do so. The determination of whether it is in the school’s best interest to allow continued enrollment or re-admission is at the school’s discretion. The administration maintains the responsibility for determining penalties for these offenses. Penalties may include apologies, restitution, detention, suspension, expulsion, loss of graduation or other privileges, or other appropriate measures. Additionally, community service projects may be assigned as part of the discipline/restoration process.

It should be understood that enrollment at Pathway Christian Academy is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and honesty.

Nothing in this Policy shall, nor is intended to, limit the discretion or authority of the Principal to impose discipline upon any student for violation of any of the rules or regulations required by the school. A decision to expel a student performed in accordance with this Policy shall be final and binding upon the student and his parent(s) or legal guardian(s).

## APPENDIX E--SPECIAL POLICY STATEMENTS

**Statement on Marriage, Gender, and Sexuality:** We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1Corinthians 6:9-10). We believe that in order to preserve the function and integrity of Pathway Christian Academy, as the local Body of Christ, and to provide a biblical role model to Pathway Christian Academy members, and the community, it is imperative that all persons employed by Pathway Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10, 1 Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Pathway Christian Academy.

### ***Physical Privacy and Sexuality Policy***

- I. ***Purpose;*** In light of Pathway Christian Academy's Statement of Faith, Statement on Marriage and Sexuality, and in recognition of personal physical privacy rights, and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the PCA community of their duties with regard to use of restrooms, locker rooms, showers, and any other PCA facilities where individuals may be undressed in the presence of others.
- II. ***Definitions;*** Sex means the biological condition of being male or female as determined at birth. Member of the PCA community means any PCA employee, volunteer, student, parent, or visitor.
- III. ***Sincerely Held Religious Belief of Sexuality;*** PCA's sincerely held religious belief is that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God.



(Genesis. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

- IV. **Policy;** Notwithstanding any other policy, PCA restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex and in any other PCA facilities or settings where members of the PCA community may be undressed in the presence of others. PCA shall provide separate, private areas designated for use by members of the PCA community based on their sex. PCA recognizes there may be instances where members of the PCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. PCA encourages members of the PCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word. PCA, will at all times, interact with members of the PCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the PCA community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person-behavior that dishonors the Word of God Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by PCA, which is cause for terminating his/her privilege of enrollment at PCA. To preserve the function and integrity of PCA and to provide a biblical role model to members of the PCA community and community-at-large, it is imperative that all members of the PCA community agree to and abide by this policy.

### **Statement Regarding the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

### **Statement of Philosophy**

Pathway Christian Academy embraces a Christian philosophy of education that is built on a biblical foundation, which views knowledge and truth as having their source in God. Pathway Christian Academy seeks to aid the student in developing his/her talents and learning to view God as the Lord of all of life. A developmental, multi-sensory, broad-based curriculum that

allows the student to learn to deal with issues and ideas is offered. The natural integration of biblical absolutes and principles is a vital part of the total daily program. Curricular and co-curricular activities are planned and implemented with the objective of guiding students in developing a Christian world and life view. Exposure to issues and ideas and learning how to deal with them biblically will aid in the preparation of each student to live in contemporary society for the honor and glory of the Lord. In addition, all areas of the arts are an integral part of the total learning experience. Under the authority of Christ, and with the intent of serving and glorifying Him in all things, Pathway Christian Academy exists to:

- Create an environment of comprehensive discipleship through the Gospel bearing work of Christian staff, the modeling of genuine faith by all those who come before the students in our care, community service, and Christian fellowship.
- Develop authentic critical thinking with the intent of making students skilled in discerning absolute truth, grasping contextual understanding, and becoming learners and practitioners of the biblical worldview.
- Provide a covenant-based relationship in an ecumenical environment by collaborating with Christian families as they carry out their primary role in the loving, thorough education and upbringing of their children. *“Therefore, gird up your minds, be sober, and set your hope fully upon the grace that is coming to you at the revelation of Jesus Christ. As obedient children, do not be conformed to the passions of your former ignorance, but as He who called you is holy, be holy yourselves in all your conduct; since it is written, “You shall be holy, for I am holy.” I Peter 1: 13-16*

### **Statement of Mission**

Pathway Christian Academy exists to honor Jesus Christ by teaching students to live biblically through education of mind, body and spirit.

