



Student Handbook

2018-2019 School Year

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Directory

PAA Faculty and Staff

Grades Kindergarten to 2.....Nancy Carpenter
Grades 3 & 4..... Taylor Rogers
Grades 5 & 6.....Daniel Spooner
Grades 7 & 8..... Annette Park
Grades 9 to 12..... Sarah Shepherd & Alison Christensen
Music..... Nelsie Sagage
Principal..... Annette Park
Athletic Director Patrick Sagage

School Board Officers

Board Chair..... Tasha Schellenberg
Board Vice Chair Theresa Adams
Secretary..... Annette Park
Treasurer..... Patrick Sagage
Home & School Leader Nelsie Sagage

Seventh-day Adventist® Philosophy of Education

Parkview Adventist Academy, herein after referred to as PAA, is operated by the Oklahoma Conference of Seventh-day Adventists® and subscribes to the Seventh-day Adventist® philosophy of education. The Seventh-day Adventist® philosophy of education is based on the following beliefs:

- That God, our Creator and Sustainer, is the source of all true knowledge and wisdom.
- That the image of God in which man was created has been marred by sin.
- That Christian education, by encouraging faith in Jesus Christ, helps to restore in mankind the image of his Maker, while preparing the student for success in life's various endeavors.

Christian Education, within the context of Seventh-day Adventist® beliefs, encompasses more than a curriculum or certain course of study. It involves more than preparation for daily living in this present world. It has to do with the whole being, and with the whole life of man. Christian education, as defined by Seventh-day Adventists®, is the harmonious development of the physical, mental and spiritual powers in preparation for a life of service to both God and our fellow man.

It is to provide an opportunity for the optimal development of young people that the Seventh-day Adventist® church operates a worldwide educational system. "Train up a child in the way he should go," wrote Solomon, "and when he is old he will not depart from it (Proverbs 22:6)." It is the goal of Seventh-day Adventist® education to provide an educational program that prepares students for success in day to day living while encouraging them to cherish the values, beliefs and ideals taught by Jesus Christ and kept alive by the Christian church.

Mission Statement

It is the mission of PAA to provide our students with the tools and knowledge necessary to live lives of service here on the earth and to be prepared to meet their Savior when He returns. We believe that we should live lives of service as our Savior did. Our mission statement is a result of these beliefs: "Building Character through Service".

Accreditation

PAA is accredited by the Board of Regents of the General Conference of Seventh-day Adventists® and the Oklahoma Private School Association Commission. Eleventh and twelfth grades are accredited through Sycamore Academy.

Admissions Policy

Introduction

PAA exists to serve the youth of the Oklahoma City area. No religious test is required upon entering, but it is required that the student will respect and honor the Christian principles on which the school is founded and be ready to comply with the rules and regulations that are found in this handbook. Parents should understand the philosophy of Seventh-day Adventist® Education and be in agreement with its principles so that they can work in harmony with PAA for the education of their child.

Non-discrimination Policy

PAA admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at PAA. PAA makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Age Requirements for Admittance

- Students entering kindergarten must be 5 years old by September 1 of the year they wish to begin school.
- Students entering first grade must be 6 years old by September 1 of the year they wish to begin school.

Special Education

While PAA would like to accept every student unconditionally, the school board realizes that not every student can benefit from the academic setting at PAA. The school has multi-grade classrooms, which may or may not be the ideal situation for every student. PAA is not equipped to offer special education and is therefore unable to accept pupils who have serious scholastic or behavioral problems, or who are mentally handicapped. If a special need is identified, testing will be required. A conference will be set up with parent, teacher, and administration to determine how to best meet the child's needs. If the student, parent, or teacher feel that the educational needs are not being met, the student will be asked to enroll elsewhere.

PAA does however wish to grant most enrolling students the chance to prove themselves, and for the teachers to see if they are able to sufficiently educate each and every student. Therefore, a probation agreement will be put in place for students with identified needs. This probation agreement will remain in effect for at least the first grading period. However, at any time during this probationary period, the student may be asked to withdraw even though the first grading period has not come to a conclusion.

Initial Application for Admittance

To apply, parents/guardians must complete the required **application forms**. Additionally, a copy of the **birth certificate, immunization records, official transcripts** from previous schools, and **application fees** must be submitted for each student.

Application forms include statements of financial obligation and agreement. All forms must be completed and signed by an authorized parent or guardian. Additionally, the financial forms must be reviewed and signed by the treasurer.

Once all application forms and fees have been received, the Admissions Committee will review the complete file. The Admissions Committee will then make a recommendation to the PAA School Board regarding each student. Incomplete files, including unsigned or incomplete forms, will not be considered by the committee.

NO admission is considered final until the PAA School Board votes acceptance. ALL newly admitted students will be accepted on a 90 day probationary status. Any student, regardless of previous admission or attendance at PAA, who has discontinued attendance for any reason, will be considered as an initial applicant. The application process does NOT fulfill the requirement of registering a student.

Continuing Admittance

Students who complete an academic year at PAA will automatically be considered for admittance for the succeeding school year. His/Her file will automatically be reviewed by the Admissions Committee. The Admissions Committee will then make a recommendation to the school board regarding each student. The Admissions Committee can recommend:

- Unconditional continued admittance without probation for the following school year OR
- Conditional admittance with academic and/or citizenship probation for the following school year.

No continued admittance is considered final until the PAA School Board votes acceptance. Review and recommendation by the Admissions Committee does NOT fulfill the requirement of registering a student.

Registration

Registration must be completed EVERY year. All registration documents and fees must be submitted yearly. Registration will be held from December 1 to January 31 for the following school year. All registration forms, including statements of financial obligation and agreement must be completed and signed by an authorized parent or guardian. Additionally, the financial forms must be reviewed and signed by the treasurer. Completion and signing of these forms implies an obligation to meet the financial responsibilities that accrue out of tuition, fees, or other applicable charges approved by the school board.

