PARKERSON STEM ACADEMY

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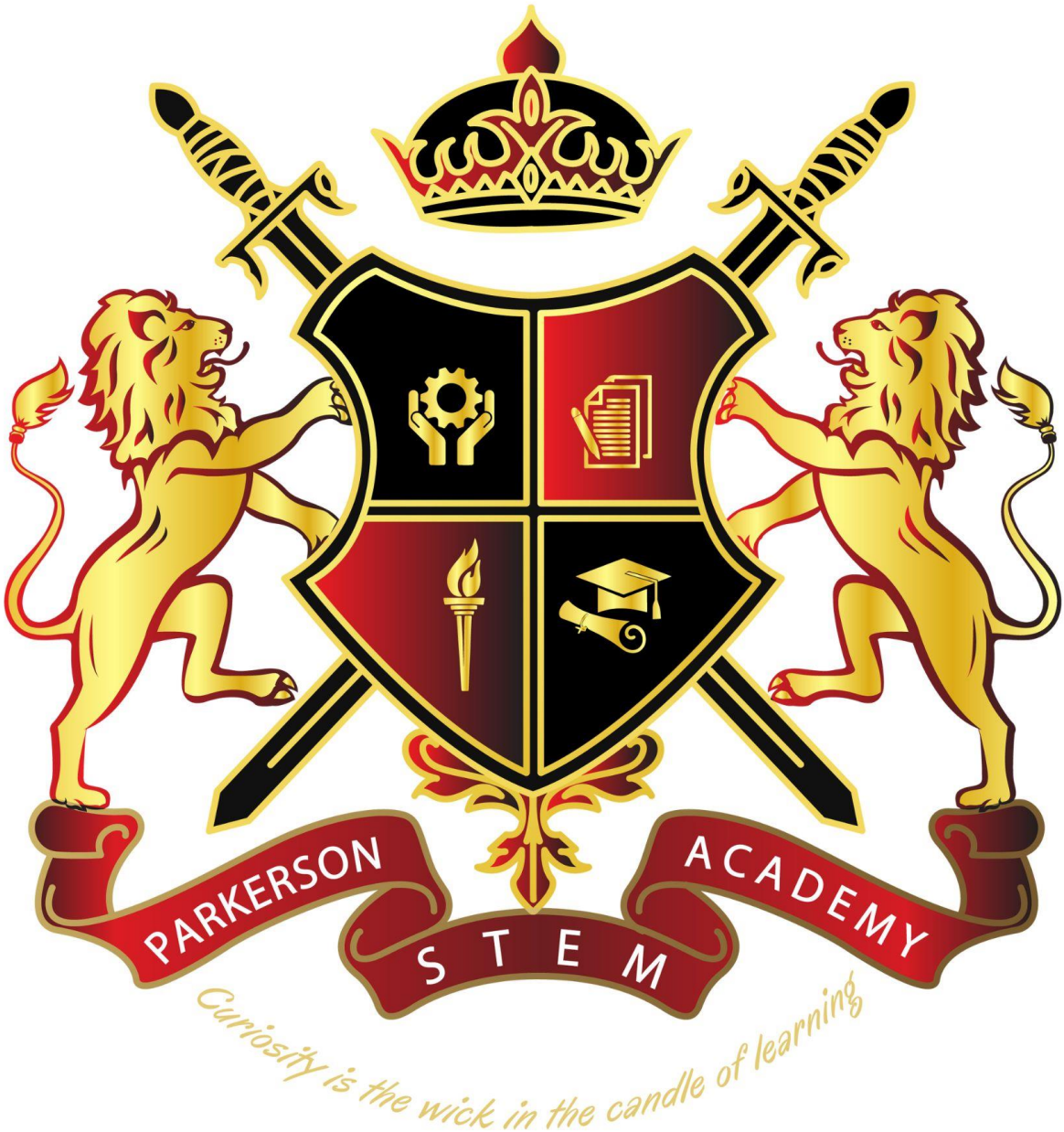

Education For Life And Eternity By Building A Solid Spiritual And Academic Foundation

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PARKERSON STEM ACADEMY

Family Handbook

(Updated September 2022)

During the course of the school year, the Family Handbook may change or be amended.

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GENERAL INFORMATION

VISION

To be a Christian school of influence, characterized by academic excellence and caring community.

We've made it our responsibility not just to provide an education, but to provide an excellent education for the students of Parkerson STEM Academy. As we influence the next generation, we equip young people to have an impact on their eternity, life, academics, and community.

MISSION STATEMENT

The mission of Parkerson STEM Academy is to educate students in the light of God's word to equip them for a lifetime of learning, leadership, service, and worship.

GUIDING PRINCIPLES

- Seek God's truth and righteousness first and all these other things will be added.
- Seek only God's glory in all things.
- Non-denominational and grounded in the basic tenets of the Christian faith.
- Do not favor one of God's children over another.
- Keep tuition affordable for a wide range of income levels.
- Maintain independence from a church or supporting organization.
- Impact the lives of as many children as possible without sacrificing quality.
- Maintain strong financial health.
- Maintain high level of parent involvement.

MEASUREMENTS OF SUCCESS

- Graduates have profoundly Christian worldview - All students will be taught Old and New Testament doctrine, practical everyday application of scripture and a basic understanding of various other faiths.
- Graduates openly share their faith and impact others for Jesus Christ - Plan opportunities for students to give their testimony. This would be accomplished in school with younger students, and with their own peers. Also, plan opportunities for students to hand out tracts at school functions and/or other areas of the city that would be appropriate.
- Graduates excel in academics - Assess how graduates performed on national college entrance exams compared to other graduating seniors. Provide a strenuous and challenging curriculum that will produce a well-rounded and educated student.
- Graduates have strong biblical knowledge and are able to defend and explain their faith in a hostile culture - Strong biblical and thorough instructions to help students understand the importance of the Word of God in their lives. Regular evaluation through oral essays to determine if students can verbally defend what they believe. Also, frequent evaluation through testing to determine if students have mastered what they believe. They also need to be exposed to beliefs of most common religions they face in our society.

- Graduates go on to attend major colleges - Chart graduates' applications to any and all colleges. Through the directions of guidance counselor, give students the best available data to colleges that best fit their needs.

- (PROJECTION): Alumni come back to support the school with time, finances and their own children - Develop an alumni booster club and plan activities. Give alumni reasons and opportunities to contribute to their school. Also, develop a program that would involve grandparents that would allow them to volunteer their time and resources. Communication would be accomplished through newsletters, emails, personal notes and various other means of communication.

EDUCATIONAL PHILOSOPHY

Education at Parkerson STEM Academy is approached from a Biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief is a number of truths affirmed by the school:

- God is transcendent, is spirit, and always acts in accordance with His loving and just nature. In addition, in His Word God places an eternal emphasis upon life. (Romans 11:36, II Corinthians 4:18, I John 2:15-17)
- All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred, but not ruined, God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalm 8:3-6, Romans 3:23, Jeremiah 17:9)
- Jesus Christ reflects truth: truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created. (John 14:6, John 17:7, Matthew 7:24- 27, Psalm 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)
- The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.
- Although man may not perceive truth in particular circumstances, truth is unchangeable and not relativistic.
- Biblical education focuses on what a person becomes rather than on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status, but to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
- Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

These beliefs work their way into every aspect of the education offered at Parkerson STEM Academy.

STATEMENT OF FAITH (All scripture comes from KJV of the Bible)

All Scripture is verbally inspired as originally written and therefore infallible and inerrant (2 Timothy 3:16-17; 2 Peter 1:21; Matthew 5:18; 1 Corinthians 2:13).

The Bible is the Word of God. We cannot accept the misleading statement: "The Bible contains the Word of God.

There is one living and true God who exists in three Persons – Father, Son and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).

The Father is God (2 Corinthians 8:6), the Son is God (Isaiah 9:6; John 1:1, 14; Hebrews 1:8-10), and the Holy Spirit is God (Acts 5:3-4).

The Lord Jesus Christ was born of a virgin (Isaiah 7:14; Matthew 1:18-25; Luke (1:26-38).

Christ rose bodily from the dead and ascended unto God the Father (Matthew 28; Mark 16; 1 Corinthians 15; Romans 1:4). Christ will return.

First, for the "dead in Christ who will be resurrected bodily; and for those who are alive at His coming". This resurrection not only precedes His return to earth to reign 1000 years, but also precedes the Tribulation (1 Thessalonians 4:13-18; 5:9).

Then to reign 1000 years on the earth (Revelation 20:1-6; 2 Timothy 2:12).

All men inherit a depraved nature and are lost sinners in need of salvation (Romans 3:9-19; Ephesians 2:1-3).