### **Statement of Vision**

Pathway Christian Academy strives to be a springboard for students in the pursuit of lives, which encounter, enjoy, and express the love of God through excellence in every endeavor. It is the desire of all those associated with the academy that our students, for the rest of their lives, would be living witnesses of and for the grace, compassion, ethics, and sovereignty of our Almighty God.

### **Statement of Christian Leadership Training**

Your child will be instructed on a daily basis in God’s plan of salvation, standards of separation, the Second Coming of Christ, and Christian Living principles.

## **Statement Regarding Christian Americanism**

Pathway Christian Academy places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate and to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country. Students unwilling to stand and make the following public pledges will not be considered for enrollment.

### ***PLEDGE TO THE AMERICAN FLAG***

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

### ***PLEDGE TO CHRISTIAN FLAG***

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

### ***PLEDGE TO THE BIBLE***

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

## APPENDIX F—DOCTRINAL STATEMENT

**We believe** the Scriptures of the Old Testament and New Testament (*66 books*) are verbally, plenary, inspired of God and without error in the original writings; and that God in His sovereign mercy has preserved the pure Word of God so that today we have the inerrant Word of God which is the supreme and final authority in faith and life. By "*The Holy Bible*" we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written does not only contain and convey the Word of God, but IS the very Word of God. By "*inspiration*" we mean that the books of the Bible were written by holy men of old, as they were moved by the Holy Spirit, in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

**We believe** that there is one, and only one living and true God, an infinite, intelligent Spirit, whose name is JEHOVAH, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

**We believe** that the Lord Jesus Christ was begotten of the Holy Ghost in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can ever be born of a woman, and that He is both the Son of God, and God, the Son, and is true God and true man; that Christ Jesus died for sinners at Calvary as a substitutionary, atoning Sacrifice; that He bodily and physically rose again from His own grave after three days and three nights; that after being seen alive for forty days "*by many infallible proofs,*" ascended into heaven and there reigns as Prophet, Priest, and King.

**We believe** that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of judgment, and of righteousness; that He bears witness to the Truth of the Gospel in preaching and testimony; that He is the agent in the New Birth; that He seals, endues, fills, guides, teaches, witnesses, sanctifies and helps the believer.

**We believe** that Satan was once holy, and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; that he is now the malignant prince of the power of the air, and the unholy god of this world. We hold him to be man's great tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religions, the chief power back of the present apostasy; the lord of the antichrist, and the author of all the powers of darkness - destined however to final defeat at the hands of God's own Son, and to the judgment of an eternal justice in hell, a place prepared for him and his angels.

**We believe** in the Genesis account of creation and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or development through interminable periods of time from lower to higher forms; that

all animal and vegetable life was made directly and God's established law was that they should bring forth only "after their kind." Since God created mankind into genders distinctly male and female, we believe that the only legitimate marriage is that between a man and a woman. He has commanded that no intimate sexual activity be engaged in outside of marriage. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God rejects any attempt to alter one's gender by surgery or appearance.

**We believe** that man was created in holiness, under the law of his Maker; but by voluntary transgression fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of all that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

**We believe** that the salvation of sinners is wholly of grace, through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon Him our nature, yet without sin; honored the divine law by His personal obedience, and by His death made a full atonement for our sins; that having risen from the dead, He is now enthroned in heaven; and uniting in His wonderful person the tenderest sympathies with divine perfection, He is in every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

**We believe** that the great gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and the promise of eternal life on the principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith His perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

**We believe** that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith, and that nothing prevents the salvation of the greatest sinner on earth, but his own inherent depravity and voluntary rejection of the gospel; which rejection involves him in an aggravated condemnation.

**We believe** that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life

**We believe** that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition,

confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on Him alone as the only and all-sufficient Savior.

**We believe** that sanctification is the process by which, according to the will of God, we are made partakers of His holiness; and that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means — especially, the Word of God, self-examination, self-denial, watchfulness, and prayer.

**We believe** that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand-mark which distinguishes them from superficial professors; that a special providence watches over their welfare, and that they are kept by the power of God through faith unto salvation.

**We believe** that the law of God is the eternal and unchangeable rule of His moral government; that it is holy, and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts arises entirely from their love of sin: to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy law, is one great end of the gospel, and of the means of grace connected with the establishment of the visible church.

**We believe** We believe that a local church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel, said church being understood to be the citadel and propagator of the divine and eternal grace; observing the ordinances of Christ; governed by His laws; exercising the gifts, rights, and privileges invested in them by His Word; that its officers of ordination are pastors, deacons, or elders whose qualifications, claims, and duties are clearly defined in the Scriptures.