When all forms and documents are completed and filed in the school office, registration will be considered complete. Students will NOT be allowed to attend class without completing the registration process. Students who have not completed registration will be sent home until the registration process is complete.

Compliance Statement

By completing PAA's application process, students pledge themselves to observe PAA's regulations and to live in harmony with its ideals and purposes. Disciplinary action, if needed, will be based on this statement and its implication. PAA desires that all students have, or come to, a relationship with Jesus. Admittance is subject to complying with and understanding this agreement. Refusal to sign such agreement is subject to non-admittance.

Transfers

Parents who wish to transfer their children from another school to PAA after the school term has started must apply as an initial applicant for admittance. A student may be allowed to attend classes on a probationary status pending a decision by the Admissions Committee. However, there is no assurance of the student's acceptance until after the school board votes acceptance of the student.

Parental Responsibility

At PAA we value the school-parent-student relationship. We uphold the following:

"In the formation of character, no other influences count as much as the influence of the home. The teacher's work should supplement that of the parents, but is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to co-operate."

-Education, p. 283

"The teachers in the home and the teachers in the school should have a sympathetic understanding of one another's work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children physically, mentally, and spiritually, and to develop characters that will stand the test of temptation."

-Child Guidance, p. 318

Medical

Physical Examinations

The following students must have a physical examination before being admitted to school:

- All **new students** entering or transferring to the school.
- All **kindergarten** students.
- All **fourth** graders.
- All **seventh** graders.
- All **ninth** graders.

The completed physical examination form must be returned to the school office within 30 days after the student enters school.

Immunizations

All students need to have immunization records turned in prior to registration being complete and students being able to start school. If you choose not to immunize your child please fill out the correct form making you exempt from this requirement. Please reference Oklahoma State Code Section 70-1210.191 which states:

“No minor child shall be admitted to any public, private, or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving, immunizations against Diphtheria, Pertussis, Tetanus, Haemophilus Influenzae Type B (HIB), Measles (Rubeola), Rubella, Poliomyelitis, Varicella, Hepatitis A or is likely to be immune as a result of disease.”

Sickness

Please do NOT send your child to school if they have a fever of 100 degrees or more, or vomiting. If a child develops a fever of 100 degrees or more, or vomiting, at school, the child's parent/guardian will be contacted at the emergency number on file for immediate pick-up of the child.

The child can return to school if:

1. They have been fever free without the use of fever reducing medications for 24 hours.
2. They have ceased vomiting for 24 hours.
3. They have a note from their doctor allowing return.

Medications

Students, regardless of age, are not allowed to self-administer ANY medications (prescribed or over-the-counter) while at school. ALL medications must be turned into the office. A signed note from the parent/guardian with specific directions for administering the medication must accompany all medications.

All prescribed medications must be in the original packaging with the prescription label attached. No student will be allowed to take a prescription medication that is prescribed to another person. All over-the-counter medications must be in the original bottle. No student will be allowed to take another student's medications (prescribed or over-the-counter).

Emergencies

In case of serious emergency, such as injury, accident, or sickness, immediate medical attention will be summoned. The student's parent or guardian will be contacted. All students must have a *Consent to Treatment* form, signed by the parent or guardian, on file in the school office.

Student Accident Insurance

Students are covered while on school premises for school-sponsored activities and while on school-sponsored trips. Visitors to the campus are not covered, and therefore, should not engage in activities that might result in injury.

Head Lice

When a child is affirmed to have a "live bug" head lice problem, the following steps should be taken:

When head lice are found in the hair at home:

- Inform the school that lice have been found.
-
- The child may return to school the next day if live head lice are not present.
-

When the head lice are found in the hair at school:

- The parents will be notified and the student must be picked up from school immediately.
-
- The child may return to school the next day if live head lice are not present. Upon arrival at the school, the child will be checked. If live bugs are present, the child will be sent home where the process will begin again.

Finances

Application Fee

There will be a **one-time** fee of \$25.00 for every **initial** application.

Registration Fees

	December 1-January 31	After January 31
K to 4 th	\$300.00*	\$450.00
5 th to 8 th	\$350.00*	\$500.00
9 th to 12 th	\$400.00*	\$550.00

*indicates discounted registration fees only applicable from December 1 to January 31

The registration fee is due at the time of registration and is not refundable. This covers the cost of the textbooks, the yearbook, student accident insurance, testing, and the use of the library.

Tuition Fees

Annual Tuition Fees Payable Over 10 Months		
	CONSTITUENT	NON-CONSTITUENT
K	\$3,750.00	\$6,000.00
1 st to 6 th	\$4,000.00	\$6,000.00
7 th and 8 th	\$4,250.00	\$6,250.00
9 th and 10 th	\$4,750.00	\$6,500.00
11 th and 12 th	\$5,250.00	\$6,500.00

The tuition is due in 10 monthly payments beginning in August and ending in May. There are two separate rates: constituent and non-constituent. Constituent rates are for those who are members of churches that financially support PAA and have members on the board of PAA.

International Tuition Fees Payable in Advance

1 st to 6 th	\$7,200.00
7 th and 8 th	\$7,200.00
9 th to 12 th	\$7,200.00

Other Fees

Please be aware of the following fees:

- 8th grade graduation fee due November 1st (\$50.00)
- 12th grade graduation fee due November 1st (\$150.00)
- Music fee (choir uniform and instruments)
- Athletics (uniforms, travel and referees)
- Field trips
- Any lost or damaged school textbook
- Dual high school and college credit classes
- Any unforeseeable expenses

Discounts

Registration

Registration is open from December 1 to January 31. If registration is completed during that time a discount will be granted (please see discounted rates above).

