



PCA

Parent-Student Handbook

2026–2027

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Cultivating in students an appreciation of Truth,
Goodness, and Beauty

Mission & Vision

Mission

Paris Classical Academy partners with Christian parents to provide their children with a Christ-centered classical education that cultivates critical thinking, independent thought, and the ability to resist cultural pressures. We equip our students with a sense of responsibility to exercise godly dominion in all areas of life.

Classical, Collaborative, Christ-Centered

Teachers and parents collaborate to implement the Academy's curriculum on a five-day schedule comprised of three on-campus and two off-campus days. Teachers provide off-campus work, and parents ensure its completion before the next on-campus day.

Vision

Paris Classical Academy endeavors to educate students to be righteous citizens in the Kingdom of God and virtuous citizens in the Kingdom of Man. The academy aims to cultivate in students an appreciation of Truth, Goodness, and Beauty, and as those absolutes are declared in the sacred Word of God by special revelation and confirmed by the secular words and works of men in general revelation. The academy encourages students to be lifelong learners and influencers of their and future generations for the glory of God.

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Paris Classical Academy reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents and students will, of course, be notified of such changes as they occur.

I. Academy Days and Hours

Academy Days (on-campus): Monday, Tuesday, and Thursday.

Home Days (off-campus): Wednesday and Friday.

Hours

- 8:30 am – Academy doors and office open, including phones
- 8:45–9:00 am – Student drop-off window
- 9:00 am – Academy day begins for all grades
- 3:00 pm – Dismissal for all grades
- 3:00–3:15 pm – Student pick-up window
- 3:45 pm – Academy office closes, including phones

Students are dropped off between 8:45 and 9:00 am and must be picked up between 3:00 and 3:15 pm. There is no supervision of children before 8:45 am or after 3:15 pm. Any student picked up after 3:15 pm will incur a charge of two dollars (\$2) per minute.

II. Academic Eligibility

Students must be passing each core class (math, history, science, writing, literature, logic, or Latin) to participate in any extra-curricular activities sponsored by Paris Classical Academy including athletic practices and games, fine arts practices and performances, or any other extra-curricular activity that might be detrimental to the students' academic success at the Academy. Students may be classified as on Academic Warning, Academic Probation, or Academic Ineligibility based on the Academic Eligibility Guidelines.

Ineligibility

Students who participate in co-curricular events, such as athletics, fine arts, or academic competitions must maintain at least average grades (C- or above) in all core classes. In K-12, those classes are Humanities (Literature, History), Mathematics, Science, and Foreign Language. In 9-12, those classes also include Philosophy, Apologetics, and Theology. At the end of each quarter, a student with two (2) Ds or one (1) F will be declared **ACADEMICALLY INELIGIBLE**.

Academic Warning

During each quarter, all students will be monitored to ensure that they maintain acceptable grades in all core classes. Any student whose grade drops to D level in a core class will be placed on Academic Warning. Academic Warning means that a student's grades will be monitored weekly to encourage improvement. At the discretion of the Headmaster, a student on Academic Warning can be suspended from co-curricular and/or extra-curricular activities to optimize the student's opportunities for academic improvement.

Probation

If, at the end of a quarter, a student is declared to be **ACADEMICALLY INELIGIBLE** because of two (2) Ds or one (1) F, that student will remain ineligible for a minimum of three (3) weeks. During ineligibility and at the discretion of the Headmaster, an ineligible

student may practice or rehearse a maximum of one (1) hour per day but cannot participate in any co-curricular or extra-curricular performances or competitions during ineligibility. At the end of that three-week period, the ineligible student's grades will be reevaluated. If the student has no F and fewer than two (2) Ds (only one [1] D), the student may regain eligibility at the discretion of the Headmaster. Thereafter, the student will be on Academic Probation for the remainder of the quarter, and the student's grades will be reviewed at one-week intervals.

2nd Time Ineligible

Within the Academy year, a student who becomes ineligible for a second time may, at the discretion of the Headmaster, be declared ineligible for the remainder of the Academy year.

Fall Eligibility

If a student has unsatisfactory grades (two [2] Ds or one [1] F) from the fourth quarter of a previous Academy year, that student may or may not be re-enrolled at PCA at the discretion of the Headmaster. If the student is re-enrolled, the student will be re-enrolled on Academic Warning or as Academically Ineligible.

III. Admissions Policy

Paris Classical Academy admits students of any race, color, nationality, biologically determined gender, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the academy. PCA does not discriminate on the bases of race, color, national or ethnic origin, or biologically determined gender in the administration of its policies, admissions, scholarships, or other academy policies and programs.

Appropriate Grade-Level Age by September 1st

Kindergarten – 5 years	4th Grade – 9 years	8th Grade – 13 years
1st Grade – 6 years	5th Grade – 10 years	9th Grade – 14 years
2nd Grade – 7 years	6th Grade – 11 years	10th Grade – 15 years
3rd Grade – 8 years	7th Grade – 12 years	11th Grade – 16 years
		12th Grade – 17 years

Because of the academic rigor of the Academy and the importance of well-established practices and standards of age-appropriate, grade-level admissions in selective independent academies, the Academy encourages neither early-age nor delayed-age admissions. Rare exceptions to this policy may be made based upon administrative recommendations, final decisions resting with the Headmaster.

Documents Required Prior to Attending Class

The State of Texas requires a copy of the child's immunization records and birth certificate to be on file in the Academy's office; both those documents must be submitted to the Academy office before the first school day as well as other documents required for enrollment as follows:

- Copy of birth certificate

- Copy of immunization record (for exemptions, see below)
- Signed financial and service agreement by person(s) responsible for payment
- FACTS application or payment in full
- Permission forms (field trips, athletics, etc.)
- Completed registration and application
- Health history
- Cumulative records from previously attended schools including report cards, disciplinary records (if any), and standardized test scores
- Diagnostic test results for any learning difference or attentional issues (if any)
- Other records as may be required by the Academy or government

Exemptions from Vaccinations¹

"Texas Administrative Code (TAC) §97.62 describes the conditions under which children and students can seek exemptions from immunization requirements in Texas elementary and secondary academies, and institutions of higher education. Exclusions from compliance are allowable on an individual basis for medical contraindications, active duty with the armed forces of the United States, and reasons of conscience, including a religious belief. . . To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to the Academy or child-care facility a completed, signed, and notarized affidavit on a form provided by the department stating that the child's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs. . . The form must be submitted to the Academy or child-care facility within 90 days from the date it is notarized. The affidavit will be valid for a two-year period from the date of notarization. A child or student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from the Academy in times of emergency or epidemic declared by the commissioner of the department. . . Affidavits may be requested via the Immunization Section Affidavit Request website. It is recommended individuals use the Microsoft Edge web browser when submitting a vaccine exemption request online. If requesting an Affidavit by Mail, a written request for an affidavit may be sent through the United States Postal Service to the following address: Texas Department of State Health Services, Immunization Section, Mail Code 1946, P. O. Box 149347, Austin, TX 78714-9347"

New Students and Their Parents (Or Guardians)

New students and their parents (or guardians) must submit the Continuous Enrollment Application for the admission process including admissions testing and parent student interview prior to acceptance into the Academy.

Assessment Policy for Transfer Students

PCA families depend upon and expect students to adhere to the spiritual, behavioral, academic, and ethical standards set forth in our Mission, Vision, Values, Doctrinal Statement, and Parent-Student Handbook. Only students, and their parents, who conform to those standards are invited to enroll. Those standards also apply to any student whose current or continued enrollment becomes an issue (Please see Promotion Policy under Grade and

Progress reporting for additional information). To ensure and preserve those standards, PCA considers the following when reviewing the application of a transfer student or the continuing enrollment of a current student.

1. Spiritual considerations

- a. Parental agreement with PCA's Doctrinal Statement
- b. Affiliation with a local church
- c. Pastoral recommendation

2. Behavioral Considerations

- a. History of good citizenship in previous Academy experience: PCA considers past conduct reports from former teachers/administrators, behavior contracts, detentions, suspensions, or expulsions, the student's reputation in the community, and any other relevant behavioral considerations.
- b. Agreement of parents (or legal guardians) and student to abide by the behavioral and disciplinary standards established by the Academy, and PCA's belief that both the parents and student will in fact abide by those standards

3. Academic Considerations

- a. Documented record of acceptable grades in previous Academy experience.
- b. Acceptable scores on achievement tests will be established and published at a later time.
- c. Satisfactory result on pre-enrollment assessments conducted by PCA.
- d. Belief by PCA that a student will be academically successful at the Academy. At the discretion of the Headmaster, a student may be subject to a probationary admission and enrollment-contract addendum. In such cases, PCA will guide, advise, and recommend resources should a student need help beyond the average scope of the typical PCA student, and the student's parents will agree to follow such guidance, advice, and recommendations to be considered for enrollment, continued enrollment, or re-enrollment (e.g., recommendation of diagnostic testing).

4. Personal Considerations (may be utilized more specifically with students in grades 7-12 than K-6)

- a. Student's special interests, talents, and skills
- b. Student's and parents' (or legal guardians') reason or desire to attend PCA
- c. Consistency of student's character and aptitude within PCA's standards

Enrollment Priority for a New Academy Year

1. Automatic re-enrollment of current students – Current students have first (1st) priority for enrollment for the following Academy year.

- a. Current students will be granted a minimum of a one-week "window of opportunity" to enroll for the next Academy year prior to the opening of registration to new students.
- b. If a current student does not register during the "window of opportunity," the student forfeits his/her "first priority"

place and will be enrolled under the same guidelines established for new students.

- c. A family's account must be in good standing (e.g., current, with no outstanding balance due) to retain the right of "first priority" for enrollment.
2. **Siblings** of currently enrolled students will have second (2nd) priority for enrollment.
 - a. Provided they meet all PCA standards including admissions testing, siblings of currently enrolled students may be registered in the same "window of opportunity" afforded to "first priority" students.
 - b. Siblings must submit a new student application with an application fee by the published deadline.
 - c. Siblings must be placement tested to determine appropriate grade-level.
 - d. A sibling of a current student will be granted a space in a class only if space is available after making assignments to students of "first priority" (see above).
 - e. A family's account must be in good standing (e.g., current, with no outstanding balance) to retain the right of "second priority" for enrollment.
3. New students will be enrolled according to our Continuous Enrollment Admission process.