God has provided salvation through offering His Son on the cross of Calvary and allowing His BLOOD to be shed to atone for our sins (Romans 3:25; Hebrews 9:22).

We are saved and justified when we recognize ourselves as sinners, and we put our trust in Christ as the Son of God and His finished work on the cross of Calvary. Salvation is by grace through faith plus nothing (Romans 3:24, 4:5; Ephesians 2:8- 9).

Once saved we cannot be lost; we are eternally secure in Christ (John 3:16: Philippians 1:6; John 10:27-29; Romans 8:38-39).

We believe that the baptism of the Holy Spirit takes place at the time of conversion and is the act of placing the believer into the body of Christ. The baptism of the Holy Spirit is not a second work of grace, nor is it necessarily manifested by unusual signs such as speaking in tongues (1 Corinthians 12:13; Galatians 3:27).

We should regularly participate at the Lord's Table (1 Corinthians 11:23-32).

All believers should be baptized by immersion as an act of obedience, but not for securing their salvation (Acts 2:41; 19:4-5; Matthew 28:9-20).

The Bible teaches the eternal punishment of the lost (John 5:28-29; Revelation 20:10, 15; Matthew 25:46).

The grace of God teaches us "to live soberly, righteously, godly" (Titus 2:11-13). Titus 2:13 – Looking for the blessed hope of His returning for us. Leviticus 18:32

Colossians 3:2-3; 1 John 2:15-17 – Setting our "affection on things above, not on things on the earth".

2 Corinthians 6:14-18 – Living a life of separation from the world. We believe in separation "unto God" (Romans 1:1; 2 Corinthians 6:17-18).

Core Beliefs

Focuses on developing the whole child: spiritually, academically, academically, athletically, creatively, and socially.

- Spiritually – PSA students will be bold and courageous in their faith. They will desire to share and defend their Christian beliefs and are committed to serving others in His name.
- Academically – PSA students are independent learners with exemplary critical thinking and problem-solving skills. They are college-ready and value life-long learning with a biblical worldview.
- Athletically – PSA students understand that athletics exists for them to glorify God by utilizing their athletic abilities. A Concord athlete is mentally tough with a strong work ethic and values the opportunity to represent their school in a meaningful way.
- Creatively – PSA students discover and develop their unique God-given talents, and then leverage them in impactful ways to bring glory to Him.
- Socially – PSA students exhibit confidence and see themselves the way Christ sees them. This confidence projects to the people in their sphere of influence, as they lead and serve others in their personal life, community, and around the world.

BIBLICAL MORALITY POLICY

Parkerson STEM Academy (PSA) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at PSA, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that PSA will teach these principles and biblical values.

In addition, the Board of Directors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the

parents (Ephesians 6:4). PSA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. PSA will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's above-stated positions, and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at PSA is contingent upon this same understanding and support by both the student and parents.

PSA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

PSA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that this relationship is of one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

PSA believes that humanity's creation in the image of God included the ability to choose between right and wrong. Thus, individuals were made morally responsible for their choices; but since the fall of Adam, people are unable in their own strength to do right. This is due to original sin, which is not simply the following of Adam's example, but rather the corruption of the nature of each mortal, and is reproduced naturally in Adam's descendants. Because of it, humans are very far gone from original righteousness, and by nature are continually inclined to evil. They cannot of themselves even call upon God or exercise faith for salvation. But through Jesus Christ the prevenient grace of God makes possible what humans in self effort cannot do. It is bestowed freely upon all, enabling all who will to turn and be saved. This is validated by Gen. 6:5; 8:21; Deut. 30:19; Josh. 24:15; 1 Kings 20:40; Ps. 51:5; Isa. 64:6; Jer. 17:9; Mark 7:21-23; Luke 16:15; John 7:17; Rom. 3:10-12; 5:12-21; 1 Cor. 15:22; Eph. 2:1-3; 1 Tim. 2:5; Titus 3:5; Heb. 11:6; and Rev. 22:17.

PSA believes that in order to follow the teachings of the Scriptures regarding marriage and divorce, we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. PSA abhors the trend to ignore God's laws of chastity

and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices which promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to destigmatize or legitimize any behavior it chooses simply by reclassifying and renaming it, Christ
followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

Statement on Marriage, Gender, and Sexuality

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

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of PSA as a Christian ministry, and to provide a biblical role model to the PSA families, it is imperative that all persons employed by PSA in

any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

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

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

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of PSA's faith, doctrine, practice, policy, and discipline, our National Association of Private Schools (NAPS) 1-877-749-1807 and or Board of Directors is PSA's final interpretive authority on the Bible's meaning and application..

SANCTITY OF HUMAN LIFE STATEMENT:

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

MARRIAGE POLICY STATEMENT:

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, PSA will only recognize marriages between a biological man and a biological woman. Further, the Board of Directors, Administrators, and Staff of PSA shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of PSA shall only host weddings between one man and one woman.

GOVERNANCE OF PSA

Board of Directors
The Board of Directors oversees the governing of PSA according to established Bylaws, and it formulates and supervises the implementation of school policy. It is responsible for the financial stability of the school by using sound fiscal principles in its operation. Above all, Board members are to be sensitive to the Lord and His direction, and are responsible for the spiritual integrity of the school.

Head of School (Administrator)
PSA is administered by the Head of School who is the chief executive officer and reports directly to the PSA Board of Directors. The faculty and staff work directly under the leadership of the Head of School. The Head of School is responsible for formulating and administering the curriculum; recruiting,

supervising, and evaluating faculty and staff; authorizing and monitoring student activities; and aiding parent organizations (PTF, etc.).

Accreditation Body
National Association of Private Schools (NAPS) 1-877-749-1807

NON-DISCRIMINATION POLICY

Parkerson STEM Academy admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The organization does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its education policies, admission policies, athletic or other school administered programs. The school does reserve the right to enroll and maintain enrollment of students selectively to ensure that the student can profit from our program using a Bible-based curriculum.

PROBLEM SOLVING GUIDELINES

It is the desire of the leadership of Parkerson STEM Academy to have a school that God can use and bless to the fullest. We do not believe this can happen if there is disharmony among the PSA families. Scripture teaches us that God desires unity for His children. (John 17; I Corinthians 12:12- 26; Ephesians 4:1-6, 13)

With a desire to honor the Lord Jesus Christ with our conduct, words, and attitudes, we ask you, as parents, to abide by the following guidelines when a problem arises with a teacher, the administration, or another parent:

- Pray. Ask God to give you wisdom concerning the situation, to show you what part you may have in the problem, and that you would learn and grow through this situation (James 1:5).
- Do not talk about the conflict to people who cannot correct or solve it, but do talk to those who can.

The appropriate steps to take would be:

- Talk to the other person or persons involved, listen to their side of the story and seek understanding (IF POSSIBLE).
- If it is not resolved, make an appointment with someone in administration for assistance. (Matthew 18:15-17)
- Always speak the truth in love. (Ephesians 4:15)

PLEDGES

Pledge to the American Flag

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

Pledge to the Texas Flag

Honor the Texas flag, I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands; One Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge to the Bible

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

Theme Verse

Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity. (1 Timothy 4:12)

School Verse

And the Lord, He it is that doth go before thee; He will be with thee, He will not fail thee, neither forsake thee: fear not, neither be dismayed. (Deuteronomy 31:8)

School Motto

Education For Life And Eternity By Building A Solid Spiritual And Academic Foundation

CURIOSITY IS THE WICK IN THE CANDLE OF LEARNING

Pledges should be memorized by all PSA's students

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS

Student candidates are evaluated on the basis of their character, academics, and behavioral background. Academic evaluation is conducted by reviewing a student's most recent report card, his academic transcripts, and current scores from the previous academic year from an Achievement Test.

Parents must complete an authorization form for permanent records to be sent from schools previously attended. Parents must provide PSA with current legal documents when custody rights have been established by a court of law.

ADMISSIONS POLICY:

- PSA is most effective when working with families who share our commitments. Therefore, priority is given to these families in the admissions process. Each family and each student admitted to PSA is expected to exhibit a cooperative spirit. Parents and students should read the Family Handbook for a description of the School's standards and expectations. The school only admits students who want to attend PSA. Negative attitudes about the Christian faith or the school will prevent admission. The student application, interview, previous school performance and references are used to determine a student's suitability for admission.
- All students entering PSA in sixth through twelfth grade will be required to complete entrance testing. The purpose of this testing is primarily for accurate grade placement. If a student tests at an alternate grade level, the administration may make the appropriate grade level change (with parental consent) or may refuse admission.
- PSA reserves the right to refuse admission to anyone who would not fit into the spirit of the institution nor benefit from the education offered. The administration also reserves the right to refuse to define the criteria or reasons when applications are not accepted. The status of all students is reviewed annually.
- This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who are experiencing difficulty with their child. If a student has been dismissed or expelled from another school, the student will usually be required to prove himself for one semester before being considered for admission at PSA.
- Attendance is a privilege at PSA. This privilege may be forfeited at any time if a cooperative spirit is not maintained in complying with the rules and regulations. If at any time a student or his parents do not demonstrate support for NAPS, ACSI, PSA its policies or its biblical stand, the parents may be asked to place their child in our full homeschool distant learning program even though the child has not been an open discipline problem.
- Before the first day of school, each of our students is required to have on file a Health Record listing all immunizations, diseases, and illnesses. Immunizations must be dated, and the form must be signed by a physician. Preschool, transitional kindergarten, and kindergarten

students must have a specific form in the school office filled out and signed by a physician for their physical.