Registration occurring at any other time will result in the full registration fee.

Full Payment Discount

- Paying one semester's tuition in advance will merit a 5% discount in tuition (does not apply to any other fees).
- Paying the year's tuition in advance will merit a 10% discount in tuition (does not apply to any other fees).

Family Discounts

PAA recognizes the extra financial burden for families with more than one child eligible to attend the school and desires that all students who meet the requirements attend. The following discounts are made:

- The oldest student will pay the full tuition rate.
- The second student will receive a 5% discount off their tuition rate.
- The third student will receive a 10% discount off their tuition rate.
- The fourth student and up will receive a 15% discount off their tuition rate.

Family discounts only apply to tuition. No other fees are discounted.

Methods of Payment

PAA operates on a 10-monthly payment schedule, August-May. Tuition is due by the 15th of each month. Cash, checks, credit cards or automatic withdrawals should be made payable to PAA. Payments can be mailed to the school or given to the office for a receipt.

Late Payments

Statements of account balances are sent to parents/guardians monthly. Prompt payment is expected by the 15th of each month. If an account becomes 30 days delinquent, a letter of reminder will be sent to the parent/guardian and the parent/guardian should contact the school to bring the account up to date within 15 days. If an account becomes 60 days delinquent, access to RenWeb will be discontinued, and the student will not be allowed to attend school or participate in any extracurricular activities until the account is current.

Delinquent Accounts

As a school, we are operating on a limited budget, and non-payment of tuition and fees affects the operation of the school and its ability to provide a quality education. In harmony with the policy established by the General Conference of Seventh-day Adventists® and the PAA school board, grade cards, transcripts of credits or diplomas will not be issued until the student's account is paid in full.

Student accounts from the previous year must be settled before the student is permitted to enroll unless special arrangements are made. Parents are responsible for the student accounts. Any delinquent accounts remaining from brothers or sisters must be settled before another child from the family will be admitted as a student.

If a financial problem should arise, the parent, guardian or other financially responsible party is asked to contact the school treasurer **immediately** to work out a plan of payment.

Late Enrollment/Early Withdrawal

Students enrolling after school has begun will be responsible for the registration fee and for a prorated portion of the total tuition, based on the number of school days missed.

Students are considered enrolled in school and will continue to be responsible for all tuition payments until they have officially withdrawn at the school office. Any refund of tuition payments will be prorated.

Worthy Student Funds

Parents who desire a Christian education for their child, but are unable to pay the full amount, are encouraged to contact the church that they attend and request worthy student funds. Most churches are willing to help depending on the circumstances.

Lee Litchfield Scholarship

The Lee Litchfield Scholarship has been set up to reward students that work to achieve high standards in their academic program. This scholarship is offered based on the availability of funds. It is for grades 9-12 students that have a 3.5 GPA and above for each semester. This scholarship is awarded two times per year in January and May. The scholarship is based on the previous semester grades. If the student is a graduating senior, then the spring scholarship will be awarded to the Adventist College where the student will attend the following fall semester.

Opportunity Scholarship Fund

Donations

The Opportunity Scholarship Fund was established as a result of an Oklahoma state law passed in 2011 that allows individuals, joint tax filers, and corporations to donate to private school scholarship funds through this organization and others like it for a tax credit. If you would like to donate to this fund, please contact the office or visit the school website.

Recipients

Funds received are distributed according to predetermined scholarship criteria. For more information about this scholarship or to apply for it, contact the office.

Academics

Grades

In order to maintain high academic standards, the parents and teachers must work together to ensure that the students are working to the best of their ability. Grades will be issued quarterly. Grades will either be given to the parents or sent by regular mail.

RenWeb

RenWeb is an online school management program used by all Oklahoma Conference schools as a tool to help school run more effectively. This program will be used by PAA for the following:

- Primary communication to parents through parent alert text messages regarding upcoming events and reminders.
- Recording daily attendance, grades, homework, lesson plans, and missing assignments.
- A database of student/family information for school use.

Parents of students in grades 1-12 will be expected to utilize this program to check their child's grades, homework, and attendance. **Parents and students must set up an access account with the school secretary as part of the registration process.**

Grading Scales

The scale for Kindergarten through grade two is:

I—Independently achieves objective and performs skills

P—Progressing toward objectives and performing skills

NT—Needs more **time** to develop

The grading scale for grades 3-12 is:

Letter Grade	Percent Grade	GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

Student Recognition

Students who demonstrate high academic and citizenship standards will be awarded each semester.

1. Scholar Award: this is a status award based on *academic* achievement and is given as follows:

Honor Roll

- Grades 3-6: students must maintain A's and B's, with no C's, D's, or F's in any subjects.
- Grades 7-12: students must maintain a 3.50 grade point average, with no C's, D's, or F's in any subjects.

Principal's List

- Grades 3-6: students who achieve straight A's.
 - Grades 7-12: students must maintain a 3.75 grade point average, with no C's, D's, or F's in any subjects.
2. Character Award: this is a status award based on *citizenship*. This award recognizes students who display good character on a consistent basis and serve as student role models while displaying qualities such as honesty, respectfulness, integrity, purity, cooperation, unselfishness, etc.
 3. Distinguished Merit Award is awarded to students who earn both the Scholar Award and the Character Award. It is the highest award a student can earn.

Academic Dishonesty

A student involved in academic dishonesty will not receive credit for the assignment in which he/she is dishonest. The instructor will document the behavior and refer the case to the Discipline Committee for further action. The student will be placed on probation; class credit will be in jeopardy and may result in suspension and/or dismissal.