IV. Affiliation with Local Churches

PCA is an independent 501(C)3, non-denominational, private Christian Academy that endeavors to build strong relationships with parents of area churches for the educational enrichment of their children.

V. Accreditation and Association Memberships

Paris Classical Academy is accredited by the Association of Christian Schools International (ACSI). The Academy is also a member of the Lamar County Chamber of Commerce.

VI. Attendance Policy – Absence and Tardiness

Because PCA is academically rigorous, each class period contributes significantly to the Academy's curricular objectives. The instructional program is progressive and sequential, and therefore student attendance is paramount in all prescribed classes. However, we recognize the authority of parents over their children and understand that parents may decide it is in the best interest of their child not to attend the Academy on a particular day; however, that authority must be in accordance with applicable Texas' compulsory-attendance laws and any educational organization that accredits the Academy, and the Academy's overall academic integrity. Absences should be avoided.

Medical appointments

When possible, parents should schedule medical appointments outside Academy days and hours.

Vacations

The Academy strongly discourages vacations or trips that conflict with school days and times. Faculty members are neither encouraged nor required to make exceptions or special arrangements for such absences. This especially applies to absences before and after scheduled holidays; at the end of the quarter, semester, or school year; or during standardized testing (e.g., ERB, SAT, AP, CLT). Exceptions to this policy would be the timing of a trip or vacation, its educational value relative to the curriculum, and the faculty member's discretion to require a student's completion of assignments in advance of the trip (such exceptions do not apply to quarterly, semester, and final examinations or projects). Unapproved absences result in grades of 0 (zero) for all assignments missed.

Frequent absences

Frequent absences without medical or serious circumstantial justification will result in mandatory withdrawal from the Academy.

Predictable absences

A student who is predictably absent on days when tests, essays, quizzes, projects, etc., are due is subject to mandatory withdrawal from the Academy.

Lower Grades (K-4) Guidelines

Students absent more than five (5) days in any quarter jeopardize their academic progress. We encourage parents to teach even the youngest students that attendance is a vital component of academic excellence.

Upper Grades (5-12) Requirements

- a. Five (5) or more absences during any quarter are considered excessive. Absences exceeding this limit will result in the student being placed on probation, given a failing grade in the class, considered for retention, and/or dismissed from the Academy.
- b. A student who is not present for a quarterly, semester, or final examination or project will receive a grade of 0 (zero). In unusual circumstances, such as a medical or family emergency, the Academy may allow an exception for the student to complete the examination or project within one (1) week of the absence.

Notification to Office of a Student's Absence. For the safety and welfare of students, parents should notify the Academy prior to 9:00 am on the day their child is absent. A message on the Academy's voice mail suffices.

Prearranged Absences

Students expecting to be gone from class for two (2) consecutive days must notify the student's teachers and the Academy's office a minimum of two (2) weeks in advance of the student's scheduled absence. This provides the teacher an opportunity to develop a schedule for missed assignments, quizzes, and tests. Failure to notify the student's teacher and office at least two (2) weeks in

advance may result in the student losing the opportunity to do necessary assignments either ahead of time or during the student's absence at the discretion of the teacher but not afterward, resulting in 0 (zero) for all unfinished assignments. A teacher is neither encouraged nor required to perform additional work or to inconvenience himself/herself or a class on account of a student's absence.

Tardy Policy

Punctual, regular attendance is critical to the academic success of each child. Tardiness disrupts the entire class and disrupts the learning environment and process. Parents and students must make every effort to arrive at the Academy on time each day. Any student who enters the classroom after class begins is tardy. After three (3) tardies, a teacher or the Headmaster may require a meeting with a student's parents to discuss their tardiness and develop a solution to the problem. Tardies due to circumstances beyond parents' control, such as inclement weather or illness, are excused. Simply calling to say that your child will be late does not excuse the tardy.

Half (½) Day Absences

If a student arrives after 10:15 am or leaves prior to 2:00 pm the student is considered absent for a half (½) day. Except for providential hindrances, such as a doctor's appointment or travel difficulties, a student who arrives at Academy after 10:00 am is ineligible for participation in any extra-curricular activities on that day. A student who leaves midday for a doctor's appointment and returns to the Academy must have a doctor's note. The Headmaster has discretionary authority over this policy on a case-by-case basis.

Early Removal of a Student from Class

Students may leave the Academy campus at any time with their parent, legal guardian, or other person when a parent or legal guardian gives written or verbal permission. Upon leaving or returning to the Academy during school hours, a student must check out and check in at the Academy office.

Special Circumstances

Because in its inauguration the Academy meets only three (3) days per week, PCA encourages parents to schedule students' extra-curricular activities on their Home Days (Wednesdays and Fridays).

- a. Generally, requests address the following factors:
 - a. Input from a student's parents/legal guardians: Do parents believe this activity is worthy of missing a class?
 - b. Student's performance in Academy subjects: Generally, the student must maintain an average 3.0 GPA for a special-circumstance absence.
 - c. The effect a student's absences will have on the teachers and other classmates: Will a student's absence affect the teacher's work? Are group projects, tests, quizzes, speeches, essays, or other assignments involved whereby the student's absence would adversely affect other students?
 - d. Student's disciplinary record at Academy.
 - e. The previous commitment and "sweat equity" shown by a student toward this activity: Is this a long-standing passion or something new?
 - f. The necessity to miss a class to pursue the activity: Can the activity be scheduled otherwise so that the student does not miss a class?
 - g. Consideration of how this activity enriches the student's life in accordance with the Academy's Mission, Vision, and Values as a classical, Christian school.
 - h. Willingness to submit to a teacher's directives or assignments to minimize the effects of an absence.
- b. In grades 5-12, it is the student's sole responsibility to get his assignments, submit his homework, complete makeup tests, etc. At the sole discretion of the teacher, the parent and teacher can work to minimize the impact of Academy absences using such means as email correspondence, recorded lectures, Zoom, Google Classroom, etc. In no circumstance is a teacher encouraged or required to assume further work, nor shall a student's absence inconvenience a teacher or class.
- c. At any time, the Headmaster may request a verbal or written progress report from a teacher to assess the ramifications of absences (subject-matter understanding, impact on class, extra burden on teacher, etc.). The student must cooperate as necessary so that such a report can be accomplished.
- d. The Headmaster may revoke a special circumstance-attendance waiver at any time if s/he finds it is in the student's or the Academy's best interest to do so, or if the student has failed to meet certain criteria required of the attendance waiver. In no circumstance should a student's attendance-waiver adversely affect the overall academic integrity of the Academy or that student's class.

VII. Board of Trustees (Board)

- a. The Board functions as custodians of the Mission, Vision, Values, Doctrinal Statement, and Policies and Procedures of the Academy.
- b. The Academy Board is self-perpetuating and self-organizing, electing from its members a Chair, Vice-Chair, Secretary, and Treasurer.
- c. The Board has fiduciary authority and responsibility for the Academy as a 501(C)3 non-profit organization.
- d. The Academy Board, by a majority vote of its members, is the final arbiter in all matters relating to interpretation of the Academy's policies and Board minutes. The Academy Board is the final authority and arbiter on all matters relating to the Academy.
- e. The Board hires one (1) employee, the Headmaster, as the Chief Executive Officer of the Academy, who implements Board policies, procedures, and decisions, and who oversees all aspects and operations of the Academy. On occasion as needed, the board may hire outside personnel to accomplish the Academy's mission, vision, and strategic plan.

f. In cooperation with the Headmaster, the Academy Board appoints and oversees all committees.

VIII. Bus Services

Paris Classical Academy does not offer Bus Services at this time.

IX. Campus Visits

For student safety, all visitors (including parents) who wish to enter the Academy (beyond the office) for any reason during the school day should sign in at the office and obtain a name tag or lanyard indicating they have registered in the office. Upon departure, all visitors should sign out in the office. This practice ensures that we know who is on campus at all times.

Classroom Visits

Parents or potential parental applicants may request to visit a specific class by scheduling their classroom visit at least twenty-four (24) in advance. In cases where a concern exists between a parent or student and a teacher, classroom visits are not approved until a parental or student concern is resolved.

“Shadow” Days

Parents who are considering enrolling their child(ren) in the Academy may request a “shadow day” for their student to “shadow” a current PCA student through the school day from class to class. Shadow days may be scheduled with the front office at least twenty-four (24) hours in advance.

X. Cell Phones and Electronic Devices

The Academy does not permit the use of cell phones or other electronic devices during school hours or at extra-curricular events or other school related activities. Exceptions to this policy are as follows:

- a. During school hours and activities including classes, passing periods, lunch, recesses, breaks, bus or car rides, field trips etc., cell phones and electronic devices must be turned off, stored in lockers/cubbies, and not visible to others. Students turn off cell phones and electronic devices prior to entering the building in the morning. Phones remain off during the school day unless a student has specific permission from PCA faculty or staff to use the phone in the employee's presence. Neither should cell phones or electronic devices be visible or used outside Academy premises unless the student has permission to do so in the presence of a parent, teacher, or staff member.
- b. At no time are cell phones or electronic devices allowed in restrooms on the campus or other facilities where Academy activities or events occur.
- c. Use of cell phones or electronic devices to harass, shame, or bully other students is a serious disciplinary issue and may result in suspension or expulsion.
- d. Possession of a cellular phone or other electronic device by a student is a privilege that may be forfeited if a student fails to

abide by the terms of this policy or otherwise engages in misuse of this privilege. Any violation of this policy will result in disciplinary action against the student including immediate, temporary confiscation of the cellular phone or electronic device.