- Parents sign at registration that they have read this handbook, including PSA Statement of Faith. Parents are responsible to make sure that their child understands the policies and abides by the policies.
- Parkerson STEM Academy does not discriminate on the basis of race, nationality or ethnic origin in its admission policies, or in the administration of its programs.

Referral for Evaluation Policy

Students who demonstrate difficulty in the areas of academics or behavior, will be observed and evaluated by their teachers, administration, and the guidance counselor. This process is known as the "Pre-Referral Evaluation." Some accommodations may be implemented, if possible, in the best interest of the student. If there is reason to believe that further evaluation is necessary, the student will be referred for a psychological evaluation. This may be performed either by the public school in the school district of the student's residence, or by a private facility. Once the student has been referred for an evaluation, the parents are expected to follow through with the evaluation process in a timely manner (parents must contact the evaluation facility of choice and begin the evaluation process within two weeks of the referral.) Upon completion of the evaluation, it is the parents' responsibility to obtain a copy of the evaluation results and share this with the guidance counselor. The guidance counselor will then schedule a parent/teacher conference to discuss the results of the evaluation, and the recommendations made. Failure to follow through with the referral or evaluation process may result in the student being placed in homeschool in the home of the student from the school. Because PSA does not have a special education department, parents may be required to seek additional assistance through either their public school district, or private assistance providers.

Student Dismissal Policy

Students who violate policies of PSA can/will be dismissed from the school. Reasons for such action include, but are not limited to failure to maintain passing grades, violations of the Student Code of Conduct, contributing to the spiritual or moral decline of other students, falsifying information during the application process, failure to maintain financial commitment, or as deemed necessary for the good of the school. The full semester tuition is due upon dismissal.

Official school records, report cards, transcripts, diplomas, etc. will not be released to parents or institutions, and access to all digital portals will be blocked until outstanding items are cleared, and all tuition, fees, and fines are paid.

POLICY ACCEPTANCE DOCUMENT/CONTRACT

A Policy Acceptance Document / Contract is part of the PSA registration packet and is required to be on file for every student. A copy of this document follows for your review and future reference if needed:

POLICY ACCEPTANCE DOCUMENT/CONTRACT

This agreement or contract is between Parkerson STEM Academy, hereafter referred to as "the school", and the parents or legal guardians of the student(s) being enrolled, of which initials and signature appear on this document of understanding, signifying that you have read, understood, and agree to comply with all the school's policies.

_____ 1. I understand that attending the school is a privilege, not a right, and that the school is not a reform school. I understand that the school may refuse enrollment or continued enrollment based on the totality of information given in the enrollment process. I understand that the withholding of information or the deliberate misrepresentation of information on any document submitted to the school will subject my student(s) to immediate dismissal.

_____ 2. I understand that Parkerson STEM Academy provides an accelerated curriculum, and that all students are expected to meet the program criteria. While minor adjustments may be made for students with disabilities, PSA does not provide special education, curriculum accommodations, or curriculum modifications.

_____ 3. I agree to pay all fees and tuition payments when due and to conclude all required payments on or before the last day of the applicable school semester. I understand that tuition may be paid one of three ways: (1) one annual payment in full at registration of fall or spring semester with a discount, or (2) in person (3) monthly through the Square Account By choosing the monthly option, payments are manually deducted on each month from the parent's credit/debit card.

_____ 4. I understand that it is my responsibility to inform the Business Office if financial problems arise or I need to make other arrangements to keep my account current. I understand that if my account becomes 31 days past due, I have five (5) working days to contact the Business Office and make alternative arrangements to bring my account current. I understand that my student(s) may be excluded from classes until the balance owed is paid or other arrangements have been made. I understand that if my account becomes 60 days past due and I have not made other payment arrangements with the Business Office; my student(s) will be withdrawn from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, the student will not be able to receive grades, transcript, diploma until all fees and tuition are paid in full. Therefore, I will have to petition to the Dean of Education to have my student(s) reinstated plus pay a new registration fee.

_____ 5. I understand that checks returned to the school for insufficient funds, closed account, etc. will result in a $35.00 returned check fee. I will be contacted by the Business Office upon notification of the returned check. I understand that returned checks must be replaced with cash, credit/debit card or a cashier's check within five (5) days of the return notice. I understand that if two (2) checks are returned to the school for any reason during the school year, all future payments must be made by cash, credit card or cashier's check.

_____ 6. I understand that if my student(s) is withdrawn from school, I agree to give written notice of the withdrawal, and it will be effective upon delivery to the school. I understand that all fees/tuition are non-refundable and non-transferable. No fees will be refunded (registration, tuition, testing, book, lab, etc.). I understand that books, materials, and equipment supplied by the school (including sports uniforms and equipment) remain the

property of the school and must be returned. I understand that **ALL** school records will be held if any such items remain in my possession or any obligations are owing. Balance of account at the time of withdrawal must be paid in full.

_____ 7. I understand that school is dismissed at 3:00 pm and that I am responsible for picking up my student(s) at dismissal time. I understand that the school is not liable or responsible for any student who remains on campus after hours who is not in an adult supervised activity.

_____ 8. The school sets high Biblical standards for conduct. I understand that my student(s) could be dismissed from the school for activities not consistent with sound Biblical principles such as but not limited to: sexual immorality; use or possession of drugs, alcohol, tobacco, pornography; willful destruction of school property; profanity or obscenity in word or action; weapons on campus; fighting; dishonor to the Holy Trinity and the Word of God; and disrespect to school personnel.

_____ 9. I understand that the Administrator of the school and the teachers serving under him / her shall have full discretion in the administration of appropriate discipline for my student(s). My student(s) and I will comply fully with the rules and regulations then in force as stated or amended in the current PSA Parent / Student Handbook. I authorize Parkerson STEM Academy to employ such discipline, including time out, suspension, counseling as it seems wise and expedient for my student(s).

_____10. I understand that Internet use on school property will only be authorized in the appropriate classroom for the appropriate curriculum; any unauthorized or personal use by my student(s) will be grounds for suspension of use, paper based assignment or suspension from school.

_____ 11. The school believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to the accomplishment of the school's educational mission. I understand that the school reserves the right to terminate or not renew my student's enrollment contract if the school reasonably concludes that the action of my student and/or his/her parents or guardians, makes a positive or constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes. This takes precedence over any other policy in the Parent / Student Handbook.

_____ 12. I give permission for my student(s) to attend any school-sponsored trip (fees may apply), to participate in academic, athletic, and other activities of the school. Any subsequent revocation of this permission must be in writing delivered to the Administrator. Parkerson STEM Academy and its representatives intend to take all reasonable precautions with respect to all activities; however, I understand that the participation of my student(s) in school-sponsored field trips involves a certain element of risk. I hereby assume that risk, and I agree to hold Parkerson STEM Academy and its employees, instructors, and representatives blameless from any liability unless the occurrence happens because of their gross negligence or willful and wanton behavior. I assume full responsibility for any personal injury that might occur to my student(s) while taking part in a school sponsored trip, and I will absolve Parkerson STEM Academy and its employees, instructors, and representatives from all liability concerning any injury.

_____ 13. I give permission for my student's photograph (or video), quotes (including media interviews), stories and/or artwork to be used in ways to enhance the profile of Parkerson STEM Academy such as for the school website, newsletter, brochures, billboards or other advertising media unless I notify the Administrator in writing of any restrictions I wish to place on such use.

_____ 14. I have received and read a copy of the current Parkerson STEM Academy Parent Student Handbook. I support the Philosophy, Doctrinal Statement, and the Student Conduct Code contained therein. I accept and will abide by the terms, provisions, obligations, and requirements thereof.

_____ 15. The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration.

Signature of one parent or legal guardian is required.

Signature_____Date_____

Printed Name_____ Relationship to student_____

Student's Name _____

FINANCIAL POLICY

We believe tuition payments are an investment in your child's education and religious formation. It is the responsibility of the PSA Board of Directors to form policies concerning the amount of tuition and method of payment, and to insure that adequate financial resources are available for the operation of the school. PSA has financial and contractual agreements with faculty, staff, and vendors, which are made in the spring or summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments to the school.