**We believe** that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions of men and women in the home and in the church.

**We believe** the true mission of the church is found in the Great Commission: first, to make individual disciples; second, to build up the church; third, to teach and instruct as He has commanded. We do not believe in the reversal of this order; we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final.

**We believe** that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost: to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect, in our death to sin and resurrection to a new life, that it is prerequisite to the privileges of a church relation.

**We believe** that the Lord's Supper, is observed when believers, by the sacred use of bread and fruit of the vine, are to commemorate together the dying love of Christ; preceded always by solemn remembrance, self-examination, and anticipation of our Lord's return.

**We believe** that the first day of the week is the Lord's Day, or the Christian Sabbath; and is to be kept sacred to religious purposes, by abstaining from unnecessary secular labor and sinful recreation, by the devout observance of all the means of grace, both private and public; and by preparation for that rest that remaineth for the people of God.

**We believe** that civil government is of divine appointment, for the interests and good order of human society; and that magistrates are to be prayed for, consciously honored, and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the kings of the earth.

**We believe** that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked, and under the curse, and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost.

**We believe** that the end of the world is approaching; Christ will return bodily, personally, and visibly to rapture the saints then alive on the earth that the *"dead in Christ shall rise first"*; that the living saints *"shall all be changed in a moment, in the twinkling of an eye, at the last trump"*; *"that the Lord God shall give unto Him the throne of His father David"*; and that *"Christ shall reign a thousand years in righteousness until He hath put all enemies under His feet."*

## **APPENDIX G—STATEMENT OF CORE VALUES**

### ***THROUGHOUT THE MINISTRIES OF PATHWAY WE SHALL ACKNOWLEDGE THE FOLLOWING VALUES AS BEING INSTRUMENTAL TO OUR WORK.***

The Word of God is our standard for all belief, instruction, practice, and policy. We shall always allow the Bible the opportunity to interpret us.

We cannot do our work without a staff committed to Jesus Christ as their Savior and Lord.

We sincerely believe that prayer makes a critical difference in all that we attempt.

We express our faith with a balance of head, heart, intellect, and emotion.

Our Biblical principles and beliefs are not for sale, nor are they dependent on affirmation or acceptance by culture.

We will spare no effort to be reliable and accurate.

We are determined to be fresh and creative in all of the areas of service we enter.

Character is more important than talent.

We invest every effort to avoid harming the cause of Christ.

Power is dangerous. Our leaders must be careful to always do well to those they lead.  
Leadership must have strong accountability.

We recognize and encourage God given gifts in women as well as men and in members of all races and ethnic groups.

We require that our senior leaders exemplify a history of personal faithfulness to their marriage, their local church, their nation and their God.

We shall listen carefully and prayerfully. Each constituent may have something to teach us.  
We shall respond promptly and courteously.

We are called not only to receive support, but to render support as needed.

We pay special attention to the downtrodden, the poor, the discouraged, the oppressed, and the hurting. We shall not be ashamed to render the love of Christ to the outcast. We shall ever honor the dignity of man, including but not limited to, the unborn, the sick, and the elderly.

We treat one another with respect as fellow laborers with God.



We admit our fallibilities, promote collegiality, and welcome a Godly sense of humor in the workplace.

We respect the various Christian traditions and loyalties of our co-workers.

We intentionally focus more on meeting people's needs than on preserving and growing our institution.

We identify as deeply as possible with people's hurts and concerns.

We avoid self-congratulation.

We pay close attention to detail at all levels, to offer Christ our best work.

We create programs and services that are excellent without being ostentatious, attractive without being sensational.

We are ancillary to the local church, and never intentionally compete with the church for people or funds.

We are only one specialty within the Body of Christ. We enjoy spotlighting other worthy ministries that share our spiritual commitment.

We shall promote a work environment characterized by love, acceptance, and forgiveness.

We value our right standing before God, through Christ, and shall ever contend for a life free of willful sin and disobedience to Christ.

We acknowledge the responsibility that our ministry shall often be the heart, hands, and feet of Christ within our community.

We confirm the right to express our unique, God given call to our community; the right to be who we are as a ministry, with or without regard to what has, or what is being done in other ministries with reference to their approach to Christianity.

## APPENDIX H--STATEMENT OF PURPOSE

Pathway Christian Academy is organized exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Code).