- e. The student who possesses a cell phone or electronic device assumes responsibility for its care. At no time will the Academy be responsible for preventing theft, loss, or damage to cell phones or electronic devices brought onto campus.
- f. At their discretion, faculty may permit temporary cellphone or electronic device usage during class for educational purposes, but devices should not be used beyond the limited time and purpose granted. Cameras should not be accessed.
- g. Anyone who violates any of these rules will have their phone immediately confiscated. **ONLY A PARENT CAN CLAIM THE CELL PHONE IN THE OFFICE.** The length of confiscation is dependent on the number of violations.
- h. Any violation of this policy may result in loss of the privilege to use a cell phone or electronic device for the remainder of the school year; other potential disciplinary actions for violation of this policy include detention, suspension, or expulsion.
- i. An exception to the general prohibition of the use of electronic equipment (MP3, gaming devices, cameras, computers, Smart Watches, etc.) may occur if the student is under the direct supervision of his/her parent and classroom instruction is not in session. An example of this use may occur with a teacher's child before or after school hours or with a child accompanied by his/her parents after school hours.
- j. While we request that adults be an example to our students, these rules do not apply to adults including faculty, staff, parents, or guests but only for students and other minors within our charge including non-enrolled minors on campus.

Logic and Rhetoric (5-12) Student Computer Use

Logic and Rhetoric students may use a computer or other electronic device at the discretion and under the direction of a teacher provided that such use is in the presence of that or another teacher who is actively supervising student use. Laptops are the students' own property, with no PCA liability or loss associated with their use. Use of computers or other electronic devices must be curriculum related and values-based that conform to Parent-Student Handbook for appropriate behavior (e.g., no viewing of any questionable material, such as pornography, or communication with other students or outsiders).

XI. Cheating (Including Plagiarism) Policy

Cheating, including plagiarism, is a serious offense and in direct opposition to the Christian character that we seek to instill in students and will always result in disciplinary action. The consequence for cheating will be the failure of the assignment, either an F (maximum grade of fifty [50]) or zero [0] at the teacher's discretion. Should there be a disagreement, PCA's Grievance Policy will be strictly followed.

“Cheating” occurs when, without faculty permission, a student avails her/himself of an unfair or disallowed advantage. Cheating includes but is not limited to using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, electronic devices); copying from the work of another student; taking another student’s expressed idea for projects or other assignments; using false statements to obtain additional time or other accommodations; obtaining unauthorized access to an exam, answer key, or other graded work from previous course offerings; or plagiarism. Regarding plagiarism, the classroom teacher and Headmaster determine the severity of the infraction and appropriate consequences. Teachers will give ample instruction in class regarding plagiarism and methods to avoid it, including paraphrasing, summarizing, and the proper use of sources, citations, and documentation.

XII. Chewing Gum

Chewing gum is not allowed on campus, including the playground.

XIII. Closed Campus

No student is permitted to leave the PCA campus during Academy hours for any reason without being accompanied by a parent or legal guardian or, in the case of unaccompanied Rhetoric (grades 9-12) students, without administrative approval. A dated note with the parent’s signature or parent phone call to the office is required to release an unaccompanied Rhetoric student from the campus. Faculty and staff members may take students off campus with parental permission but never on a one-to-one ratio. Exception: Rhetoric students with a permission form on file may have the privilege of off-campus lunches on designated days. If a student abuses this privilege, it may be revoked temporarily or permanently. All students must sign out when leaving the campus during Academy hours and sign in upon return.

XIV. Communication – Parents – Teachers – Academy

Academy Newsletter

The Academy sends a monthly newsletter via email, which contains important information regarding stories, articles, events, activities, and special information relating to the Academy.

Teacher Weekly News

Grammar School (K-4) teachers will send home a weekly newsletter regarding upcoming assignments, current class coverage, and weekly special events. At their discretion, teachers may use Google Classroom or a similar online program.

Parent-Teacher Meetings

Teachers are happy to meet with parents about any classroom concern, but parents should respect certain protocols to ensure successful parent-teacher meetings. To meet with a teacher, a parent should email the teacher stating the reason for the meeting and any relevant concerns. Social niceties are always

pleasant, but especially if there is a concern. A parents should not expect to meet with teachers unannounced or “on the spot” without prior scheduling or explanation for meeting; e.g., a parent should not show up at a teacher’s room before school, during school hours, or after school and ask, “Can we meet?” In such instances, the administration requires teachers to inform parents that prior scheduling should occur and a meeting topic(s) be specified before meeting. The administration also discourages teachers from sharing their personal information with parents including personal email addresses and telephone numbers. Conversely, when a teacher initiates a meeting with a parent about a student’s concern, the teacher will either email or call the parent, stating the concern before the meeting with the parent. Because of our mutual love for students, in rare instances a parent-student meeting might begin or become emotionally charged. If such a tone is anticipated, a teacher may ask an administrator or fellow faculty member to attend; when a teacher or administrator detects such a moment of sensitivity during a parent meeting, s/ he is encouraged to gently pacify the meeting or, if in the teacher’s or administrator’s opinion it is necessary, terminate the meeting.

Parent-Teacher Conferences

The Academy provides opportunity for and, in some cases requires, one (1) parent-teacher conference per semester for Logic and Rhetoric School (5-12); the Academy requires one (1) parent-teacher conference per semester for Grammar School students (K-4).

Communication with Employees Through Electronic Media

PCA employees may not communicate with students through telephone, text messaging, e-mail, or social-networking websites, or any other means other than posting information on any academy-approved online grading or communication system. An employee may communicate with a student through his/her parent(s) by electronic means (e.g., a teacher sends a text to a parent for a student regarding an assignment). With prior permission from the Headmaster, an employee may communicate with students for Academy events (e.g., field trip or athletic event) but only when one (1) other adult and more than one student receives the communication (e.g., notification of scheduling change simultaneously texted to two (2) or more students). Such communications should never contain topics personal in nature. Students may not initiate or otherwise communicate with employees except through an academy-approved, online grading or communication system.

XV. Conflict Resolution

Inevitable disagreements and conflicts arise in every institution. To resolve such disagreements and conflicts, the Academy requires all its constituents—trustees, employees, parents, and students²—to follow the “Matthew 18 Principle” which involves up to four steps:

1. Approach the person with whom you think you have a conflict in an appropriate area for a private conversation. Express your problem or concern in a calm, clear, and kind way. Honor the

other person by not talking or gossiping behind his/her back. Attempt to resolve the problem between you and that person without involving others.

2. If the problem remains unresolved, go to the next-level administrator in this order: Department Head, Principal (Grammar, Logic, or Rhetoric Head) and endeavor to resolve your concern or conflict at Step Two.³
3. If the problem remains unresolved, go to the Headmaster and try to resolve your problem.
4. If the problem remains unresolved, you may go to the Board Chair and request an appeal before the board which, at the board's behest, may or may not be granted, thus the prior administrative determination standing.

Parents should exercise caution when a child brings home a story about the Academy that causes you concern. The first step to good problem solving is to "hear both sides." Always follow up on any concern and speak directly with the person(s) involved.

Also note that, if a student or parent tries to circumvent this biblical approach by skipping a step(s), e.g., going directly to the Headmaster or a trustee before a serious attempt to be reconciled at a lower step, that student or parent will be redirected to take the appropriate step required by the "Matthew 18 Principle."

Board members and their children must follow this principle as well, in fact setting an example for the entire parent-student constituency.

XVI. Curriculum

All subjects are taught from a Christian perspective emphasizing the integration of a biblical world view. The Academy uses a classical curriculum. PCA encourages parents to become familiar with this system; materials are available from the office.

Summer Reading

Summer reading is normal for selective private schools. Typically, the Academy requires summer reading to prepare them for the next grade level.

Criteria for Selection of Objectionable Literature

The Academy is committed to promoting innocent childhood while also preparing and equipping its students for their further education in a world that neither knows nor honors the Savior, Jesus Christ.

Statement of Philosophy

As an academy that emphasizes classical languages and literature, PCA understands that the terms "classical" and "Christian" are neither necessarily nor always synonymous.

Christian writers throughout history, including both Catholics and Protestants, have penned some of the greatest literary, philosophical, and scientific works ever written. Despite their monumental contribution to all academic fields, Christian writers nonetheless represent only a minority in that elite corpus known as "the classics," the majority of which have been authored by non-

Christian theists, pagans, or especially in modernity, agnostics and atheists; therefore, PCA recognizes a delicate and difficult tension that exists between its desire to teach "the classics" and its ultimate goal of educating students "Christianly." That tension cannot be resolved easily. Classical texts written by non-Christians inevitably derive from philosophical and ethical presuppositions and perspectives ultimately incompatible with Christianity and sometimes even directly hostile to Christianity. Even non-Christian literary masterpieces that might affirm supreme Christian principles such as divinity, love, beauty, honesty, goodness, or virtue will ultimately fall short of an unconditional and explicit affirmation of Christian theism and absolutism. How, then, may PCA resolve that tension?

Since the "classical," Christian school must teach the classics, it cannot effectively do so without the inclusion of some non-Christian works in its curriculum, especially if such a school strives for two important educational goals:

- A robust literary repertoire that (1) signals academic integrity to our parent body, potential applicants, and the broader educational community and, (2) insures that students explore a legitimate and impressive array of classical authors, thus greatly enriching their intellectual experience, cultural refinement, and discernment; and,
- An integrated, panoramic humanities curriculum that emphasizes superlative,⁴ normative,⁵ and imaginative classical works to enhance students' understanding of the sociological context and philosophical meaning of history.

With those goals in view, PCA resolves the tension between its overarching philosophy of Christian education and objectionable philosophical or ethical elements that certainly will exist within its literary curriculum; we clearly define these objectionable elements and establish guidelines appropriate to our core values and our educational mission and philosophy.

The following objectionable elements appear in classical literature and may or may not be approved for our curriculum. We remind our constituency that all the objectionable elements set forth below in classical literature are also included in the Word of God, the Holy Bible, the final authority upon, and arbiter of, any spiritual, ideological, or ethical theme we encounter in classical literature:

- **Profanity:** cursing, vulgarity, or blasphemy;
- **Scatology:** excremental words;
- **Eroticism:** sexually suggestive or explicit language or themes;
- **Fornication:** any sexual activity outside the bounds of marriage;
- **Gruesomeness:** depiction of gross violence;
- **Occultism:** Satanism, witchcraft, necromancy, astrology, fortune-telling, recognition of supernatural powers other than the God of the Bible;
- **Falsehood:** characters, themes, plots, settings, or tone that implicitly or explicitly contradict Christianity.