Acceleration/Retention

Any parent interested in acceleration or retention of a student must meet with the principal and review the eligibility requirements that have been set by the Oklahoma Conference of Seventh-day Adventists®. The requirements for acceleration include having a composite score which places him/her at the 90th percentile or above on a standard achievement test battery and approval from the Oklahoma Conference of Seventh-day Adventists®. Acceleration and retention are serious issues and parents and teachers need to be in agreement on what is best for the student. If you are considering this, please contact the teacher early on, since testing is not available all year.

Incompletes

A grade of "incomplete" that is not removed by the beginning of the next 9 week period will be recorded as a "0" on the student's permanent record, unless this occurs the last 9 week period when all work is to be finished prior to the end of the school year.

Graduation Requirements for 8th Grade

Students in the 8th grade must pass EVERY subject in order to pass the 8th grade.

Graduation Requirements for High School

Each class in high school meets for a minimum of 200 minutes per week in each semester to earn .5 units of credit. In order to graduate, the student must complete the following requirements plus 10 hours of community service per year:

High School Diploma

Minimum of 23 Carnegie Units

Grade 9 Units

Bible 1	1
English 1.....	1
Math Elective/Algebra 1.....	1
Computer Applications	1
Int. Physics & Chemistry.....	1
World Geography.....	1
Health.....	½
Physical Education	½

Grade 10

Bible 2	1
English 2.....	1
World History.....	1
Algebra 1/Geometry.....	1
Biology	1
Modern Language	1
Physical Education	½

Grade 11

Bible 3	1
English 3.....	1
U.S. History.....	1
Algebra 2/Geometry.....	1
Chemistry	1

Grade 12

Bible 4	1
English 4.....	1
Government	½
Economics	½
Fine Arts.....	1
Speech.....	½

College Bound High School Diploma

Minimum of 26 Carnegie Units

Grade 9 Units

Bible 1	1
English 1	1
Algebra 1	1
Computer Applications	1
Int. Physics & Chemistry	1
World Geography	1
Health.....	½
Physical Education.....	½

Grade 10

Bible 2	1
English 2	1
World History.....	1
Geometry.....	1
Biology	1
Modern Language.....	1
Physical Education.....	½

Grade 11

Bible 3	1
English 3	1
U.S. History	1
Algebra 2	1
Chemistry	1
Modern Language	1

Grade 12

Bible 4	1
English 4	1
Government	½
Economics	½
Physics.....	1
Pre-Calculus.....	1
Fine Arts.....	1
Speech.....	½

Dual Credit Classes

From time to time, PAA may offer dual high school and college credit classes for juniors and seniors taught by a regionally accredited Seventh-day Adventist institution. Tuition payments and other fees for both the academy and the college shall be the personal responsibility of the student and/or parent. All applicable academy financial and academic policies shall apply to dual credit coursework, including the right to withhold transcripts for non-payment of required fees.

Graduation Cords & Achievements

It has been recommended in the *Southwestern Union Education Code* that recognition be given for academic excellence achieved by each student with a grade average of 3.50 or higher. Valedictorian and Salutatorian are not designated at graduation. Eighth graders and seniors having a cumulative GPA of 3.50 or above will wear a white cord for graduation. Eighth graders and seniors having a cumulative GPA of 3.75 or greater will wear, in addition to the white cord, a gold cord.

Transcripts

Transcripts will be released by the Southwestern Union Office of Education (grades 9 & 10) or Sycamore Academy (grades 11 & 12) when written authorization is received from the new school. Students requesting a transcript MUST complete the Transcript Request Form BEFORE request can be processed. No diploma, transcript, or report card will be issued to any requesting student, parent, school, or organization until the student's account has been paid in full.

Early Withdrawal

Parents wishing to withdraw their student from PAA during the school year must complete the Withdrawal Form and submit it to the office. Official records will be released when a written request is received from the enrolling school, and the student's account has been paid in full.

Attendance Policy

Attendance is an important part of school and in order for a student to obtain credit for a class, they must have attended the required amount of days. Attendance is recorded every day on RenWeb and becomes part of the student's permanent record. **Parents are responsible to contact the school of any immediate or anticipated absence of their child.**

State Requirement

PAA follows the Oklahoma State requirement for attendance. Oklahoma State law requires us to keep accurate attendance records (see 70 O.S.2011, § 10-106). Both excused and unexcused absences count towards a student's total allowable absences for a class. In the case of the 9th through 12th grades this is particularly important since a student who misses more than 9 school days (3 tardies equal 1 absence) in one semester puts their credit in the class in jeopardy. If a student misses 14 days of class (3 tardies equal 1 absence) in a semester, he/she may be asked to withdraw from school. Exceptions may be made for extended illness.

Attendance Procedure

Attendance for grades K-6 is based on half days, morning and afternoon. For grades 7-12, attendance is taken at the beginning of the day (homeroom) and at the beginning of each succeeding class period.

Tardy Procedure

If a student arrives after 8:00 am, they should go directly to the office. The secretary will give the student a tardy slip marked with an excused tardy or unexcused tardy that needs to be given to the teacher. A student in grades K-6 who is one hour or more late will be counted absent for half the day.

Excused Absences and Tardies

The homeroom teacher keeps the legal record of attendance. PAA requires that if a parent wishes to have the absence or tardy **excused**, the parent needs to contact the office on the first day of absence/tardy. Acceptable reasons for absences/tardies include the following:

- Illness of student
- Medical appointment
- Bereavement of immediate family
- Natural disaster: tornadoes, flooding, etc.
- Impassable/unsafe roads
- Car accident/Car trouble

Unexcused Absences and Tardies

An unexcused absence or unexcused tardy occurs when a student misses class or is late for class respectively without one of the valid excuses listed above. In addition to the state requirements, the accumulation of six unexcused tardies (grades 7-12) per semester will result in one hour of detention.