Our division's primary mission is to establish and maintain religious worship and education through the providing of an educational campus for the academic and spiritual advancement of students on a non-discriminatory basis. We also may engage in any or all of the following activities: radio and translator stations, television, LPTV or cable stations, Internet sites, tape or media recordings, print shops, mass mailings, concerts, rallies, evangelistic crusades, worship services and any other Scriptural and legal ministries which this organization may be led of God to establish.

Pathway Christian Academy will continue the philosophy of knowledge which first gave rise to this ministry, as summarized in the following propositions.

God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture.

Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.

Education, whether through standard academics, or through music and inspiration, as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills which enable the individual to change freely. Thus, it occurs most effectively when both the instructor and student are properly related to God and to each other through Christ.

**PURPOSE:** This ministry shall exist to bring glory and honor to God, through Jesus Christ, by emphasizing the development of men and women to their full potential. To those outside the realm of faith, we shall evangelize. To those within the faith, we shall encourage and strengthen. We shall affirm that wholeness as a human being relates to being of service to God and to others. Specifically, we shall encourage a pursuit of the following:

A personal and growing relationship with God through our Lord Jesus Christ and through active participation in His church;

A love of God, family, and others;

A spirit of cooperation and support of others. Beginning within the faith, but extending to the world;

A knowledge of self and appreciation of the human heritage; providing our employees an enjoyable work environment with sufficient opportunities to meet their spiritual, personal, and professional goals;

The ability to be good neighbors and active patriots in our nation. We shall serve as an example of salt and light in our community by delivering excellence with a spirit of integrity and humility. We shall promote and support, within the framework of our non-profit charter, responsible government;

The capacity to discern the Spirit of truth from the spirit of error;

A willingness, within our organization, to communicate plainly and clearly and to listen with humility, understanding, and compassion;

To encourage a commitment to the Christian life, one of actively communicating the Christian faith, personal integrity, and social responsibility which, as it is lived out, points others to Jesus Christ as the Lord of the universe and their own personal Savior.

## APPENDIX I—PRIVACY POLICY

At Pathway Christian Academy, we understand that privacy is important, and we are strongly committed to protecting the privacy of visitors to our website. The following information is designed to help you better understand the information we gather from our site and through our services, how we handle the information once we gather it, whether we disclose it to anyone, and the choices you have regarding our use of, and your ability to correct, the information. Please note that this Privacy Policy applies only to this site and not necessarily to other sites to which we link.

All material on this website, unless otherwise noted, is the intellectual property of Pathway Christian Academy, Inc.

This website and the contents are intended only for individual, non-commercial use of website users. You may view, download, and print pages from the website provided that you do not resell or republish any portion of the content. Any other copying, distribution, transmission, dissemination, modification, alteration of or addition to the materials on this website is strictly prohibited without the express prior written consent of Pathway Christian Academy.

This website may include links to other websites. These links are provided for your convenience only. You agree and acknowledge that Pathway Christian Academy has no control over these linked websites and is not responsible for the availability of these websites. We do not endorse nor have any responsibility for the content or materials on or made available from these linked non-ministry related websites.

Your use of any information or material on this website is entirely at your own risk. It is your responsibility to ensure that any information or services available on this website meet your specific requirements or particular purpose.

By using our website, you acknowledge that such information and materials may contain unintentional inaccuracies for which we do not have liability. We disclaim all warranties, express or implied, as to the accuracy of the information contained in any of the materials on this website, including but not limited to:

- Any implied guarantee to the accuracy, completeness, or suitability of the information and materials found on this website.
- Any liability for damage to your computer hardware, data, information, or materials resulting from the information available or lack of information.
- Any errors, omissions, or inaccuracy in the materials on this website.
- Any decision made or action taken or not taken in reliance upon the materials on this website.

We respect and are committed to protecting your privacy. We may collect personally identifiable information when you visit our site. We also automatically receive and record information on our server logs from your browser including your IP address, cookie

information, and the page(s) you visited. We will not sell your personally identifiable information to anyone. You agree and acknowledge that we may collect such information for the purpose of improving site navigation.

You agree and acknowledge that if you choose to send us personal information via any of the contact email forms, we will use that information to respond to your inquiry. We do not collect personal information for commercial purposes. All databases are owned by Pathway Christian Academy and are not distributed to others.