Criteria for Selecting Classics that May Contain Objectionable Content

As PCA deliberates classical works containing objectionable content, we ask ourselves the following questions:

- When choosing between two (2) or more classics for inclusion in our curriculum, is there a Christian author whose work is of equal or comparable value to works by non-Christians? (In many cases, the answer to this question will be “no.”)
- Is the objectionable content appropriate to the intellectual comprehension and moral contemplation of the student in a given age group; for instance, would the theme of adultery in *The Scarlet Letter* be an appropriate choice at the middle-school level, or would sexual euphemisms in a Shakespeare play be appropriate to classes five (5) or six (6)?
- Is the objectionable content of primary or secondary importance within the work? Is it necessary to teach the classic or can it be passed over without comment?
- Can objectionable content be used for spiritual and moral instruction?
- Will the objectionable content provide an instructional opportunity to prepare students for spiritual, philosophical, and moral issues students will face as they matriculate from PCA to other schools, colleges, and universities?
- Will the objectionable content help prepare students spiritually and morally for life?
- Is the classical work so important to our curriculum that exclusion of that work would be contradictory to our educational mission and philosophy, and detrimental to our students' education?
- Is the objectionable content so terribly repugnant that it demands exclusion from our curriculum?
- Can we conscientiously and convincingly justify the objectionable content to our parental constituency?

Depending on how we answer the above questions, we then determine to include or exclude specific classics by the following methodology.

Methodology for Decision-Making about Objectionable Content in our Curriculum

All reading material containing objectionable literature will be recommended by the teacher in the appropriate academic area, usually some aspect of the humanities, by considering the previous “Criteria for Selecting Classics that May Contain Objectionable Content.”

Final recommendations about including or excluding literature containing objectionable elements will be made by the Headmaster. He will exercise discernment in his choice of literature to ensure appropriateness to PCA's classical, Christian Mission. At his discretion, he may seek advice, counsel, and guidance from the Trustees, Faculty, or Committee appointed by him regarding more difficult decisions he may face regarding objectionable literature.

XVII. Daily Devotions and Prayer: Chapel

During the first period of each school day, the first-period teacher begins class with a brief scripture reading and prayer (five [5] minutes). In the future, the Academy may conduct weekly chapel services.

XVIII. Discipline Model (Grades K-4)

Overview

In accordance with the Holy Spirit's gift of self-control (Galatians 5:23), the Academy encourages self-discipline; when that fails, love and forgiveness, firmness and fairness characterize the Academy's approach to student discipline. The classroom teacher is primarily responsible for discipline including the manner and degree of discipline (punishment). Sometimes, however, a more serious disciplinary matter requires administrative involvement. In any case, discipline will be administered considering biblical principles, such as repentance, restitution, reconciliation (public and/or private), restoration of fellowship, and continuation of appropriate attitudes, words, and actions.

Progressive Discipline Model

Under a progressive model of discipline, repeated offenses result in more severe consequences. Teachers manage most disciplinary issues with students, occasionally bringing parents into the disciplinary process when the teacher deems it appropriate. However, if a student repeats inappropriate behavior and the teacher is not able to make sufficient disciplinary progress, consequences will escalate, and the teacher's administrative supervisor will become involved. In most serious cases when a student's inappropriate behavior becomes too often disruptive of the educational process or adversely impacts the learning environment for others, the Academy will ask the student's parents to avoid expulsion and withdraw the student from the Academy; if not, expulsion follows. The Academy exercises less tolerance for Logic (5-8) and Rhetoric (9-12) students whose actions or repeated actions violate the Honor Code, meriting such student's loss of privileges, detention, suspension, or expulsion.

- If the Headmaster becomes involved in a disciplinary issue, s/he determines the nature of the discipline, which may require restitution, physical exercise (running, pushups, etc.), janitorial work, parental attendance during the Academy Day with the student, or other measures he deems appropriate including loss of privileges, detention, suspension, a behavioral contract, or expulsion.
- While the Bible clearly teaches corporal punishment administered by a parent to a child, when necessary, no Academy employee will administer corporal punishment such as hitting, spanking, striking, pinching, or any physical contact intended to inflict pain for the purpose of discipline.

Serious Misconduct

Some infractions of Academy rules may result in an immediate referral to the Headmaster's office. Some examples of such infractions follow:

- Disrespect or insubordination shown to any staff member.
- Dishonesty in any situation while at Academy, including lying, cheating, and stealing.
- Rebellion, such as outright disobedience in response to instructions.
- Fighting, such as pushing, shoving, scratching, or hitting.
- Obscene, vulgar, or profane language including taking God's name in vain.
- Gossip, rumor, or talk of a personal, sensational, or intimate nature; trivial talk or writing about another individual.
- Bullying: PCA is committed to providing a safe, productive learning environment. Bullying, harassment, intimidation, hazing (including retaliating for reporting such behaviors) will not be tolerated.
- Serious misconduct not remedied (happens on more than one occasion) may result in detention, suspension, or expulsion.

Suspension/Expulsion

- Conduct which threatens the health, welfare, or safety of others can result in immediate suspension or expulsion from the Academy. Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the office-visit process may be bypassed, and suspension or expulsion may be imposed immediately. Examples of such serious misconduct could include threats or acts endangering the lives of other students or staff members, violence, vandalism to property, violations of civil or criminal law, bringing weapons or illegal drugs to the Academy, or any act in clear contradiction of scriptural commands.
- Students may be subject to Academy discipline for serious misconduct that occurs after Academy hours. Please see Off-Campus Conduct Policy.
- PCA realizes that expelling a student from the Academy is a very serious matter and should always be carefully dealt with on a case-by-case basis. While forgiveness and restitution are fundamental to our overall discipline policy, should a student and his/her parents not be able to appropriately rectify a disciplinary problem or other issue to the Academy's satisfaction, the student will be expelled.

Behavioral Contracts

The Headmaster can require behavioral contracts. Some of the reasons for a behavioral contract are as follow:

- **Poor Academic Performance** – May include not turning in assignments, lack of effort to participate in a positive way in the classroom, or an unwillingness of parents to seek professional diagnosis of possible learning disabilities.

- **Poor Attitude** – A rebellious spirit or unacceptable attitude that has an adverse impact on others or the Academy environment.
- **Frequent Disciplinary Problems** – Continual disobedience to instructions and directions given by Academy leaders.

Students violating a Behavioral Contract are subject to immediate expulsion.

Detention

Teachers assign detentions with administrative consent; an administrator may also assign detention.

Off-Campus Behavior

PCA students represent the Academy both on and off campus. Please see Off-Campus Conduct Policy.

Readmission

Enrollment at the Academy does not guarantee admission from one year to the next. At his discretion, the Headmaster may deny a student's re-admission for the next school year on academic or behavioral grounds, or his assessment of a parent(s) incompatibility with Academy philosophy, decisions, or interests. In the case of non-reenrollment on behavioral grounds, non-reenrollment will not be categorized as disciplinary action.

XIX. Discipline Philosophy

Matthew 7:12 and 22:34-40 emphasize, "Love the Lord with all your heart and love your neighbor as yourself." PCA provides a values-based education where we purpose to establish the following virtues in a student's core value system: love, kindness, honesty, truth, respect, forgiveness, and servanthood. When parents and teachers work together to build the foundation of righteousness in a child, the child is set up for future success as an adult (Proverbs 22:6).

The words "discipline" and "disciple" both come from the same Latin word "discipulus" meaning pupil. At Paris Classical Academy, the administration and faculty will serve as a complement to the home in disciplining children to live God-honoring lives and, as one would expect, discipline will be an important aspect of that discipling process.

All of Webster's definitions of discipline apply to the Academy's philosophy, such as "training that corrects, molds, or perfects the mental faculties or moral character" and "to train or develop by instruction and exercise, especially in self-control." We believe that it is possible, right, and essential to clearly define and teach what is acceptable and unacceptable behavior, as well as what is right and what is wrong – practical rules that should govern our daily lives.

Our discipline philosophy is founded upon the words of Jesus Christ in Matthew 22:36-40 when He summed up the Ten Commandments with the two greatest commandments: (1) "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind," and (2) "You shall love your neighbor as yourself." We believe that this love of which Jesus spoke calls us as

an Academy to teach children how to honor and value God and others, thus prompting our students to ask, “Do my thoughts, words, and actions demonstrate a love for God and others?”

The two (2) fundamental discipline concepts may be more fully explained as follows:

1. We should seek to establish a meaningful relationship with God. This concept includes an understanding of what He taught about Himself in the Bible as well as how to relate to Him. Our relationship with God is, after all, the cornerstone of and reason for a believer's personal discipline. The entire curriculum at PCA, from Bible to P.E., aims to reveal God as holy, sovereign, and gracious in ways that endear the children to their heavenly Father so that they may accept His correction just as children who love and respect their earthly father and mother accept their correction. After God and parents, we view our administration and faculty as a third level of authority and guidance in a child's life.
2. We should love and value other people just as we value ourselves, and we should value God's creation. This concept follows naturally from the first in that having a solid relationship with God is essential to establishing good relationships with people. From this fundamental precept, we would strive to instruct children about self-control and compassionate relationships with others. Such instruction and discipline impact how students speak, play with, include, support, and encourage each other, as well as handle disagreements, receive correction, and express emotions properly.

In the area of valuing God's creation, we desire to teach responsibility for one's own and others' possessions, and a Scriptural respect for animals and nature that fulfills God's mandate for man to subdue the earth and have dominion over it.

In conclusion, the central discipline principle and truth that we want our students to learn is that we should love God, others, and all creation.

XX. Dress Code, Grooming, and Uniforms

Uniformity in dress enhances the orderly and tasteful decorum one should expect in a classical, Christian academy. Since the uniqueness of each student derives from his/her heart, mind, personality, and character, students best express individuality with their intrinsic, God-given qualities, not their grooming or dress. The uniform policy eliminates clothes-related peer pressure, provides an environment conducive to and supportive of modesty, and makes parents' and students' lives easier because of the predictability and consistency of daily school attire.