TUITION AND FEES

The current Tuition and Fee Schedule determines tuition, fees, and payment terms under PSA' financial agreement. Tuition can be paid one of three ways:

1) One annual payment in full at enrollment with a $100 discount or by August 15 with no discount.
2) In person
3) Monthly payments through the Square Account (with no discount). By choosing the monthly option, payments are manually deducted on each month from the parent's credit/debit card. A $35.00 NSF fee will be charged for any payment that does not clear.

- **Discounts**

Sibling discount – The oldest student pays full tuition. The 2nd and each additional sibling $50 off

(Tuition) PayGo Plan

Option 1 – Pay Go Upfront Plan – Save 10%

The pay upfront program offers a 10% discount off the standard cost of our program for those individuals who are willing to pay upfront for their education.

Option 2 – Military Discount – Save 10%

As a Military Friendly School, a 10% discount is available to active military personnel and their spouses.

*The Pay Go Upfront Plan and the Military Discount cannot be combined and is limited to only one discount

Option 3 – Monthly Payment Plan (Late fees accrued)

The monthly payment plan includes a one-time initial application registration fee of $300 (non-refundable/non-transferrable) due at time of re-enrollment/enrollment. You will be placed on monthly payments for the semester (all fees must be paid on time not to accrue a late payment fee, semester = 5 payments). If you are a graduating senior all fees, tuition and course work must be completed before graduation.

There is finance charge applied to this option.

All fees must be paid in full upon completion of the coursework to receive grades, withdrawal request, transcript, credit and or a high school diploma.

OTHER FEES

Checks returned to the school for insufficient funds, closed account, etc. will result in a $35.00 returned check fee. The Business Office upon notification of the returned check will contact the family. Returned checks must be replaced with cash, credit/debit card or a cashier's check within a five (5) day period of the return notice. If two (2) checks are returned to the school for any reason during the school year, all future payments must be made by cash, credit/debit card or cashier's check.

Transactions fees will be assessed for using the square.

DELINQUENT ACCOUNTS

The Administrator and Board of Directors will work to assist any family that experiences a financial emergency and is temporarily unable to pay; however, it is the parent's responsibility to communicate with the school. Parents who find themselves in financial difficulty are urged to contact the Business Office for alternative payment arrangements before the account becomes delinquent. Delinquent accounts will be handled in the following manner:

- If an account becomes 30 days past due, the parents will be notified that they have five (5) working days to contact the Business Office and make alternative arrangements to bring their account current. Their student(s) may be excluded from classes until the balance owed is paid, or other arrangements have been made.

- If the account becomes 60 days past due, and the parents have NOT made other payment arrangements with the Business Office, their student(s) will be WITHDRAWN from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, the parents will have to petition the Chancellor to have their student(s) reinstated.

Official school records, report cards, transcripts, diplomas, etc. will not be released to parents or institutions, and access to all digital portals will be blocked until outstanding items are cleared, and all tuition, fees, and fines are paid.

DELINQUENT TUITION FROM PREVIOUS YEARS

Unpaid tuition from any previous year is unacceptable. If any fees or tuition remains unpaid from previous years, parents will not be allowed to register their student(s) for the upcoming school year or receive the early registration discount.

Official school records, report cards, transcripts, diplomas, etc. will not be released to parents or institutions, and access to all digital portals will be blocked until outstanding items are cleared, and all tuition, fees, and fines are paid.

WITHDRAWALS

Parents must contact the Registrar to initiate a student's withdrawal. All books, materials, and equipment supplied by the school (including sports uniforms and equipment) must be turned into the school office before a student's records are clear and withdrawal is complete. Any damaged or lost books or equipment must be paid for. PSA will withhold school records for failure to pay outstanding tuition and fees and failure to return books and equipment that are the property of the school.

FINANCIAL OBLIGATION UPON WITHDRAWAL

In the event of a student's withdrawal (written or otherwise), full semester tuition is due and will not be refunded or transferred. NO FEES OF ANY KIND will be refunded (registration, book, lab, sports, testing, etc.). Families withdrawing students prior to the first day of school will be refunded any paid tuition but not registration fees.

Official school records, report cards, transcripts, diplomas, etc. will not be released to parents or institutions, and access to all digital portals will be blocked until outstanding items are cleared, and all tuition, fees, and fines are paid in full.

NON-CUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life that affect PSA' responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

ADDRESS/PHONE CHANGES

Parents must report changes to the school secretary if a student changes their residence, mailing address, or telephone number after enrollment. This is to ensure that records are correct and to notify parents in case of an emergency.

MEDICAL REQUIREMENTS

A tuberculosis-screening test is required if the student has traveled in the past year to Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe or Asia for longer than three weeks. The local Health Department may require additional screening in the event of a TB outbreak.

IMMUNIZATION REQUIREMENTS

Please see the link provided for current immunization requirements:

https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.htm

Exemptions

The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well being of the child; and parents/guardians can choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.

Schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly, as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to

ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance. The school shall exclude the student from school attendance (access to the campus) until the required dose is administered.

A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of the immunization records.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

ADMINISTERING MEDICATION

A physician's written order will be required for any prescription medication to be taken for longer than 10 days or any non-prescription medication given for more than 4 times a month. Medication Administration Form is available on our website or in the office. Medication will be administered to students by qualified staff during school hours upon the written request of a parent/guardian.
All medication administered must be kept in the Nurse or Administrator's office. Students will be required to sign each day when they receive their medication to ensure an accurate account. Students should not be in possession of any medication (prescription or non-prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

- Name and address of the pharmacy
- Name of the patient (student)
- Name of the prescribing practitioner
- Generic or brand name of the drug
- Strength of the drug
- Date the prescription is dispensed
- Instructions for use
- Expiration date of the medication

Note: Please request an extra-labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers
Students in grades K-5 will keep their inhalers in the school nurse's office in order to monitor frequency of use. Students in grades 6 – 12 may carry their inhalers to school or school-related events IF there is written permission from the parent on file in the nurse or administrator's office. It is recommended that an inhaler with spacer be kept at school at all times.

Epipens
It shall be the responsibility of the student's parent or legal guardian to supply PSA with an EpiPen for anaphylactic reactions. The EpiPen will be stored in the nurse or administrator's office and administered according to the following provision: The parent/ legal guardian gives written permission for its use, releasing PSA from all responsibility involved in its use.

Medical Equipment
Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing etc.) must be provided by the parent or legal guardian and will be kept in the nurse or administrator's office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the nurse or administrator's office.

Disposition of Medication at the End of the School Year
All medication and medical equipment is kept in the nurse's office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

PSA, its Board of Directors, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.

ILLNESSES

Students are expected to be kept at home if they are ill. Parkerson STEM Academy reserves the right to refuse admittance to a student who is ill or running a fever. All medication (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to school employees. Please keep your child home if he has any of the following symptoms:

- Sore throat
- Runny nose with a discolored discharge
- Coughing spells
- Vomiting
- Frequent or loose bowel movements
- Conjunctivitis (pink eye)
- Fever with a temperature of 100 degrees or more
- Rash
- Symptoms of a contagious illness
- Head lice infestation

Your student must be fever free for at least 24 hours without the use of medication before returning to school.

Ringworms

If ringworms are located in the scalp, a doctor's approval will be needed before the student may return to school. All ringworms located on the body will need to be covered at all times while the student is at school.

ILLNESS AT SCHOOL

If a student becomes ill or injured at school, the following guidelines must be followed:

- In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office.
- Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid if needed.
- The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

COMMUNICABLE DISEASE

PSA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Readmission to school will be allowed only after the Administrator has been given a written certificate from a physician or a permit issued by the local health authority.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, PSA may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. PSA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

INCLEMENT WEATHER PROCEDURE

If the school is closed, the administrator will notify the parents. In addition, PSA will text the contact number on file to leave "inclement weather closure notice". Information can also be obtained from the school website https://parkersonstemacademy.wixsite.com/website-1

School make-up days will be communicated to families by the school office.

In the event of flooding, storms, or other emergency conditions that occur during the school day, parents may sign their children out earlier than the regular dismissal times. The administration will decide if the absence is excused or unexcused.

OFFICE HOURS

The school offices will open from 8:00 a.m. to 4:00 p.m. Monday through Friday

(Friday students will be Virtual/Digital Online Learning Day).

All students must be off campus by 3:30 p.m. Parents, please pick up students promptly, unless the student is involved in athletics, tutoring or some after school activity. Students are restricted to certain areas designated by the school.