We care about the security of your information. We employ a security to collect, manage, and store the names and email address that we collect. We do not keep any other personally identifiable information on our visitors. You should be aware, however, that “perfect security” does not exist on the Internet; third parties may unlawfully intercept or access transmissions or private communications. You should not expect that your personally identifiable information will remain private.

As a matter of policy, we will not sell, share or rent information about you in ways different from what is disclosed in this statement. However, we may be forced to disclose information to the government or third parties under certain circumstances. We cooperate with law enforcement inquiries, as well as other third parties, to enforce laws such as those regarding intellectual property rights, fraud and other personal rights. We can (and you authorize us to) disclose any information about you to law enforcement or other government officials as we, in our sole discretion, believe necessary or appropriate in connection with an investigation of fraud, intellectual property infringement or other activity that is illegal or may expose us or you to liability.

Pathway Christian Academy has adopted and enforces the standards set forth in this disclaimer for material posted on our website. Student, parent, and employee information is not available on our website.

Personal contact information for any individual will not be published on the public area of our website. Student and parent contact information is available only to parents, students, and employees. Home phone numbers and addresses of faculty and staff are only accessible to employees.

The Pathway Christian Academy website contains password-protected portals intended to facilitate communication within and between its alumnae.

## **APPENDIX J—Attendance Policy**

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. Although we realize that uncontrollable circumstances will sometimes prevent a child being in class, these absences and tardies must be kept to a minimum. Attendance in school is directly related to the degree of educational success. Daily participation in class is an integral part of the teaching-learning process. The following guidelines will help you understand your practical and legal responsibilities.

**STATE LAW:** School attendance law for the State of North Carolina shall at all times be enforced by Pathway Christian Academy.

### **Your Obligations Under North Carolina State Law:**

Every parent, guardian, or other person in this State having charge or control of a child between the ages of 7 and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned is in session. (G.S. 115-378)

The school principal must notify a parent or guardian that absences may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established Policies of the State and local Board of Education.

If correction is not made, a report must be filed with the local public school administration. If the parents have made a good faith effort to return their child to school, the juvenile intake counselor may be notified. If a good faith effort has NOT been made, the local district attorney may be advised. (G.S. 7A-561)

Students not attending class for at least 180 days may be denied credit for their work. (At Pathway an allowance MAY be made for 170 days under special circumstances. This is only for unusual emergency situations and not for routine absences.)

Pathway Christian Academy is legally and morally bound to notify local authorities if we are aware of any child between the ages of 7 and 16 that is not enrolled and attending a State recognized public, private, or home school.

**THE SCHOOL DAY:** Unless otherwise announced, the school day will begin at 8:30 A.M. and end at 3:00 P.M. The building will not be unlocked until 7:00 A.M. and students remaining on campus at the 3:15 bell will be placed in After-School Care. Students arriving after 8:30 will be considered “tardy” and will be issued appropriate correction. Students arriving after 11:30 will be considered absent for the entire day.

**EXCUSED ABSENCES:** Verified illness of the student, verified illness in the immediate family which requires the student’s presence, bereavements, absences with prior office approval, approved school functions requiring the student to be away from campus.

**NOTIFICATION:** If a student is absent, the parent or guardian should call the office before 10:00 A.M., or send a signed note the following day.

**TARDY POLICY:** If a student is not in their assigned position at the 8:30 bell, they will be marked tardy. Demerits, detentions and privilege loss are incurred by tardy students. Time must be made up.

**LEAVING SCHOOL EARLY:** Whenever possible, parents should schedule appointments after regular school hours.

**EMERGENCY LEAVE:** If a student becomes ill, or needs to leave school for other emergency reasons, the parent will be contacted by the office. Be sure to keep us informed of your current home and emergency telephone numbers.

**TRUANCY:** Students may not leave the school campus during the school day without permission from the office.

**NOTIFICATION:** At any time that a student's absences become excessive, a parent will be notified of a possible violation of state law. A parent will be notified by text, email, or through the mail.

**15 DAY WARNING:** At the end of any quarter, when a student reaches 15 absences for the year, the parent or guardian will be notified of possible violation of state law. A conference is requested with the parent or guardian to determine reasons for the excessive absences and actions to take.

**20 DAY WARNING:** At this point, an additional conference is requested with the parent or guardian to determine reasons for the excessive absences and actions to take. Students may not be issued credit for their work or be promoted to the next grade.

**WITHDRAWAL NOTICE:** The Wayne County Public Schools will be notified if any student between the ages of 7 and 16 fails to attend school as prescribed by law.