The Academy covers the cost of logo embroidery on all required logoed items. Jackets and outerwear are excluded from this coverage. **Direct links to every item are provided in the Student Uniform Guide posted on the Academy website.**

General Standards

- Uniforms must be neat, clean, and in good repair. Students should dress in conformance with his or her biological sex.
- Shirts and blouses are tucked in while in the Academy building and buttoned no lower than the second button from the top.
- Skirts and skorts are worn at the knee and in no case more than two (2) inches above the knee when the student stands. Solid-colored modesty shorts are worn beneath skirts.
- Shoes must be black, without visible brands or logos, and non-scut. Soles must be black or brown. Running shoes are not permitted as Academy shoes.
- Socks and hosiery are as specified for each division below.
- Hair accessories must be blue, white, or black only, at all grade levels.
- Hats, bandanas, and sunglasses are not to be worn in the building.
- Hair – Unnatural hair color and outlandish or disruptive hair styles are not allowed. Facial hair is prohibited except in the 12th grade, when it may be allowed with written permission from the Headmaster under certain conditions (i.e., properly maintained and professional looking).
- Clothing, jewelry, or Academy supplies shall be in good taste, free from suggestive or unsavory connotations. Body piercings (other than earrings in earlobes) and visible tattoos are prohibited. Outerwear, winter hats, and other non-uniform clothing may not contain obvious branding of pop culture (cartoon characters, actors, athletes, musicians, politicians, etc.) or of a disruptive or divisive nature. Nail polish and makeup must be tasteful.

Grammar School Uniform (Grades K–4)

Girls (K–4)

Select either Option 1 or Option 2.

- **Option 1** – Navy short-sleeve ruffle pique polo dress (logoed).
- **Option 2** – Khaki box-pleat jumper (logoed), paired with a white Peter Pan collar blouse in short or long sleeve (non-logoed).

Required with this uniform: White knee-high socks or white footed tights; black Mary Jane style shoes, no logos; hair accessories in blue, white, or black only.

Boys (K–4)

- **Pants (choose one)** – Khaki relaxed-fit twill pant (classic fit, adjustable waist) or khaki slim-fit stretch performance pant (slim tapered leg, stretch fabric).
- **Shirt** – Navy pique polo, short or long sleeve (logoed).

Required with this uniform: Black belt; black shoes with black or brown soles only, no logos. Sneakers or dress shoes are permitted; running shoes are not.

Logic School Uniform (Grades 5–8)

Girls (5–8)

- **Bottoms (choose one)** – Khaki pleated two-tab skort; Clear Blue Plaid pleated two-tab skort; khaki at-the-knee pleated skirt; or Clear Blue Plaid at-the-knee pleated skirt.
- **Top** – White Peter Pan collar blouse, short or long sleeve (non-logoed).
- **Layering (choose one)** – Navy blazer, navy V-neck cardigan, or navy crewneck cardigan (all logoed).

Required with this uniform: Navy knee-high socks; black loafers, Oxfords, or Mary Janes, no logos; cross tie in navy solid or Clear Blue Plaid; hair accessories in blue, white, or black only.

Boys (5–8)

- **Pants (choose one)** – Khaki relaxed-fit twill pant or khaki slim-fit stretch performance pant.
- **Shirt** – White Oxford shirt, short or long sleeve (non-logoed).
- **Layering (choose one)** – Navy blazer; navy V-neck sweater vest (logoed; must be paired with a long-sleeve Oxford); or navy V-neck pullover sweater (logoed).

Required with this uniform: Clear Blue Plaid tie; black belt; black shoes with black or brown soles only, no logos. Oxfords, dress shoes, or sneakers are permitted; running shoes are not.

Rhetoric School Uniform (Grades 9–12)

General Uniform Policies

- **Logo embroidery.** The Academy covers the cost of logo embroidery on all required logoed items. Jackets and outerwear are excluded from this coverage.
- **Previously approved items.** Logoed items previously approved by the Academy remain permissible for continued use.
- **Jackets and outerwear** must be clean, tasteful, and navy or black only. Outerwear may not be worn in class except at the Headmaster's discretion.
- **Athletic shoes.** Students may bring athletic shoes for gym or outdoor use at the discretion of the Headmaster. Athletic shoes are not permitted as standard Academy shoes.
- **Where to purchase.** Most uniform items are available from French Toast. Socks, tights, and Mary Jane shoes are available from The Children's Place; navy knee-high socks from Amazon; and black loafers, Oxfords, and dress shoes from Shoe Carnival. Direct links to every item are provided in the Student Uniform Guide posted on the Academy website.
- Questions about any item not addressed here should be directed to the Academy office.

Physical Education Uniform Policy

P.E. attire should be approached with functionality, not fashion, in mind. Logos should be avoided, but if clothing without logos is not

easily available, a small visible logo is allowed. The following guidelines apply:

- **Shorts** – Properly fitted, loose, athletic-style shorts (no compression shorts or snug-fitting shorts). Length must be no shorter than five (5) inches above the knee. No visible logos larger than two (2) inches.
- **Shirts** must be properly fitted, crew neck t-shirts (no V-necks), must be opaque (no form-fitting or transparent shirts or tank tops), and no visible logos larger than two (2) inches.
- **Shoes and socks** – Appropriate athletic shoes and socks.
- **Cooler temperatures** – Loose-fitting sweatpants and sweat-shirts with no logos larger than two (2) inches may be worn in cooler temperatures. Leggings may be worn under shorts or sweatpants only (not by themselves).
- Wearing non-uniform clothing for P.E. is a privilege that should be honored by students and families. Active attire must be consistent with the ethos of PCA, functionally appropriate, and demonstrate a high degree of modesty.
- The Headmaster or appropriate administrator makes the final decision regarding any questions or ambiguity in this policy.

Remedy

If the Headmaster or other Academy administrator determines that a student's grooming or clothing violates the Academy's dress code, the student may be given an opportunity to correct the problem during the school day. If not corrected, a parent or designee may bring an acceptable change of clothing to the Academy. Repeated offenses may result in more serious disciplinary action in accordance with the Honor Code.

XXI. Educational Philosophy

- a. God has given parents the responsibility for training children in the way that they should go (Ephesians 6:4; Proverbs 22:6). Therefore, the Academy exists to assist parents with the training their children receive at home and church. The Academy expects parents to be actively involved in their child's education and will consult parents about all major decisions affecting their child at the Academy.
- b. Reverence of the Lord is the beginning of wisdom (Proverbs 9:10; 14:26-27; 19:23; Psalm 111:10). In Jesus Christ, God's Son, are hidden all the treasures of wisdom and knowledge (Colossians 2:3). PCA promotes reverence for the Lord and trains all students according to a biblically based value system where God is exalted as sovereign and has authority over all things. PCA promotes a Christ-centered world view guided by biblical truth.
- c. Teachers, as Christian role models, are an essential component of the educational experience a student receives at PCA. We seek to employ dedicated Christians who have been gifted by God as teachers, can relate all areas of the curriculum to God's Word, who model Christian character, and have been called by God to serve the Academy.

- d. Classical, Christian education focuses on developing the “whole person” for God’s glory: heart, mind, and soul.

We seek to train students to develop critical thinking skills that will lay the foundation for their future success as students and the careers they will choose later in life. Good study habits, a disciplined mind and body, an excellent work ethic, the ability to face challenges with a “can do spirit,” and the confidence to stand on one’s convictions in the face of pressure are all part of our goal for every student.

XXII. Emergency Drills

Safety is of utmost concern at PCA. Emergency procedures and drills will be conducted throughout the year. Some drills will be announced and others not.

XXIII. Field Trips

PCA seeks to use field trips to enhance a student’s educational experience. When a bus is unavailable for use on field trips, parents may be asked to be volunteer drivers. Though all parents sign a field trip permission form when they enrolled their child(ren), they may be required to provide additional approval for their child’s(ren’s) participation in specific field trips. When an additional field trip permission slip is required, a student child will not be allowed to participate in the field trip if the appropriate forms have not been submitted. If a student exhibits serious misbehavior on a field trip, the parents will be contacted and, at their own expense, be required to pick up their child(ren).

Parents provide their own transportation (unless room is available on a bus), food, and lodging as applicable. Parents will defer to the Academy’s policies and procedures as well as the teacher’s classroom and field trip rules as the guiding authority for behavior. Field trips are intended to be educational classroom-community events and not family holidays; therefore, siblings are not permitted. Infrequently, teachers may ask chaperones/parents to sign up well in advance of the field trip, as limitations sometimes occur. A maximum of four (4) hours for being a chaperone may be applied toward service hours. Please check the Cell Phones and Electronic Devices policy for additional information relevant to field trips.

XXIV. Final Authority for Matters of Belief and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself as the inspired and infallible Word of God is the sole and final source of all that we believe. For purposes of PCA’s doctrine, practice, policy, and discipline, our board of directors is PCA’s final interpretive authority on the Bible’s meaning and application.

XXV. Financial Policies

Registration (Automatic Reenrollment)

1. Each student is considered enrolled when all forms (New students: Student Application and enrollment financial agreement, special permission form, immunization form, health history card, birth certificate, and record release form; returning students: financial agreement and information update) are returned, and all fees paid.
2. All fees are non-refundable.
3. All accounts must be current before a family is accepted for reenrollment. If registration fees have not been paid in full, any payments made toward tuition will be applied to outstanding registration costs first and any amount left will be applied toward tuition payment.

Tuition

PCA administers tuition billing, payment plans, and financial aid applications through the FACTS Management system. Families should refer to their FACTS portal for account statements, payment due dates, and financial aid status; questions about FACTS access should be directed to the Academy office.

1. Tuition may be paid in one (1) yearly payment or ten (10) monthly tuition installments beginning on the fifteenth (15th) day of the ensuing school year: *Yearly*: August 15th; *10-month*: August 15th.
2. Tuition payments are made to the administration office or Headmaster on the date payments are due.
3. Late fees in the amount of \$25.00 apply to delinquent accounts.
4. There will be a \$25.00 fee for returned checks PLUS the amount of any expenses incurred due to the returned check.
5. A student who is withdrawn, dismissed, or expelled must pay a prorated portion of tuition based on days in session.