PHYSICAL EDUCATION POLICY

Students 6-12 grade at PSA may earn physical education credits in the following ways:

- Be enrolled in P.E. class.
- Athletes in grades 9-12 participating in the PSA sports program earn .5 credits per semester for physical education. Coaches are in attendance and grades are issued by the head coach.

If ineligible, athletes must come to daily practices and games to earn P.E. credits. Students will be allowed to attend tutoring if offered but must bring a signed note from the teacher to the coach so that credit may be earned.
Any outside equivalent must be preapproved by Administration and be at least 90 hours per semester. Verification of participation must be sign by instructor.

Students may earn a maximum of 1.0 units of physical education credit towards graduation.

STUDENT DRESS CODE

SET APART AND CHOSEN

GENERAL APPEARANCE

The heart of the PSA dress code is:

1. Modesty
2. Decent coverage
3. Honors God
4. Not seeking attention for self

PSA students are required to dress in accordance with the Parkerson STEM Academy Dress Code. The uniform dress code is intended to serve as a tool to create an atmosphere free from distraction. It serves to dispense with competition due to outward appearance and affluence; it de-emphasizes outward appearance in favor of inner beauty and character; it serves as an economic measure for parents; it enhances school spirit; and it allows students to demonstrate a submission to authority.

PSA considers it the parents' responsibility to assure that the student comes to school dressed in accordance with the PSA Dress Code. Violations of the Dress Code will be subject to progressive disciplinary action. Minor infractions and first-time violations result in a written note or verbal request to the parents(s) asking for cooperation. Repeated violations may result in the following disciplinary action: (1-3) clean up duty, (4-8) school detention, (9-12) Saturday class, and (13+) parent conference and suspension. In all disciplinary situations, PSA' goal will be to gain parental cooperation in achieving compliance with the Dress Code.

Students need to be fully dressed in proper school clothing when they arrive at school. For example, ties should be on, belts on, shirts tucked upon arrival.

FrenchToast.com or a local department store is a great place to purchase uniforms for Parkerson STEM Academy. Dickies or other like brands are allowed for High School students.

UNIFORMS FOR FEMALE STUDENTS

Chapel dress: School required uniforms are to be worn on Chapel Day. Any deviation to the following list will be communicated to parents prior to the event

- Navy skirt (no shorter than 2 inches above top of knee) or navy uniform pants. • White or light blue collar shirt or oxford shirt (monogrammed). • Navy crisscross tie (K4 – 6th grade). Navy crisscross or long tie (7th – 12th grade). • No hoodies on Chapel Day. Zip up jackets are allowed in red, navy, black, gray or white. Tie must be visible (optional).

Regular school uniform choices for female students include:

- Any item from the required uniform list
- Navy or khaki skirt

- Navy or khaki shorts
- Navy or khaki pants
- Navy or khaki capri pants
- Black, grey, white or brown belt only.
- Short or long-sleeved polo shirts in white, red, navy or light blue
- Vest in red or navy
- Sweaters, PSA sweatshirt/hoodie or solid color zip up jacket in red, navy, black, gray or white.
- On Thursday, students may wear PSA spirit shirts.

ALL SHORTS MUST HAVE A 6-INCH INSEAM. WHEN PURCHASING UNIFORMS, MAKE SURE THERE IS ADEQUATE HEM FOR GROWTH.

UNIFORMS FOR MALE STUDENTS

Chapel dress: School required uniforms are to be worn on Chapel Day. Any deviation to the following list will be communicated to parents prior to the event

- White or light blue oxford shirt monogrammed
- Navy, Khaki or black pants.
- Navy long or bow tie.
- No hoodies on Chapel Day. Zip up jackets are allowed in red, navy, black, gray or white. Tie must be visible (optional).

Regular school uniform choices for male students include:

- Any item from the required chapel uniform list
- Navy or khaki shorts
- Navy or khaki pants
- Black, white, grey or brown belt only.
- Short or long-sleeved polo shirts in white, red, navy or light blue
- Vest in red or navy
- Sweaters, PSA sweatshirt/hoodie or solid color zip up jacket in red, navy, black, gray or white.
- On Thursday, students may wear PSA spirit shirts.

ALL SHORTS MUST HAVE A 6-INCH INSEAM. WHEN PURCHASING UNIFORMS, MAKE SURE THERE IS ADEQUATE HEM FOR GROWTH.

ALL STUDENTS - Everyday School Footwear

- Any color tennis shoes are acceptable, we do prefer black, brown, red or white. Shoes can be dress or tennis shoes.
- No roller type, crocs or light up shoes are allowed.
- No open heels or flip-flops are allowed.

Additional dress code information for all students:

- Coats and other non-uniform outer garments may not be worn in the classroom. Letter jackets from PSA are considered part of the school uniform.
- All shirts must be tucked into lower garments anytime a student is on campus. No exceptions.
- No clothing is allowed that has sports team names (special occasion).

- All dress and appearance should be modest as deemed appropriate by administration.
- Undergarments must not be visible at any time for either sex.

Over the years, we have had experience with many trends that have led to dress code rules being established and revised. They are too numerous to list, but the following are general examples:

1. Hair is not neatly groomed or is in some way calling attention to the student.
2. Hair is a color that is not a natural color.
3. Hair is too long for a boy.
4. Jewelry is noisy, overdone, or draws undue attention to the student.
   Earrings only in the ears are permissible/no exceptions
5. Tattoos are not covered by clothing.
6. Boy has facial hair or long sideburns.
7. Cutting edge fashion will draw undue attention.

PHYSICAL EDUCATION UNIFORMS

Uniforms are the prescribed attire for students. Only uniform items may be worn during school hours except for 4th – 12th grade students when participating in physical education. Specific uniforms for P.E. will be black, gray or navy shorts and a gray pe shirt purchased at a local department store or French Toast.com. ALL SHORTS MUST HAVE A 6-INCH INSEAM. School approved sweatpants and sweatshirts may be worn at anytime during P.E. Elementary school students should wear tennis shoes on days in which they participate in physical education.

DRESS CODE VIOLATIONS

The First period and homeroom teachers are to report any apparent violations to the Head of School or Head of School's secretary. If, in the opinion of the Head of School, the code is violated, the student will be warned to correct the problem. A Discipline Report will be issued and sent home to the parent(s) to be signed and returned the next day. The student will be given three (3) days, excluding Sunday, to comply with the hair code. If after three (3) days the student has failed to comply with the hair code, the student will not be allowed back in class and will receive unexcused absences until the violation is corrected.

DRESS FOR SPECIAL ACTIVITIES (INCLUDING OUTSIDE DATES)

Homecoming: 7th and 8th grades
Girls may wear the following:
Dressy, dress or skirt.
No display of cleavage
Back of dress may not dip below the top of the bra natural band placement. No exposed midriff. Halter top dresses – straps must start at the bodice of dress with a wider base moving up the strap narrowing to an approximate 1" wide strap tying around the neck.
Dress pants with dressy blouse
Appropriate shoes (no athletic or flip flops).
No tiaras
Boys may wear the following:
Dress slacks and collared dress shirts. Appropriate shoes (no athletic shoes) and belt.

Homecoming/Prom: 9-12th grade
Girls may wear the following:
Semi-formal or formal dress
No excessive display of cleavage
Appropriate shoes (no athletic or flip flops).
Only the official homecoming Queen and returning Queen are allowed to wear a tiara.

Boys may wear the following:
Semi-formal or formal dress including suits, tuxedos, or sports jackets
Dress slacks and collared dress shirts. Appropriate shoes (no athletics shoes) and belt.

Retreat
If the event includes swimming, colored t-shirt and shorts must be worn over bathing suit by girls and t-shirts for boys while swimming. Speedo type swimwear is not permitted. No “soffee” “booty” “ruched” shorts are allowed for girls. Shorts must have a 6” inseam. Boys may wear muscle shirts to the pool and free time basketball activities.

Because of the different types of events or activities, the Administration reserves the right to add or delete certain types of clothing, as it deems necessary and appropriate.

STUDENT LIFE

SCHOOL HOURS

Mon – Fri. 8:00 a.m. to 3:00 p.m. (Friday students will be Virtual/Digital Online Learning Day)

TARDIES TO SCHOOL

Any student who is not in class at the start time is considered tardy. All students reporting late to school should go directly to the front office, sign in and receive a pass.

Classes begin promptly at above times. Habitual tardiness are unacceptable! Three (3) unexcused tardies equal one unexcused absence. Students are allowed three (3) free tardies each semester. Four to ten (4-10) tardies will result in before school detention. Additional tardiness will result in additional disciplinary action.

ATTENDANCE PHILOSOPHY

School attendance is one other factor most closely related to successful academic accomplishment in school. Students who are absent miss valuable instruction. Parents should strive to have their children in school every day. Perfect attendance should be the norm for PSA students rather than the exception.