Detention

Detention will be held when needed on Wednesday afternoons from 3:20 – 4:20 in a supervising teacher’s classroom. Students will be expected to work on homework or sit quietly in a desk. There will be no running around or socializing with other students. When a student is given detention, he/she will not be allowed to participate in any extracurricular activities that take place during the time of detention.

The secretary will keep track of those in detention and will inform the parents that their child has been given detention and what day the student will be required to attend.

Any siblings of a student who is given detention will need to be picked up at the normal time or will be sent to after school care at parent expense.

Non-School Sponsored Absences

If a parent wishes to remove their student from school for any other reason than stated above, the parent needs to make arrangements for work to be done by speaking directly to the teacher, not through the student. It is preferred that this communication occurs at least two weeks in advance so that the teacher has the opportunity to prepare the work, and completed work should be turned in to the teacher at the end of the planned absence. These absences are unexcused and should not be taken lightly.

***Exceptions may be made for junior and senior student college visitation.

Makeup Work

The teacher may allow makeup work for absences. In the case of school-sponsored events, students are expected to do the work in advance. Schoolwork that is missed because of unforeseen absences shall be made up within the number of days of absence after the return to school. For example, if a student has been absent for three days, three days are allowed to make up the missing work.

Alternate Scheduled School Days

Music Festival and other activities, which are scheduled on Sunday, are counted as school days, and attendance will be taken. Parents need to make every effort to attend these events with their children.

Perfect Attendance

In order to receive a perfect attendance certificate, the student must have no absences, either excused or unexcused, nor any tardies.

School Environment

Standards of Conduct

PAA expects each student to maintain Christian standards of courtesy, kindness, morality and honesty. These are characteristics of a person of character, and, while it is understood that we are all growing in grace, these are the goals of the Christian. PAA is an institution for students to grow and learn. If it is determined that a student is not profiting from the PAA experience or has a detrimental influence on others, PAA will try to bring the student into harmony. If this is not successful, the parents will be asked to withdraw the student since the goals are not being met. The registration of a student at PAA constitutes an expressed agreement on his/her part and on the part of the parents to uphold the principles upon which the school was founded.

Some practices are not in harmony with the Christian standards of Seventh-day Adventist® schools. **PAA will not knowingly admit a student who adopts these practices, and the first offense on any of the following points, on or off the school grounds, including field trips and school functions, will require discipline up to and including dismissal.**

Basic Rules of Behavior

PAA adopts four basic rules of behavior for all its members.

Respect for God:

- Be reverent and respectful in religious services.
- Look for ways to be of service to others.
- Be considerate of individuals sharing God's love.
- Show respect for the nature He has given us to enjoy.
- Do not use God's name in vain.

Respect for Self:

- Strive to maintain healthful living practices in your physical, mental, social, and spiritual lives.
- Do not use or have illegal drugs, narcotics, alcohol, or tobacco, or supply them to others.
- Do not involve yourself with the occult or occult paraphernalia.
- Do not involve yourself with any activity that is harmful to yourself or your body.

Respect for Others:

- Respect all people (students, classmates, teachers, staff, and volunteers).
- Be respectful of others' property.
- No swearing, indecent language, and obscene conduct and literature.
- Be honest in class work and life, refusing to participate in theft, plagiarism, cheating, or willful deception.
- No sexual misconduct.
- No inappropriate physical contact.
- Possession or use of weapons including guns, knives, explosives, or firecrackers will NOT be tolerated on school grounds
- Refuse to cover for or help any student involved in breaking rules.
- Bullying and fighting will NOT be tolerated.

Respect for the School:

- Refuse to promote ideas or display attitudes that undermine the philosophy, ideals, and objectives of the school.
- Do not damage or destroy school property.
- Do not tamper with building wiring, security cameras, fire alarms or fire fighting equipment (minimum fine: \$250).
- No gum chewing.

Discipline

Discipline, when needed, will be designed to direct the student toward a more meaningful acceptance of Christian rules of conduct. If a student's activities or behavior are unsatisfactory, or his/her attitude is out of harmony with the standards of the school, or his/her influence is found to be detrimental, he/she may be removed from the school at any time. The following procedures are those normally used by the administration and faculty to encourage students to fulfill the school standards:

- Verbal counsel is given to a student about citizenship (Standards of Conduct/Basic Rules of Behavior)
- Disciplinary action will be determined and administered by the principal or principal's designee and/or the Discipline Committee as needed.
- In-school suspension is temporary exclusion from classes and all PAA sponsored activities. The student must remain in the designated area and work on the class work that is assigned by the teachers. A student will be allowed to make up his/her work (based on make-up deadline policy).
- Out-of-school suspension is exclusion from PAA for a limited period of time up to two weeks because of violations of the Standards of Conduct/Basic Rules of Behavior. Missed work or assignments may not be made up.
- Immediate termination and dismissal from PAA by action of the Discipline Committee or the faculty may result from a trend of Standards of Conduct/Basic Rules of Behavior violations.

In the event that Christian counseling is deemed necessary by the administration and/or Discipline Committee, the parent/guardian will be responsible for the arrangements and expenses. PAA administration and/or Discipline Committee may require signed documentation from the counselor before the student is allowed to return to school.

In the event a student commits a misdemeanor, the student will be turned over to legal authorities. The administration and Discipline Committee will meet to determine the appropriate disciplinary action, which may involve mandatory counseling, suspension, or dismissal from school. Readmission at a later date is up to the discretion of the Admissions Committee.

Self-Injury Policy

Issues pertaining to self-injury or suicide ideation/attempts are very serious in nature and require immediate attention and treatment to ensure the safety and well-being of a student. It is our intent to seek assistance for a student that is struggling with such individualized issues while at the same time creating a safe learning environment for the remainder of the student body.