General Policies and Conditions

1. Students will not be allowed to begin classes until all previous years’ obligations are met.
2. Student records, including report cards and transcripts, will be withheld if the family leaves the Academy still owing tuition or any other fee. All checks must have cleared the Academy’s account before transcripts or diplomas are released.
3. The Academy reserves the right to require any account to be brought current for a student to continue to attend classes.
4. Any claim or dispute arising from or related to this agreement, to a child’s attendance at PCA, or to any PCA-sponsored activity which cannot be resolved by agreement between the family and PCA shall be submitted to mediation and/or arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries in effect as of the date of this Agreement, which Rules are hereby incorporated into this Agreement by this reference. Any decision of an arbitrator may

be entered as a judgment in the District Court of the Texas Eleventh Judicial District, Lamar County, Texas pursuant to the provisions of the Texas Uniform Arbitration Act. The dispute resolution process outlined in this provision shall be the exclusive remedy available to either party for resolution of claims and disputes arising from or related to this Agreement, a child's attendance at PCA, or any PCA-sponsored activity. Each party waives any right to file a lawsuit in any court for the resolution of any such claim or dispute, except for the purpose of enforcing a decision entered by an arbitrator pursuant to this Agreement.

5. Any exceptions to the above financial policies and conditions must be approved by the Academy board.

Tuition Assistance

Tuition Assistance may be awarded to families who qualify for such assistance based on the budget of PCA and at the discretion and careful consideration of the Headmaster and Board of Trustees.

Multiple Children Discount

Multiple Children discounts are currently unavailable at the Paris Classical Academy.

Prorated Tuition

Students registering mid-year will have their tuition pro-rated on a monthly tuition payment plan.

Volunteer Hours

The success of Paris Classical Academy and the education of the children depend on parents' commitment to be involved. As PCA continues to grow, the participation of every parent is required to assist the staff in meeting the needs of the children and the facility that God has entrusted to our care. All Academy families are required to contribute hours during the year on approved projects or contribute the corresponding dollar amount. The deadline for completing service hours is May 1st.

Individual and Institutional Stewardship

When you enroll your student(s) at PCA, it is a legally binding contract. PCA plans its budget upon your good-faith intention to enroll your student(s). If you withdraw your student(s) from PCA after the second week of the first semester, you will be billed for the entire semester. If you withdraw your student after the second week of the second semester, you will be billed for the entire school year. Under either of those circumstances, you will be billed for all outstanding balances and student records will not be released until your account is paid in full. Failure to pay may also result in collections and impact your credit report. Exceptions to this policy may be made at the discretion of the administration under unusual circumstances, such as a serious medical conditional or unexpected job transfer.

XXVI. Fine Arts Education

Students involved in the fine-arts program are required to participate in scheduled performances. Absence from these performances will adversely impact a student's(s') music grade.

XXVII. Fund Raising

Many private schools operate on what is called the "80/20 Principle," which means that tuition and fees cover approximately 80% of a child's education, and the other 20% is raised through tax-deductible gifts from parents. The "80/20 Principle" helps to keep tuition affordable to as many families as possible and allows PCA families to bridge the 80/20 gap with a tax-deductible gift to the Academy. The Annual Campaign accounts for the majority of fundraising dollars acquired by the Academy, and your participation in the Annual Campaign is essential to the Academy's financial stability and future success.

XXVIII. Grade and Progress Reporting

General

Paris Classical Academy maintains a quarterly grade-reporting schedule. These reports reflect individual students' academic and behavioral performance.

Ratings

All academic grading at Paris Classical Academy will use a criteria-referenced base for evaluation. That is, students are graded based upon objective standards and goals in each class/subject. Objective standards and goals reduce the possibility of grade inflation. Students will not be graded on a curve or against any other overtly subjective or group average except in rare cases and only with Headmaster approval, for example, a disturbed testing environment or skewed test results; neither is "extra credit" offered in classes. Annual standardized testing is not considered part of the grade and progress reporting procedure.

Grading Scales

Assessment Grades are given to students in Kindergarten and Letter Grades to students in Grades 1st–12th.

Kindergarten

E	Excellent	N	Needs Improvement
G	Good	U	Unsatisfactory
S	Satisfactory		

First (1st) through twelfth (12th) grades

Grade	Range	Meaning	GPA
A+	97.0–100	Excellent	4.0
A	93–96.9	Excellent	4.0
A-	90–92.9	Excellent	4.0
B+	87.0–89.9	Good	3.0
B	83.0–86.9	Good	3.0
B-	80.0–82.9	Good	3.0
C+	77.0–79.9	Satisfactory	2.0
C	73.0–76.9	Satisfactory	2.0
C-	70.0–72.9	Satisfactory	2.0
D+	67.0–69.9	Poor	1.0
D	63.0–66.9	Poor	1.0
D-	60.0–62.9	Poor	1.0
F	0–59.9	Failing	0.99

GPA's apply only to Grades 9-12 and do not appear on quarterly reports; however, GPA's do appear on official transcripts for grades 9-12. While the format of an Academy transcript may be tailored to best suit a college to which a future graduate applies, the +/- will also appear on the transcript.

Honor Roll

Honor Roll recognition occurs quarterly and cumulatively at end-of-year. Honor Roll derives from letter grades and not overall GPA. A student achieves "A" Honor Roll" when s/he receives no grade below an A- for a specified period. A student achieves "B" Honor Roll" when s/he receives no grade below a B- for the specified period.

Conduct Report Form

In addition to academic grades, PCA practices an intentional values-based education. The criteria are found on the Conduct Report Form, which is to be used quarterly along with the standard grade report.

Procedure

1. Grades will be presented at the end of the quarter according to the annual academic calendar.
2. The teachers responsible will ensure forms are complete and copied correctly.
3. Teachers are responsible for all grades, progress comments, and attendance records for their students.
4. A parent receives a copy, and the Academy keeps a copy.
5. Students are discouraged from sharing and comparing their grades with one another (2 Corinthians 10:12).

Promotion Policy

The objective of this policy is to establish a consistent set of standards to be applied in determining grade promotions for all students. The scope of this policy is to be applied to all entering and continuing students.

Definitions

- **Promotion** – The advancement of a student from the most recent grade completed to the next successive grade.
- **Retention** – Requiring a student to repeat the grade in which s/he was most recently enrolled. Typically, such students are not reenrolled.
- **New students** – Those students entering PCA for the first time.
- **Current students** – Those students enrolled in PCA during the current year.

New Students

New students must meet the following criteria to be accepted into the next successive grade level:

- a. PCA requires documents showing that the student successfully completed the previous grade by a demonstrated proficiency of at least 70% or higher in reading, math, science, history, and English.
- b. Recognizing that many public schools (and some home schools) do not use letter grades (A-F) or percentages to indicate academic proficiency in the elementary grades, a Grammar School (elementary, K-4) applicant must receive a mark of "satisfactory" in at least 90% of the subjects on the student's transcript/report card. However, the student will be tested in the two (2) critical areas (reading and math) using Academy metrics, scoring materials, and standardized testing.
- c. If a new student has taken any standardized tests, the student should have earned national scores of at least 60% or higher in reading, math and language (as appropriate to age level). If the student has never taken a standardized test and there is doubt as to his/her academic success at PCA, the student will be assessed according to b. and d.
- d. As part of the admission procedure, the student will be tested using a standardized admissions assessment selected by the Academy, such as the CLT (Classic Learning Test). The student must demonstrate national scores of 60% or higher in reading, math, and written language. The results of any Academy testing will be combined with a new student's report card, the Academy's initial screening results, and any previous standardized testing score to determine admission.
- e. Grade-level placement decisions reside with the Headmaster, but age-inappropriate grade-level admissions are typically not approved.
- f. Rhetoric (9-12): The family must complete a Rhetoric School Application when entering 9th grade including the parent and student survey portions. The student must interview with the Headmaster to confirm that expectations of the student and PCA are consistent, and to assess whether the student and PCA will be a good fit. The Headmaster may request other information supporting admission, such as letters of recommendation.

Current Students

Continued enrollment at Paris Classical Academy is not automatic. Those students who continue to have poor academic performance or who persist in negative, uncooperative, or non-productive

attitudes or behaviors may be denied continued enrollment. These decisions are made only after careful consultation with the student's teachers and parents. The Academy reserves the right not to reenroll any student who does not meet PCA's academic requirements or fails to conform to PCA's Mission, Vision, Values, and Honor Code.

Current students must meet the following criteria to be promoted to the next grade level:

- a. **Elementary/Grammar School (K-4):** Students must pass History, Math, Reading/Literature, Writing/Grammar, Science, and Foreign Language (Latin) with at least a 70% average in each course (not an average of all courses) for the entire year. Students with scores in one or more of those subject areas below 70% but above 59% may be non-reenrolled or reenrolled on Academic Probation based upon faculty recommendation and at the Headmaster's discretion.
- b. **Middle/Logic School (5-8):** Students must pass History, Math, Literature, Writing, Science, Latin, and Logic with at least a 70% average in each course (not an average of all courses) for the entire year. Students with scores in one or more of those subject areas below 70% but above 59% may be non-reenrolled or reenrolled on Academic Probation based upon faculty recommendation and at the Headmaster's discretion.
- c. **High/Rhetoric (Dialectic) School (9-12):** Students must pass Math, Science, Economics, Foreign Language (Latin), and Humanities (Omnibus – Literature and History) with at least a 70% average in each course (not an average of all courses) for the entire year. Students with scores in one or more of those subject areas below 70% but above 59% may be non-reenrolled or reenrolled on Academic Probation based upon faculty recommendation and at the Headmaster's discretion. At the Headmaster's discretion, seniors who score 59% or below in one or more courses may not graduate.

XXIX. Grievance – Comprehensive Policy

Objective: To establish biblical guidelines for the resolution of disputes and grievances in the operation of Paris Classical Academy.

Scope: Whenever a dispute or grievance arises between two (2) or more parties directly connected to the Academy including students, parents, teachers, staff, volunteers, principals, Headmaster, and Trustees, PCA follows the guidelines below.

Definitions

Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the Academy chain of command, or which (in the judgment of either disputant) threatens the successful implementation of PCA's Mission, Vision, Values, Doctrinal Statement, or any other aspect of the Academy's operation.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

Guidelines

General

If any dispute arises not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy. In all cases, PCA will adhere to and follow the "Matthew 18 Principle."

Students/Parents to Teachers

All parental concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the problem remains unresolved, the parents or student may bring the concern to the next level administrator in this ascending order: (1) Department Head or Athletic Director; then (2) Principal; and finally, (3) Headmaster. This procedure applies to faculty, staff, and Board members who are acting in their capacity as parents, and who should be exemplary in this regard.