ATTENDANCE REQUIREMENTS

In compliance with the Texas Compulsory School Attendance Law, Parkerson STEM Academy requires students in Pre-K through 12th grade to be in attendance for 90 percent of the entire period of program of instruction in order to be promoted to the next grade and/or to receive credit for academic course work. Time spent during chapel, class parties, field trips or other types of special events is counted towards school attendance. Students should remain in attendance until school is dismissed for the day. **Parents must select if students will be on campus or off campus learners; and adhere to their selection.****

There are three kinds of absences relating to the school.

1. **Excused absences**

   Absences will be excused in the following instances:
   - A death with-in immediate family
   - Medical or dental appointments
   - Personal illness
   - Illness in the family
   - Quarantine
   - Weather and/or road conditions making travel unsafe or dangerous

   Other unusual circumstances that may be considered by the school.
   The reason for the absence must be stated in writing and signed by the parent or guardian. A doctor's note is required if the child has been absent for more than 3 consecutive days

due to illness. All secondary students must obtain an admittance slip from the receptionist. Make-up work with credit will be given. For each day of excused absence, one day of make-up time is given.

2. **Unexcused absences**

Result from circumstances other than those defined as excused absences, even if student has permission from parent to be absent from school.

- If a student has more than three (3) days of unexcused absences for the semester, he is in jeopardy of being retained or withdrawn. Make-up work will be required, and zeroes will be recorded, but no credit will be given for the work missed during an unexcused absence. The administration reserves the right to determine whether absences are excused or unexcused. Suspensions are classified as unexcused absences.
- Checking students out of class or school early for convenience is not accepted as an excused absence and will count against perfect attendance.
- Any student absent three (3) or more consecutive days will be required to bring medical documentation stating the date and time of appointment and/ or the nature of the illness.
- Secondary students who arrive 25 minutes or later into a classroom, will be considered absent. If student arrives before 25 minutes, it will be considered tardy.
- For elementary students who arrive at school after 11:00 a.m. or leave school before noon, the attendance will be marked HD (Half Day). Please note that HD will not be considered a perfect attendance.

3. **Planned absences**

(1) There are several steps involved in successful planned absences. The parent must send a form requesting approval of the absence to the Head of School one week prior to the planned absence. These forms are available in the front office.
(2) All missed work should be turned in before the absence unless agreed upon by individual teachers.
(3) If teachers allow the work to be made up after the absence, all work is due the day the student returns to school.
(4) It is the responsibility of the parent and student to initiate this process.
(5) Any out-of-town planned absence may be arranged following the procedure above.
(6) Even though absences are planned, students will lose the privilege for exemption from final examinations when the total number of absences exceeds three.
(7) Multiple planned absences will be monitored by the Administrator and should not extend past compulsory attendance requirements.

REPORTING PROCEDURES FOR ABSENCES

- Parents are asked to call or email the school office before 9:00 a.m. to inform the office of their student's absence.
- All students are required to bring a note dated and signed by the parent stating the reason for the absence or parent may email the office. For secondary students, the note is to be taken to the school office on the first day back to school for an admission slip to class. The administration reserves the right to decide if absence is excused.

- If a student fails to bring a signed and dated note from the parent on the first day returning to school, he/she will be allowed one more day to bring the note. If the student fails to do so, the absence will be counted as unexcused and zeros will be recorded for work missed.
- A doctor's note is required after more than three consecutive days of absence.

RETURNING TO SCHOOL FOLLOWING ILLNESS

- The student must be fever-free for 24 hours without medication.
- A doctor's note stating the illness is not contagious is required if absent more than 3 days.
  - The student must have no severe coughing.
  - Chickenpox – The student may return seven (7) days from the onset of rash, if the sores are dry and child has been fever-free for 24 hours.
  - Lice – If a student has been found to have head lice, he/she can return after the hair has been treated and is nit free. The student must be checked at the Nurse's office before returning to the classroom.

STUDENT EXTRACURRICULAR ACTIVITIES

Students in grades 7-12 may participate in interscholastic competitions. The interest and sufficient number of students will determine extracurricular activities. Sixth grade will only be used if there are not enough middle school students to complete the team.

A student must be in full-day attendance on the day of the activity in which he desires to participate. Scheduled appointments are recognized as excused absences and would not prohibit a student from participating. Extenuating circumstances other than sickness resulting in an excused absence on the day of the extracurricular activity must have administrative permission for participation.

SPIRITUAL LEADERSHIP RETREAT (Future Projection)

All students in grades 9-12 are required to attend this school function. The design is to enhance friendship and fellowship between students and provide them with the opportunity to worship and praise the Lord together as a student body. Since the retreat lasts for three school days, students who fail to attend will receive "unexcused absences". If medical conditions exist, the Administrator will review the circumstances to determine if the absence will be excused.

PERMITS TO LEAVE SCHOOL

Permits to leave school must be obtained through the Secretary or the Head of School. If a student leaves school without permission, it will be counted as an absence and will normally result in disciplinary measures for student.

STUDENT DISMISSAL POLICY FOR PARKERSON STEM ACADEMY PROM

The following is the dismissal policy for Parkerson STEM Academy prom. Students who fail to follow these guidelines will be suspended. No exceptions. Freshmen and sophomores that have been invited to the prom will be required to attend regular classes for the whole day. Juniors will be allowed to leave

at their lunchtime, and seniors will not attend school on the day of the prom or pre prom activities. Disciplinary records will be check: no suspension, grades: passing all classes

GUESTS

Visitors are allowed only by permission of the Head of School. Advance notice is desired by the school. The Secretary must give a visitor's pass to all guests. Visitors are not permitted to stay on campus after approved time. *Guest during class time is a distraction to the learning environment, therefore, it is discouraged.

LATE HOMEWORK/ASSIGNMENTS

The following consequences are in place for all students who do not turn in their homework/assignments on time. The homework/assignment must be completed to keep the student current with the class work. This privilege will be revoked at the discretion of a teacher for those students who habitually use it (2 times). A student who is absent the period that homework is due and returns to school that same day, will be required to turn in the work for the period absent immediately upon returning to school. Tests or other work assigned prior to an absence will be due the day the student returns to school.

Late one day; 10 points from the grade plus a class infraction.
Late two or more days; 20 points on the assignment.
Late more that five days 0 on the assignment.

Note: Major long-term projects are to be turned in on the due date even when the student will be absent. This is not treated the same as daily homework assignments.

TEXTBOOKS

Students receive a classroom textbooks on loan unless the teacher specifically indicates otherwise. These books are to be kept in good condition. The student or parent(s) will pay for damaged or lost textbooks. Marking or highlighting will not be allowed. Textbooks are to be stored in the classroom unless teacher state otherwise.

At the beginning of the school year, students will be assigned textbooks, and the students will be held accountable for the condition and location of their textbooks. The condition of the books will be recorded when first issued and re-evaluated by the teacher when the textbooks are returned to determine if charges should be made.

Students will be charged for lost or damaged books. Some online classes may require student to purchase their own books.

ACADEMIC GRADING SCALE

Kindergarten

E = Excellent
G = Good
S = Satisfactory
U = Unsatisfactory

Grades 1st – 12th

90 – 100 = A 4.0
80 – 89 = B 3.0
75 – 79 = C 2.0
70 – 74 = D 1.0
Below 70 = F 0

Grading Schedule is 60% tests – 40% for daily grades, quizzes and homework. Teachers will specify grading schedule for projects.

EXEMPTION POLICY FOR FINAL EXAMINATIONS

Any student in grades 9-11 may exempt a final examination if he/she fulfills the following requirements:

- He/she must have a grade point average of 90 or above for the semester in the chosen subject.
- He/she must have exemplary behavior, which includes no unexcused absences, no excessive tardies (ten or less), no suspensions, or excessive discipline. (Sent to the office three (3) times.)
- He/she cannot have more than five (5) excused absences in the class in which the exemption occurs. Administration will override this if information is available that demonstrates that the student did not turn work in promptly.

The student may not exempt final examinations in any class that is only one semester long (i.e. Government, Economics, Health, Speech, etc) except seniors. No student may exempt on-line classes in either semester.

Students may be exempted from two subject examinations each semester; however, the exams chosen in the spring must be different from those chosen in the fall. Students must have exemption approved no later than 2 days prior to start of finals.

Final Exemption Policy for Seniors

A senior may exempt all finals if he/she fulfills the following requirements:

- He/she must have a grade point average of 87 or above for the semester in the chosen subject, including One-semester classes and classes exempted in the first semester.

- He/she must have exemplary behavior, which includes no unexcused absences, no excessive tardies(ten or less), no suspensions, or excessive discipline. (Sent to the office three (3) times.)
- He/she cannot have more than five (5) excused absences in the class in which the exemption occurs. Administration will override this if information is available that demonstrates that the student did not turn work in promptly.