Self-injury is defined as any deliberate behavior that inflicts physical harm on someone's own body and is aimed at relieving emotional distress. It can include, but is not limited to, cutting, scratching, burning, bruising, and overdosing with or without suicidal intent, eating disorders and deliberate bone breaking/spraining.

Identified Self-Injury Behaviors Protocol:

- The principal or a school official will contact the parent or guardian.
- A student with new symptoms of self-injury will be required to receive a formal mental health evaluation for a treatment plan.
- PAA has full discretion as to whether a student may be asked to withdraw, be dismissed or request that the student re-apply the following semester. Re-application will require proof of effective treatment and resolution of self-injury patterns.
- If a student is readmitted, PAA staff will attempt to work closely with the student's treatment plan for ongoing counseling and accountability. The parent(s) will receive updates from staff on a regular basis.
- Students with a documented history of self-injury, risky behaviors or suicide attempts, may be denied participation in after school or off-campus activities for the first year after exhibited behavior.
- Documentation of risky behavior or self-injury, including the treatment plan and services provided will be maintained in the student's permanent file.

Safety

The safety of the students is of utmost importance, and the parents need to make themselves aware of the following:

Visitors

Visitors to the campus must sign in at the school office and obtain a visitor badge to enter the school during school hours. The visitor badge must be worn and be visible at all times while visiting on the campus.

Student Pickup

Parents are asked to understand our commitment to the safety of their child and please inform us if anyone other than the parent or guardian is to pick up the child.

Gym and Playground

Students are not allowed to play in these areas without direct faculty supervision. The school cannot assume responsibility for students who are playing on the campus unless their activity is under the direct supervision of an authorized adult.

Students are to use the play equipment in the manner that it was intended. No unapproved equipment is allowed on campus.

Child Abuse

In compliance with Oklahoma law, 10A O.S.2011, § 1-2-101, all cases of suspected child abuse will be reported.

Property Searches

The school reserves the right to search desks, lockers and other space at any time to insure the safety of the students and the school.

Severe Weather/Disasters

In the event of severe weather, PAA will contact local television channels and announce a school closing. You may also contact your child's teacher. Use your best judgment since weather conditions change rapidly and the danger in your area may be greater than in the Oklahoma City area. It is important that we have up-to-date contact information so that we can contact you during school hours if bad weather or any other emergency happens during school hours. We will contact the number on the emergency list.

Vehicle Regulations

- PAA assumes no responsibility for damage or loss to cars.
- The school reserves the right to inspect a student's vehicle.
- Student vehicles cannot leave campus during school hours without permission from a student's parent and the administration.
- All drivers need to exercise extreme caution while on school grounds as there are children present. Student drivers who drive irresponsibly, will be denied the right to bring a vehicle on campus.
- Music should not be heard outside of the car.
- Licensed students may not transport other students without written permission from the parent of both the student driver and the student passenger. This letter needs to be on file at the school. This must state the conditions under which the passenger may travel in the car. Unauthorized students may not be in the car at any time.
- Students may not loiter in vehicle after arriving at school.

Safety Drills

Safety drills are conducted regularly to prepare students to respond in the case of an emergency such as a tornado, fire, earthquake, or other drills as needed.

Asbestos

As of January 2015, PAA is an asbestos-free facility!

Emergency Procedures Manual

Teachers have, and will follow, a manual for emergency procedures.

Internet Protection Act & Safety Policy

PAA Policy

It is the policy of PAA to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent any access to any unlawful online activity.
- Prevent unauthorized online disclosure, use/dissemination of a minor's personal information.
- Comply with the Children's Internet Protection Act (CIPA).

Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or monitor the Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors.

Inappropriate Network Use

To the extent practical, steps shall be taken to promote the safety and security of users of the PAA online computer network. Chat rooms and instant messaging are against school Internet usage policy. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- Unauthorized access, including so-called "hacking" and other unlawful activities.
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Penalties for Improper Use

Failure to comply with network policies and rules may subject users to usage restriction, disciplinary actions, and/or legal proceedings.

Organizational Responsibility & Privacy

PAA shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright or other law, mistakes, negligence, or costs incurred by said users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. PAA does not warrant network functionality or accuracy of information, the effectiveness of Internet monitoring, or guarantee that blocking and/or monitoring devices will, in all cases, provide protection from inappropriate information and materials. This includes unsolicited email. The privacy of system users is limited. Electronic mail transmission and other use of the electronic communication system by students and employees may be monitored at any time by designated staff to ensure appropriate use. Procedures for the disabling or otherwise modifying any technology protection measure shall be the responsibility of authorized PAA staff and/or administration.

Acceptable Use of Electronics & Internet Agreement

PAA provides Internet and network resources for students and staff to facilitate education. All users are required to follow the terms and intent of the Acceptable Use Policy/Student Pledge as outlined below. Students and parents must also have signed a form before Internet/network access will be allowed. Please read this document carefully.

Acceptable Use Policy/Student Pledge

I understand that the use of the computer system is a privilege, not a right, and that inappropriate use will result in the loss of that privilege, disciplinary action, and/or appropriate legal action. I further understand that the school board will determine what inappropriate use is, and their decision is final.

I understand that access to the Internet must be in support of education and research, and agree that the following actions (which are not all inclusive) constitute unacceptable use of the Internet and computers at PAA.

- Using impolite, abusive, profane or otherwise objectionable language in public or private messages.
- Using social networking sites such as Twitter, Instagram, or Facebook, etc.
- Publishing on the Internet images or other information about PAA and its students, faculty or staff, without permission of the administration. This includes publishing anything about PAA from any location.
- Using the Internet in ways that violate federal, state, or local laws or statutes.
- Using the Internet for commercial purposes other than those authorized by PAA.
- Sending, receiving or using copyrighted materials without permission and reference citing.
- Sending or receiving pornographic materials of any nature, files containing racial, ethnic or minority disparagement or advocating violence.
- Revealing personal information including personal addresses and telephone numbers of others or myself. (Remember that electronic footprints can never be deleted!)
- Circumventing security measures on school or remote computers or networks.
- Sharing one's password.
- Attempting to gain access to another's resources, programs, data, or devices.
- Malicious attempt to alter or destroy data or programs of another, including the uploading or creation of viruses.
- Installing or modifying any software or operating system without the principal's expressed permission.
- Using the computer without the permission of a teacher.