Parents/Patrons

If parents or patrons have a grievance or dispute about the general operation of the Academy (apart from the operation of the classrooms), they should bring their concerns to the appropriate administrator in this ascending order: (1) Department Head or Athletic Director; then (2) Principal; and finally, (3) Headmaster. If the concern remains unresolved, parents or patrons should request in writing a hearing from the PCA Academy Board who will determine whether a board-level hearing is warranted, either granting a hearing or not granting a hearing and voting to affirm the Headmaster's decision. This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board; Board members should be exemplary in this regard.

Faculty/Staff Concerns

All faculty or staff concerns must be presented to the appropriate administrator in this ascending order: (1) Department Head or Athletic Director; then (2) Principal; and finally, (3) Headmaster. If the problem remains unresolved, the faculty or staff member may appeal to the Board in writing for a hearing before the PCA Academy Board who will determine whether a board-level hearing is warranted, either granting a hearing or not granting a hearing and voting to affirm the Headmaster's decision.

Individual Board Members to Headmaster

During a Board meeting, if a concern arises between one (1) or more Board members and the Headmaster, a Board member will be ruled out of order by the Board Chair if a board member(s) challenges, rebukes, or debates directly with the Headmaster. In such cases, any Board member(s) may call the Board into executive session (which will excuse the Headmaster's presence); however, in such cases, a formal vote must be approved to enter executive session; otherwise, the Board will return immediately to regular session (which will include the Headmaster's presence). If during an executive session the Board decides further investiga-

tion into a Board member(s)/Headmaster concern is warranted, the Headmaster will meet with the Board in executive session to present his perspective and answer questions. If the Board decides against the Headmaster (2/3 vote required), the Board will provide the Headmaster with written documentation of their decision. If the Board does not decide against the Headmaster, any Board member(s) who is (are) still not satisfied must cease and desist from further discussion about the concern or resign.

XXX. Health Services

Policy to be published by the Academy.

XXXI. Holiday Observations

PCA celebrates the Christian aspects of annual holidays. At Christmas we celebrate the birth of Jesus Christ. At Easter we emphasize His resurrection. We do not acknowledge Halloween.

XXXII. Homework and the Weekly Collaborator

While Academy faculty try to do as much with students as possible on campus, homework is an integral part of excellent education. This especially holds true in a university-model academy with limited on-campus days. Because PCA meets only three (3) days per week, the two (2) off-campus days are not days off; they are instructional days conducted at home under the supervision and direction of the parents. The Academy's curriculum is progressive and sequential, and it assumes that off-campus work is completed before the next on-campus day.

The Collaborator

The Collaborator is the Academy's weekly instrument of the home-campus partnership described in our Mission. Each week, the Academy sends home a Collaborator listing, by grade and by subject, the work students are to complete on off-campus days. If the need arises, a Collaborator will be sent for each off-campus day. It carries the teacher's instruction from the classroom to the family's table. Parents are responsible for the following:

- Reading the Collaborator at the beginning of each week and planning the off-campus days accordingly.
- Supervising their student's(s') work and ensuring that every assignment listed is completed.
- Returning their student(s) to campus with all assigned work finished, legible, and ready to be submitted.
- Contacting the teacher promptly when an assignment is unclear or when a student is unable to complete the work assigned.

Because instructional time on campus is limited, work left undone at home cannot be made up during class hours. Incomplete off-campus work slows the progress of the entire class and leaves gaps a teacher cannot close within the time available.

Accountability

Teachers record off-campus work that is submitted incomplete. An isolated missed assignment is ordinarily handled between the teacher and the student. When a pattern of incomplete work develops, the following steps apply:

- The teacher will contact the parents directly to identify the difficulty and to offer counsel.
- If incomplete work continues, the teacher will notify the Headmaster, and the parents will be asked to meet with the teacher and the Headmaster to establish a written plan for the off-campus days.
- If the plan does not produce improvement, the Headmaster may require a behavioral contract under the terms of the Discipline Model policy, and continued enrollment may be reviewed in accordance with the Promotion Policy under Grade and Progress Reporting. Persistent failure to complete off-campus work may also affect a student's promotion or re-enrollment.

The purpose of these steps is restorative rather than punitive. In a university-model academy, no student should be permitted to fall quietly behind on two (2) of every five (5) instructional days.

Parental Help

Parents should encourage their student(s) to be accountable and responsible for all required homework assignments. Parents' active interest in their student's(s') education greatly influences students' own attitudes toward homework, and parents who treat the Collaborator as essential teach their students to do the same. Parents should also understand and observe the fine line between appropriately and inappropriately helping their student(s). Teachers are the best resource to discuss parental help on homework assignments. Because of Academy rigor, new students may be "catching up" with the curriculum and need to invest significantly more time as they transition to the Academy.

XXXIII. Honor Code (5th – 12th)

PCA is a community committed to love God and others. Our Honor Code is a covenant among the members of our community that calls for sound judgment, self-discipline, self-confidence, leadership, peer accountability, and strong moral character in a Christian academic environment. Achievement of these goals depends on establishing and maintaining standards that honor God and others. To establish such standards, the Academy requires Logic and Rhetoric students (5-12) to adhere to an Honor Code designed to serve as a guide for spiritual and moral accountability among the student body. PCA affirms that a student-leader of character knows what is right and possesses the moral courage to act on that knowledge. The principles of truthfulness, fairness, and respect for others, and a personal commitment to maintaining values, are at the heart of the Honor Code.

Class E Offenses

- Violating the Uniform policy (see Dress Code and Grooming)

- Physical appearance
- Disruptive talking or behavior at any time or any place during the school day or at school related events and activities
- Littering
- Violating the Chewing Gum policy
- Eating in class without permission
- Violating the Cell Phone and Electronic Devices policy
- Arriving to class unprepared
- Frequent tardies or absences

Class D Offenses

- Actions or attitudes which are spiritually detrimental to the Academy (includes sharing of inappropriate material on an electronic device with other students such as pictures, YouTube videos, music, games, etc.). The Headmaster will be the final arbiter of what constitutes inappropriate actions or attitudes.
- Inappropriate public display of affection (Note: PCA does not encourage students to be involved in romantic relationships. We want to foster an atmosphere of respect and love between all our students without the pressure and awkwardness of a romantic relationship).
- Disrespect toward students, faculty, staff or other adults who may be on campus
- Excessive violation of any Class E offense, e.g., uniform violations.
- Aggressive physical behavior or fighting with others (hitting, pushing, etc.). This does not include behavior which would be classified as physically bullying another child which is a Class C offense.

Class C Offenses

- Dishonesty
- Cheating in violation of the Cheating policy
- Rudeness to an adult (includes the use of social media and electronic devices)
- Use of profanity (the Headmaster will be the final arbiter of what constitutes profanity.)
- Verbal and/or physical abuse of others, including threats to other students, verbal or written; bullying (see Serious Misconduct under Discipline Model policy) or striking others
- Vandalism/destruction of property
- Violating the Closed Campus policy or skipping any portion of Academy without permission (missing class(es), study hall, chapel, etc.)
- Habitual non-conformity to Academy rules both on and off campus including social media forums.

Class B Offenses

- Plagiarizing material in violation of the Cheating (Including Plagiarism) policy. Everyone who submits written work to the Academy must be the author of his/her own work. When a student uses facts or ideas originated by others, s/he must make clear what is the student's and what is not. Failure to

make such a distinction is to deceptively offer as one's own work what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the Academy and, more seriously, the Lord. NOTE: Pursuant to the Cheating (Including Plagiarism) policy, an additional academic punishment of a zero grade will be given for a cheating incident.

- Inappropriate touching, language, or gestures toward another person.

Class A Offenses

- Any violation which transcends the scope of the above, such as the use, possession, or distribution of alcohol or drugs; threats or actions of violence; blatant immorality; or other serious (misdemeanor or felony) violations of the law. This would also include any action by a student that seriously interferes with the Academy's ability to accomplish its education and/or spiritual purposes. PCA also reserves the right to require drug testing at the student's expense if reasonable suspicion exists. (Refer to the Off Campus Conduct policy, Search and Seizure policy, Discipline Model, and Statement on Sexuality.)
- Bringing a sexually oriented item on campus
- Possessing or exposing others to inappropriate material in violation of the Off-Campus Conduct policy
- Physical or emotional abuse may be considered as a class A offense at the Headmaster's discretion.

Consequences Relevant to the Conduct Code

Class E Offenses

The least serious Class E infractions are generally managed first by the classroom teacher and should be resolved at that level. Teachers will send an email report to the parents and appropriate administrator each time a Class E infraction occurs. In some cases, a Class E infraction may require the involvement of the Headmaster or appropriate administrator.

Class D, C, B, A Consequences

Offenses which are of the more serious kind (Class D, C, B, A) will be determined by the appropriate administrator and/or Headmaster.

Final disciplinary decisions rest with the Headmaster. Each time a student commits a Class D, C, B, or A infraction, PCA will notify the parents explaining the infraction, the punishment, and possible future consequences in the event of another Class D, C, B, or A offense. Obviously, such infractions can be very serious and jeopardize a student's being allowed to remain in the Academy. Except in cases where reenrollment requires a behavioral contract, detentions, suspensions, and other disciplinary actions are not carried over from one year to the next, so that each student begins each year with a clean slate. The exception to this would be the offering of a contract to a student and placing him/her under Disciplinary Probation. This would simply mean that the situation was such that should the student be involved in any serious violation of Academy rules the following year (Class D, C, B, or A), it could result in swifter dismissal. For reenrollment of

such students to occur, the Headmaster must approve a behavioral contract, which both the parents and student must abide by.