* No student may exempt on-line classes in either semester.

ATTENDANCE AWARDS

Elementary

If a student attends school for at least four hours, they will be considered present for the day. If a student attends for less than four hours, they will be marked as attending half a day and will not qualify for Perfect Attendance.

3 unexcused tardies = 1 unexcused absence

Certificates will be awarded for each 9 week term as follows:

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy allowed) Excellent Attendance (not more than one excused absence or two unexcused tardies; 2 excused tardies allowed)

Certificates will be awarded for the whole year as follows:

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy per 9 week term allowed)

Excellent Attendance (not more than 1 excused absence per 9 week term or 2 unexcused tardies per 9 week term; 2 excused tardies per 9 week term allowed.

Secondary

If a student is absent from a class period for any reason (including homeroom), other than approved by administration, it will result in disqualification from Perfect Attendance. Certificates will be awarded for each 9 week term as follows:

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy allowed. This includes homeroom.)

Certificates will be awarded for the whole year as follows:

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy allowed per 9 week term. This includes homeroom.)

PROMOTION REQUIREMENTS FOR GRADES 6-8

Students in grades 6-8 will be retained if he/she fails any two-core subjects for the year. If a student fails two classes, he/she will be required to retake and pass at least one of those subjects before he/she can be promoted to the next grade. It is preferred that the student retake both classes to improve his/her chances of success.

PROMOTION REQUIREMENTS FOR GRADES 9-12

Students in grades 9-12 must retake any subjects failed.

SECONDARY SCHOOL CLASSIFICATION

Student classification is determined by credits earned.

Freshman: A student begins earning graduation credits.
Sophomore: A student must have earned at least 6 credits
Junior: A student must have earned at least 12 credits.
Senior A student must have earned at least 19 credits.
26+ credits are required for graduation.

HONOR ROLL

Elementary
Specials/Enrichment classes consist of Computer, Spanish, Art, Music, Library, PE, and Penmanship.
Core classes consist of Math, Language, Science, History, Bible, Spelling, Reading, Phonics, and Health.
A Honor Roll
A student must have 90 or above in all core subjects. Specials/Enrichment classes do not count toward Honor Roll. Specials/Enrichment classes only meet 1 - 2 times per week and do not have tests or regular curriculum grades.
A/B Honor Roll
A student must have at least one A (90 or above) in a core subject and no grade below an 80 in all core subjects. Specials/Enrichment classes do not count toward Honor Roll. Specials/Enrichment classes only meet 1 - 2 times per week and do not have tests or regular curriculum grades.

Honor Roll is awarded at the end of each semester. There is a cumulative Honor Roll taken at the end of the year based on all four terms.

Honor Roll – Secondary
Core classes consist of Math, Language, Science, History, Bible and Spanish. Elective classes count with Core Subjects.

A Honor Roll
A student must have 90 or above in all core subjects.
A/B Honor Roll
A student must have at least one A (90 or above) in a core subject and no grade below an 80 in all core subjects.

Honor Roll for Secondary is issued at the end of each semester for all core subjects, including Online/Dual Credit classes and is taken from the semester average grade on the report card.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

All academic classes will be averaged to determine a student's G.P.A, including Fine Arts. Physical Education credits are not counted for G.P.A. Students will be graded on a 4.0 system for regular classes, 5.0 for honors, and 5.0 for dual credit courses.

Grades will be weighted to figure the average for these two awards. The scale will begin with 4.0 = 100 and will slide up or down with each point. Dual credits from colleges may receive 5.0. Only academic grades that count toward graduation and dual credits will be averaged. A student must be in attendance at PSA High School for at least two full consecutive years (including their entire junior and senior years) to qualify for these honors. Grades from students transferring to PSA will be reviewed and adjusted if necessary to the grading scale at PSA. Students also must be in good standing behaviorally to be selected. Classes that are designated as "honor classes" will be graded on a 5.0 system. THE CUT OFF DATE FOR DETERMINING THE VALEDICTORIAN AND SALUTATRIAN AWARDS WILL BE AT 4TH QUARTER PROGRESS REPORTS.

Only G.P.A.s that are 3.0 or above will be considered for Valedictorian and Salutatorian. If these averages are not achieved, the award will not be recognized.

A student must be in right standing academically, behaviorally, and in attendance. Student must be on pace in online courses (if applicable), and have at least 90% attendance.

GRADUATION REQUIREMENTS

To receive a high school diploma, a Senior must meet graduation requirements as listed under Secondary School Classification and must be in enrolled at PSA the first day of the second semester of the year of graduation. Information for specific requirements for a diploma with a STEM or Endorsement, may be obtained from the Counselor. See Secondary School Classification for graduation credit requirements.

Students who have not completed all the academic requirements will not be permitted to participate in graduation ceremonies.

PSA HONOR SOCIETY (Future Projection)

Membership in the PSA Honor Society is an honor bestowed by invitation only. The student's GPA determines invitations. A faculty Committee determines final acceptance into the organization. Their decision is based on the student's academic achievement, character, leadership, and service. Students must satisfy the following requirements to be invited for potential membership:

- The student must be a sophomore, junior, or senior.
- The student must be registered and in full-time attendance at PSA for a minimum of two semester.
- The student must have a cumulative GPA of 3.25 or better.

After submission of a student profile packet and an interview by the faculty committee, students being accepted into the Honor Society will be notified. An induction ceremony will follow.

CURRICULUM

Parkerson STEM Academy utilizes the finest Christian curriculum available. The Academy utilizes the A Beka , Bob Jones curriculum and other approved Christian materials as needed. The early primary curriculum places a strong emphasis on the acquisition of reading skills through phonics. Teachers may also use outside resources in addition to the regular curriculum to add enrichment and depth to the class. For math, PSA uses Abeka, McDougal Littell and or McGraw Hill textbook.

PROGRESS REPORTS AND REPORT CARDS

As a means of communication to the parents about the academic progress and conduct of their student, a progress report will be issued to the student 4 weeks during the 9-week period. Report cards will be sent home by the student unless other arrangements are made in advance.

INCOMPLETE GRADES

A student receiving an "I" for an incomplete grade on his report card will be allowed additional time to complete his work. If the work is not completed within the appropriate time (a day for a day), a grade of "0" will be assigned to the incomplete work and the nine-week grade will then be calculated. A student receiving an incomplete grade is ineligible for extra-curricular activities until the "I" is removed.

COLLEGE VISITS FOR SENIORS AND JUNIORS

Juniors/Seniors will be permitted two days that will be excused to make college visits. These visits should be made prior to May 1 of the school year. To be sure, absence is excused; the following procedures should be followed:

- Obtain prior permission with a College Visit Request Form from the school office signed by Administrator.
- Present form upon return for verification of visit.
- A note on the visiting college letterhead stating student's name and date of visit signed by the college official will also be needed.
- If documentation is complete, the absence will not count for exemption purposes.

TUTORIAL SERVICES

Full-time faculty members will offer a 30-45 minute free tutoring session on a scheduled afternoon each week. The office or subject teachers may be able to provide a list of additional tutors. Tutoring is mandatory for students who have a "D" or an "F" in any subject.

Adult Education students must schedule a time to be seen*

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be held during the first nine-weeks to discuss student progress. The parents, the teacher, or the Head of School if necessary can request additional conferences.

GRIEVANCE PROCEDURE

If a student, parent, or staff member has questions or concerns regarding disciplinary actions by a teacher or the Head of School or the policy under which an action is taken, he/she should follow these guidelines:

- Go directly to the person involved and discuss the matter with the individual.
- If the matter is not resolved in discussion with the other individual, request a joint conference with the teacher and Head of School.
- If the matter cannot be resolved, a hearing before the President may be requested in writing. The decision reached at this level is final.

LIBRARY/MEDIA CENTER

Students will be responsible for all library books and other media material checked out of the library in their name. A fine of 25 cents per day is charged for an overdue book until the book is returned or it is determined the book is lost. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials.

TECHNOLOGY POLICY

The continuing importance of technology in our society and its use in education present many exciting opportunities for students and teachers at Parkerson STEM Academy. These opportunities bring with them many responsibilities as well. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

A. Computer Use

- Computers are to be used by permission of faculty and for school-related purposes only.
- Students should not make unnecessary printouts.
- Students are not to engage in activities that hinder another's ability to do his work.
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacements that result from mishandling.
- Students are not to change or manipulate software or operating environments.
- Students are not to try to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher.
- Students should not view or open any improper or sexually suggestive sites.