Electronics

PAA is dedicated to providing an academic and Christian environment for the students. Personal electronics are a distraction from the learning environment. If parents need to get in contact with their children, please call the school office. Cell phones, headphones, ipods, mp3 players, etc. are not conducive to this environment. No electronics may be used during lunch, before school, or after school until 3:30 pm. **Unless a teacher specifically assigns students to use them for an assignment, cell phones are to be put away and out of sight for the remainder of the school day.**

If an electronic device or headphones are seen by any teacher, the following will take place:

- First offense: the item will be confiscated and will be given back to the student after school.
- Second offense: the item will be confiscated and the parent will need to pick it up from the office.
- Third offense: the electronic privilege will be removed for an extended period by the administration. Defiance becomes a Discipline Committee issue.

Dress Code

The dress code is meant to compliment the educational experience at PAA. The goal of the dress code is to allow the student to participate in school activities in a modest fashion. These guidelines are not published as a moral standard of right or wrong, but are a statement of what students attending PAA are expected to wear. They are meant to avoid distractions and help promote good decorum in the classroom.

The following guidelines are meant to help students present themselves ready for school in the proper dress attire. Students are to be within these guidelines from arrival at school until the end of their school day. Students who are not in class, but remain on campus for work or appointments, must stay in the school dress code. School dress should be clean, properly fitted, without holes, and modest. In matters of opinion, the judgment of the administration will prevail. The dress code applies to any school sponsored activity, whether on or off campus.

Girls' Attire

Bottoms

- Girls' attire will consist of solid khaki or black colored pants, shorts, or skorts.
- The tops of all three must set at the waistline or just slightly below.
- They must be a proper fit, never baggy or tight.
- Underwear or midriff area shall not be exposed.
- Shorts or skorts must be approximately knee length.
- Jeans, sweat pants, and athletic wear are not permitted.

Tops

- Shirts must be the uniform polo with school logo.
- Jackets or sweatshirts worn in the classroom must contain the school monogram or logo.

Boys' Attire

Bottoms

- Boys' attire will consist of solid khaki or black colored pants or shorts.
- The tops of both must set at the waistline or just slightly below.
- They must be a proper fit, never baggy or tight.
- Underwear or midriff area shall not be exposed.
- Shorts must be approximately knee length.
- Jeans, sweat pants, and athletic wear are not permitted.

Tops

- Shirts must be the uniform polo with school logo.
- Jackets or sweatshirts worn in the classroom must contain the school monogram or logo.

Friday Uniform

Tops

- All students and teachers will wear the PAA t-shirt

Bottoms

- Jeans are allowed provided that they meet the “business casual” standard—i.e., they are not ripped or disheveled in appearance; they are uniform in color, and they fit properly (not too tight or too baggy).

7-12 Grade PE Uniform

- Students may bring PE uniforms to change into for PE.
- PE uniforms are plain or Adventist t-shirts such as Pathfinders, PAA sports, Adventist colleges, etc. with sleeves.
- Shorts must be approximately knee length.
- Spandex/leggings may be worn only under shorts.

Shoes, Hats, and Sunglasses

- Closed toed shoes must be worn at all times.
- For safety reasons, sandals, open-toed, or open-backed shoes are not appropriate.
- Athletic shoes are required for PE.
- Hoodies on the head, hats, caps, and sunglasses are not appropriate inside of the school building.

Hair

- Hair should be clean and neatly groomed.
- Only natural hair colors are acceptable.
- The length of boys’ hair must be kept above the collar, above the bottom of the ears, and above the eyes.

Jewelry

- Jewelry is not permitted at PAA or at any school function.
- This includes, but is not limited to, bracelets, rings, necklaces, chains, pendants, or earrings.
- Medical identification tags are permitted.

Makeup/Tattoos

- Makeup that is strongly colored or detracting from the natural appearance is not permitted.
- Clear nail polish or white French tips are the only nail polish acceptable.
- No visible tattoos, including drawings on your body.

Special Occasions

- Staff and/or sponsor(s) will establish acceptable dress for each special event within the overall guidelines of the school.

Consequences

- Violators of the dress code will be sent to the office if the infraction is not immediately correctable.
- They will be required to stay in the office until the dress code is rectified.
- The student will receive a zero on any work missed during the time in the office.
 - First offense: verbal warning, student changes clothes to appropriate attire, and parent alert sent via RenWeb
 - Second offense: \$10.00 fine, student changes clothes to appropriate attire, and parent alert sent via RenWeb
 - Third offense: \$20.00 fine, student changes clothes to appropriate attire, and parent alert sent via RenWeb
 - Fourth offense: suspension

School Procedures

Closed Campus

PAA is a closed campus. This means that students may not leave the campus without specific permission from the principal or a parent must sign out the student if they need to leave early.

Designated Eating Areas and Times

Eating will be permitted only at the designated times and in designated places. No snacks or beverages are allowed in the classroom without teacher approval. Water is acceptable. No food or liquids are allowed in the computer lab, library, or gymnasium. Food may be allowed in the gymnasium during special events.

Student Visitors

Students should get permission from their teacher and/or principal one day in advance before bringing visitors to school. Visitors must be dressed in accordance with and recognize other standards of PAA. Student visitors will be required to wear visitor badges at all times.