Class E Infractions and Consequences

Infractions per Quarter	Result
1-3	Teacher's discretion; notification of parents
4-6	Notification of parents; automatic detention which precludes all other activities
7-10	Notification of parents; becomes a Class D infraction

#	Class D	Class C	Class B	Class A
1	Minimum one (1)-day in-house suspension	Minimum one (1)- to three (3)-day suspension, loss of privileges, probation	Minimum three (3)-day suspension, loss of privileges, probation, removal from leadership positions, possible expulsion	Probable expulsion
2	Minimum one- to three (3)-day suspension, loss of privileges, probation	Minimum three (3)-day suspension, loss of privileges, possible expulsion	Probable expulsion	Expulsion
3	Minimum three (3)-day suspension, loss of privileges, possible expulsion	Probable expulsion	Expulsion	Expulsion

XXXIV. In Loco Parentis ("In Place of the Parents")

The parents' authority over the education of their own children is expected and respected at PCA. PCA operates as an extension of the family, believing that the education, training, and discipline of children are the responsibility of their parents. PCA partners with parents educating their children according to the doctrines and principles of classical and Christian education. PCA will not usurp the parents' God-given authority over the education and training of their children. However, essential to accomplishing our overall purpose and mission is the requirement that students and parents respect the doctrine and policies of PCA. In loco parentis is best accomplished when a strong partnership exists between home and Academy. Parental involvement in this partnership may include the following:

- Encouraging and working with your child to put a high priority is necessary to fully benefit from classical, Christian education. Also beneficial is monitoring your student(s) time on television, cell phone, video games, social media, and other inane activities.
- If applicable, utilizing PCA's web-based system for up-to-date information regarding grades, assignments, missing work, etc.
- Supporting PCA's Mission, Vision, and Values.

- Ensuring that your child completes all homework assignments and special projects and comes to the Academy each day on time, prepared, rested, and ready to learn.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed.
- Becoming an Academy volunteer.
- Participating in PCA's parent organizations.
 - Contacting Academy officials if you are concerned with your child's emotional or mental wellbeing.
 - Occasionally attending Academy board meetings.

XXXV. Lunches

- Milk may be purchased in the office at the price posted.
- Families are required to provide lunch for their children. Students may purchase lunches from specific vendors on scheduled days. See the Academy's newsletter for more information.

XXXVI. Medication

Administering Oral Medications

If a student needs oral medication during Academy hours, a parent must sign a form giving the office permission to administer them. Oral medications include, but are not limited to, Tylenol, Ibuprofen, cough drops, cough medicine, etc.

Students and Medication

Parents must notify the office if their student(s) is/are required to take medication regularly. If your student(s) is/are under the care of a physician and required to take prescription medication during Academy hours, accommodation may be made with the appropriate liability release (see office for details).

Medical Assistance Provided

We offer first-aid care (including ice packs, Band-Aids, etc.), symptomatic screening (taking of temperature), and emergency care as needed (including administering Epinephrine to those allergic to bug bites, CPR, etc.).

XXXVII. Off-Campus Conduct Policy

A student's behavior can reflect well or poorly upon PCA's public reputation and campus ethos; therefore, although parents are primarily responsible for their student's(s') off-campus discipline, PCA reserves the right to discipline students for inappropriate off-campus behavior. For serious behavioral infractions off-campus, PCA's typical response will be suspension or expulsion.

The following are guidelines (not inclusive) for off-campus, student behavioral standards:

- Students should not behave in a manner that openly rejects the letter and spirit of behavioral standards delineated in this

handbook. More serious immoral or illegal actions, such as crime, sexual impurity, acting or speaking crassly, vandalism, violent or threatening actions, or extreme unkindness are subject to suspension or expulsion.

2. With the advent of social networking, each of our families has a responsibility to protect our community from inappropriate language or images. Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, damaging to the general reputation of the PCA and its constituency, or illegal. This prohibition applies to conduct on or off campus whether the equipment used to send or receive such messages is Academy-owned or personally owned. The prohibition of this material applies regardless of its format (electronic or paper).
3. Students who attempt to influence others to unacceptable off-campus behavior are also subject to suspension or expulsion. As the Apostle Paul declared, "Do not be misled: 'Bad company corrupts good character'" (1 Corinthians 15:33).

XXXVIII. Parent Fellowship (PF)

Policy to be published by the Academy.

XXXIX. Parking Lot Etiquette

Kindness, courtesy, and timeliness are essential to drop-off and pick-up of students. The drop-off window is 8:45–9:00 am and the pick-up window is 3:00–3:15 pm. Parents should drop students off so as not to be tardy and should pick students up within the pick-up window. Supervision of students ends at 3:15 pm, and any student picked up after 3:15 pm will incur charges of two dollars (\$2) per minute. If a parent anticipates being late for pick-up, s/he should attempt to make arrangements with another parent to watch the child until the parent arrives; please also notify the office of that permission.

XL. Physical Education

Policy to be published by the Academy. See also the Physical Education Uniform Policy under Dress Code, Grooming, and Uniforms.

XLI. Playground

Teachers and P.E. Coaches should review appropriate outside behavior with students at the beginning of the year and midyear.

1. **Safety**
 - a. No tackling, rough play, or piling on others.
 - b. Use equipment appropriately (i.e., swing – single person, sitting only).
 - c. No running up or down the slides.
 - d. No sitting on top of play sets. No climbing on fences.

- e. Adults must retrieve balls from areas outside designated play areas.
- f. Students should ALWAYS be within the teacher's eyesight.
- g. Students must be with an adult to go to the east practice field.
- h. Students must be with an adult to be at the creek.
- i. Students must be with a teacher to go between the gym and the main building.

2. No student is allowed to leave the recess area without expressed permission from the Duty Teacher (including going to the Nurse's Office).
3. Respect others and property.
4. No teasing or excluding others from games.
5. Bullying will not be tolerated.
6. Be alert for whistles to line up.
7. Be alert for the quick repeating whistle, which means enter the building without lining up. This should be practiced twice a year. Please notify administration before practicing.
8. Bring in equipment and return it to the proper location.
9. Enter building quietly, and clean feet before entrance.

XLII. Recess

Children are expected to cooperate with and obey the recess duty person.

Recess Rules

1. Students may not throw dirt or objects except balls while under supervision.
2. Students may not use vulgarity, name calling, or take the Lord's name in vain.
3. Students may not hit, kick, or make other inappropriate contact with other students.
4. Group games may not exclude any student who wishes to play.
5. Students should attempt to resolve their own disputes over games. When students do not resolve such disputes, a supervising employee will intervene to assist in the resolution.

Safety Rules⁶

1. The recess duty person must be visible to the children on the playground.
2. Children are encouraged to play actively without pushing, shoving, punching, pulling, tripping, or hitting other children (no "play fighting").
3. Jump ropes may be used only for jumping, not for playing tug-of-war or tying others, onto others, or onto equipment.
4. Contact sports are not permitted. This includes king of the hill, wrestling, martial arts, ball games with contact, etc.
5. Children on swings must sit in an upright position and not twirl or jump off while a swing is in motion; they may not run in front, under, or behind the swings. Only one person may be on a swing at a time. No standing on swings.

6. Children must go down slides one at a time, sit in an upright position, and not loiter at the top or bottom. Slides are for sliding, NOT for climbing up.
7. Football: Touch football is the only form of football that is acceptable at the Academy. There is to be no contact between players other than a light touch below the chest. Shoving will not be tolerated. Football will be canceled if the duty person observes rough contact between players.

Remember Matthew 7:12, "Do to others what you would have them do to you."

XLIII. Reporting

The laws of the State of Texas require educators to report cases of suspected physical or sexual child abuse directly to the appropriate authorities without notifying parents and preserving the confidentiality of the information source that led to the reporting.

XLIV. Search & Seizure

- a. A student's person and/or the student's belongings (including a bag, a car driven to the Academy by the student, or an electronic device) may be searched by an Academy official, if the official has a reasonable suspicion to believe that a search of that student or his belongings will result in evidence that the student violated the law or an Academy rule. Items which are prohibited on Academy property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by Academy officials. Any confiscated items will be turned over only to a parent or local officials.
- b. Student lockers and desks remain the property of the Academy, though the Academy is not responsible for books, clothing, or valuables left in lockers or desks. PCA reserves the right to search student lockers or desks randomly with or without the student present. A student shall not place or keep in a locker or desk any article or material which is of a non-Academy nature and may cause or tend to cause the disruption of the mission of the Academy.

XLV. Special Needs Students

PCA does not hire staff trained in special needs education. When PCA is unable to provide what is in a child's best interest academically or behaviorally, the student will be withdrawn.

XLVI. Special Services

Paris Independent School District offers special services to PCA students deemed to have learning disabilities, speech problems, fine motor skill deficiencies, or gross motor skill deficiencies.

XLVII. Statement on Sexuality

PCA is an Academy for students who are unmarried and who live at home with their parent(s) or court-appointed legal guardian. PCA upholds a traditional Biblical view of marriage and sexual morality (Mark 10:6-9; 1 Thessalonians 4:3-5). 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). Behavior that is contrary to a traditional Biblical view of marriage and sexuality is not consistent with the teachings, policies, or ethos of PCA.

XLVIII. Student Driver Policy

Students who drive to the Academy are expected to do so responsibly. Special attention should be paid to elementary students in the parking lot before and after Academy. Driving to the Academy is a privilege that may be revoked.

XLIX. Student Records

The Academy will maintain attendance records, as well as current cumulative records for each student that shows personal data needed by the Academy for efficient operation, student progress, health information, test results, and disciplinary action.

L. Weather Emergency

PCA will follow the lead of Paris Independent School District regarding emergency closure due to severe weather conditions.

Notes

1. From TEXAS HEALTH AND HUMAN SERVICES, TEXAS DEPARTMENT OF STATE HEALTH SERVICES.
2. This policy applies only to students in grades 5-12. With parental discretion and direction, students in grades 5-6 may follow this principle.
3. This step does not yet apply to PCA, so Step Two would be to elevate your concern to the Headmaster.
4. "Superlative" refers to legitimate, indisputable "classical works" that have long been adjudged so by the collective opinion of the scholarly community, not the latest best-selling author or poet; the de-Westernization of the literary canon, in fact the decanonization of literature, demands a resolute, emphatic insistence on works truly "classical."
5. "Normative" refers not just to accepted standards but also to accepted standards within a specific historical era, e.g., "normative Romantic poetry," "normative Victorian essays," etc.
6. Adapted from the recommendations of the American Academy of Pediatrics; for more information, see <https://www.gvpeds.com/wp-content/uploads/2020/04/Playground-Safety-Tips.pdf>

Paris Classical Academy reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents and students will, of course, be notified of such changes as they occur.

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