School Telephone Usage

The school telephone **is not** to be used by students without permission from a staff member. Parents needing to get in touch with their child during school hours may call the office and leave a message. Classes will not be interrupted except for an emergency.

Lunches & Beverages

Seventh-day Adventists support a vegetarian lifestyle. Therefore, we encourage lunches being brought to school be vegetarian as much as possible. Biblical dietary guidelines should be followed by all students. Caffeinated beverages should not be consumed on school grounds.

After School Care

PAA recognizes the need for working parents to seek out additional childcare for after school hours. In response to this need, after school care is offered between the hours of 3:15-6:00 pm Monday-Thursday, and 2:15-5:00pm on Friday. This program is intended to assist parents in designing and maintaining a workable family schedule. The program will be structured as follows: At 3:15 pm (2:15 pm on Fridays) students will be moved into the after school care program.

Fees will be assessed as follows:

Unlimited rate:	\$250/month
Hourly rate:	\$5.00/hour

Parents who know that they will be requiring the service of the after school care program on a daily basis must pre-pay for services at the beginning of each month. All monthly fees are final and will not be prorated for students who are picked up early.

Athletics

All participants in athletics, both intramurals and the sports league, “are held to the Christian and academic values of PAA.” Athletes are considered to be leaders of PAA. They are held to high academic, spiritual, and social standards on and off the PAA campus. All athletes need to meet the following requirements:

- Grades: No D’s or F’s at any time in any class and only one C. **Grade checks will take place every Friday and anyone with a D or F or two or more C’s will not be allowed to participate in practices, games, or sports trips until they meet the above academic requirements.**
- Behavior: All players are expected to maintain PAA’s Christian sportsmanship at all times. This includes no profane language, no trash talking or disrespecting each other, the refs, the coaches, or the opponents. If any athlete gets into trouble in any area, the coaches have the right to bench, suspend, or remove the athlete from the team. More than one visit to the principal’s office for behavior and/or suspensions will result in missing practice and games that week.
- Absence: A student that misses school due to illness the day of a game will not be able to play in that day’s game.

Parents, please be punctual for child pick up after practices and games.

School Trips

All students in grades 7-12 participating in any class trips and mission trips “are held to the Christian and academic values of PAA.” All trips are considered a privilege; therefore, the following standards need to be met in order to participate:

- Grades: No D’s or F’s in any class and only one C. **Grade checks will take place every Friday and anyone with a D or F or two or more C’s will not be allowed to attend class trips or mission trips until they meet the above academic requirements.**
- Behavior: If any student gets into trouble in any area, i.e. citizenship, dress code, etc., the Discipline Committee along with the teacher has the right to not allow the student to attend trips.

Student Association & Class Office Organizations

Students elected for class offices and student association must have and maintain:

- All A’s and B’s with at most one C. No D’s or F’s at any time in any class.
- A good citizenship record, which includes no suspensions.
- Administrative approval.

Any student who holds an office of responsibility and comes under major discipline, or does not maintain the required academic standards automatically forfeits his or her right to continue in office.

Other School Policies

Student Valuables

PAA assumes no responsibility for the private possessions of students. If a student desires some protection for something, they must talk with the office staff or the principal. Most at risk things would be musical instruments or electronics.

Religious Activities

PAA offers a variety of opportunities for student participation in organized activities. These organizations offer spiritual leadership, Christian friendship, and opportunities for students to be busy in many worthwhile ways.

PAA's religious exercises aim to challenge the school family to live life at its best. Active student participation is expected in all religious activities. This participation allows for development of the student's abilities. Religious activities are an important factor in the development of a rich Christian experience, and are most valuable in training for future leadership.

School Hours

School is in session from 8:00 am until 3:00 pm Monday through Thursday and 8:00 am until 2:00 pm on Friday. The building will be open at 7:30 am. Students should not arrive before 7:30 am.

Reasons for picking up students immediately after school are:

- Cleaning of school
- Faculty meetings
- After-school duties in classrooms
- Teachers are not on duty after 3:15 pm. After school care starts for students who are not picked up by 3:15 pm for a fee.

Books that are not Textbooks

Books that are not in accordance with the school standards should not be brought to school. Any book brought from outside must be approved by a teacher/principal.

Personal Fundraising

Fundraising for individual persons is not allowed at the school. All fundraising must be done for a classroom or the school as a whole. (Allowances are made for Pathfinders and church with administration permission).

Volunteers

Any person that will be going on fieldtrips or assisting in the classroom will need to have a current background check on file with the school and complete the “Verified Volunteers” program(replacing “Shield the Vulnerable”). To obtain this, contact the school office.

Any person that will be assisting in transportation for fieldtrips will need to provide proof of insurance to the school. Insurance coverage with a minimum liability of 250/500 thousand is required to transport students.

Board Meeting Attendance

Anyone is welcome to attend board meetings. However, anyone wishing to attend a school board meeting will need to contact the school board chair, secretary, or principal to determine the date of attendance. All visitors to school board meetings must understand that they are observers only. They do not have a vote. They may request to address the board. The request must be made prior to the meeting, and added to the agenda. The agenda must be approved by the board. All visitors must understand that certain limitations do apply during board meetings. The school board reserves the right to enter executive session at any time.

Grievance Procedure

Communication is key to a good relationship between the home and school. If a parent has a question or concern about something that has occurred in the classroom, the following steps must be taken in the correct order to ensure that parent grievances are addressed.

Step 1 The parent should talk to the teacher.

Step 2 If resolution is not reached, the parent should ask to speak to the teacher and principal.

Step 3 If the above attempts do not result in resolution, the parent is invited to put concerns in writing for consideration by the chairperson of the school board.

Step 4 If the problem is still not resolved, the parent may contact the Oklahoma Conference Education director who will intervene in an effort to find resolution.