Enforcement Guidelines

Offenses will be handled on an individual basis and are punishable by:

- Detention
- Loss of computer privileges
- Suspension

- Expulsion

B. **Network Use**

- Network users are to use their own password.
- Passwords may not be shared.
- Users may not knowingly go into or read a file which has been opened under another user's password or which is not accessible to them under their own password.
- Students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.
- Students are not to use software indicated for faculty or staff use only.
- The network is to be used for educational purposes only and not for financial or commercial gain.
- Software copyright guidelines are to be respected and followed.

Enforcement Guidelines

Offenses will be handled on an individual basis and are punishable by:

- Detention
- Loss of computer privilege
- Suspension
- Expulsion

ONLINE EDUCATION AND COMPUTER LAB
ACCEPTABLE USE POLICY (Elementary, Secondary & Adult and Career Education)

The purpose of this policy is to ensure that all uses of school technology, network, internet access and resources are consistent with the mission of Parkerson STEM Academy.

Purpose:
Parkerson STEM Academy provides computer equipment and internet resources for the sole purpose of education and research. Students may use the school's computer and internet facilities only under the direct supervision of school faculty and staff.

Network & Internet Use: Not everything available online is appropriate to the school's mission or its religious and educational programs. The school's network and internet connections are protected by advanced filtering and firewall software to ensure appropriate educational use. Students are not permitted to use the school's internet connection for personal use outside what is required for assignments/class.

All communication originating from school property must be free of language and/or content that is vulgar, hateful, demeaning, violent, obscene or otherwise contrary to the school's philosophy and mission.

Computer Labs
PSA provides students with two state-of-the-art computer labs. All equipment, software, online accounts and internet-based library resources are the sole property of Parkerson STEM Academy.

All students receive logins at the beginning of their first year at PSA. These logins identify students as authorized users of all PSA computers and allow access to network and internet-based resources. Students should not have a presumption of privacy with regards to any material that passes through any computer, laptop, flash drive or any files that reside on PSA servers.

The administration reserves the right to periodically and randomly audit a student's files on any PSA provided equipment or personal flash drives.

Tampering with system files or files belonging to another student or teacher, installing personal software, altering desktop layout, obtaining another student or teacher's login credentials, using another student or teacher's login credentials, or accessing any system without properly identifying yourself will be considered acts of vandalism, and as such are subject to sanctions that apply to any form of theft, including but not limited to, detention, suspension, probation and/or expulsion at the sole discretion of the Head of School.

In the event that a computer user's actions results in damage to equipment, files, operating systems or network resources, the user is fully and solely responsible for the cost of all such repairs. In the event of any legal action taken against PSA as a result of the action of a user, including but not limited to copyright infringement, harassment or cyberbullying, the user shall be responsible to pay all legal costs and any and all settlements for damages or court-imposed substantive and/or punitive damages. In the event that the user is a minor, his/her parent(s) or guardian(s) are responsible for all of the above.

School Provided Email
PSA provides 6–12th grade students with an individual email address to be used for class purposes. The initiative to provide students with email is expected to help foster better communication between students, teachers and school administration. Students should have no expectation of privacy with regards to school provided email. The administration reserves the right to periodically and randomly audit a student's school provided email to ensure that it is being used for legitimate educational purposes.

PSA shall not assume responsibility in the event of any illegal activities resulting from the use of school provided computer, internet access and email. Questionable material may be turned over to the proper legal authorities as deemed necessary by the school administration.

PSA Online/Computer Lab
PSA provides students with a platform to better promote online learning. Students should have no expectation of privacy with regards to the online learning platform. The administration reserves the right to audit a student's school provided online account to ensure that it is being used for legitimate educational purposes.

Any use for illegal purposes, or in support of illegal activities, is prohibited. Students are prohibited from using the system to express extreme political views. Any use that disrupts the educational

goals of the school or online learning platform is prohibited. Any use of a PSA Online network account but the account's owner is prohibited. Any reproduction of copyrighted material without explicit permission is prohibited. Profane, abusive or impolite language during communications is prohibited. The posting of inappropriate materials that is deemed inappropriate for educational use is prohibited. Students should report all inappropriate materials and posts directly to a teacher or administrator.

All forms of bullying in cyberspace are unacceptable and viewed as a violation of this Acceptable Use Policy. Cyberbullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital photos, website postings, including blogs or any other messages via cyberspace.

CORRIDOR/HALL PASSES

When students are out of class during a class period, they must have authorization from the teacher or a school official in the form of a corridor/hall pass.

TELEPHONE USE

Students may use the student telephone in the main school office on a first-come basis only before school, during lunch, and after school. Permission must be granted from school personnel. If a student is ill and needs to call a parent, he/she must go to the Nurse or Administrator who will call his/her home. Student's personal cell phones should be turned off or in DND once on campus during instructional day.

LOST AND FOUND

Lost articles, including books, clothing, money, valuables, etc., are to be claimed before or after school only. All (1st -12th grades) students need to keep their books in their classrooms at all times unless stated by the teacher

EMERGENCY DRILLS

PSA will conduct drills in preparation and training for emergencies.

1. Fire Drills – A signal will alert students to move quickly and quietly from the building to a designated place of safety.
    - Determine which exit to use and an alternate if the first exit is blocked.
    - DO NOT TALK during a fire drill.
    - Walk rapidly to the parking lot or designated area. DO NOT RUN.
    - Turn off the lights and close the door as the last person leaves.
    - Check class rolls in the parking lot.

2. Tornado/Hurricane Drills – A specified sound will signal this drill.
    - Teacher should draw blinds or curtains.

- Find sturdy shelter away from outside walls and windows.
- Classes outside at recess or P.E. should quickly re-enter the building if time permits.
- Go quietly to the assigned area of protection.
- Face a solid wall and kneel down with hands over your head.
- Return to normal activity when “All Clear” is given.

SCHOOL LOCKDOWN PROCEDURE

In the event of an emergency situation, terrorist threats, or dangerous situations, the school will go into “lockdown mode”, which will include locking all doors, windows, and gates. No one will be allowed to enter or leave the building during a lockdown until the threat is passed. Parents will be notified if necessary to pick up their children.

CARE OF SCHOOL PROPERTY

The student is to treat all school property as valuable personal property. Parents or guardians shall be responsible for damage done to the school building, furniture, grounds, lockers, textbooks, or any other property of the school by their student. The Head of School will make the assessment of any such damage and payment for damages made within two weeks of the assessment, or the student will not be permitted to attend class.

BUILDING USE

For all activities outside the regular class schedule, approval must be obtained from the Head of School.

- No group will be allowed to use any part of the building without a teacher, the Head of School, or approved school personnel being present.
- All groups must be careful to maintain the building in good working order and with the same degree of cleanliness in which it was found or better.

PARTIES

All class parties must have the approval of the teacher and Head of School. Teachers must be consulted regarding party activities. If bringing in cup cakes or a cake for a student’s birthday, it must be brought in during lunchtime. No food is allowed in the classroom. Parents, please do not hand out invitations for private parties in class.

FIELD TRIPS

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. All school rules are in effect on field trips. Prior to departure, students shall obtain assignments for any classes they will miss while on the trip. Students may be denied the privilege of attending field trips because of inappropriate behavior.

Parents should be provided a notice explaining the details of the trip. School dress is the standard uniform for all field trips.

All parent volunteers that assist on field trips through driving and/or chaperoning must sign and abide by the rules listed on the PSA Driver/Chaperone Agreement Form. Chaperone Agreement forms are available in the office. Students are to travel to and from the destination in the same vehicles unless granted permission by the faculty sponsor. Attendance at school field trips is restricted to students currently enrolled at PSA and to those students who are in the designated grade level.

Parkerson STEM Academy and its representatives intend to take all reasonable precautions with respect to all activities; however, the parent must understand that the participation of their student(s) in school-sponsored field trips involves a certain element of risk. The parent must assume that risk and agree to hold Parkerson STEM Academy and its employees, instructors, and representatives blameless from any liability, unless the occurrence happens because of their gross negligence or willful and wanton behavior. The parent must assume full responsibility for any personal injury that might occur to their student(s) while taking part in a school sponsored trip, and they must absolve Parkerson STEM Academy and its employees, instructors, and representatives from all liability in regard to any injury.

DRIVERS AND CHAPERONES FOR PSA FIELD TRIPS

When parents or guardians volunteer to be drivers or chaperones for PSA field trips, the following rules must be observed:

- Bringing siblings on field trips is discouraged but may be permitted based on availability of drivers.
  - Vehicles may stop only at the approved destination point (no side stops, please). • All traffic laws must be obeyed (including speed limits). Each child must wear a separate seat belt (no double buckling). A child passenger safety seat should be used for children younger than eight years of age or under four feet nine inches. • Only Christian music or G-PG rated videos may be played in the vehicle
- Teachers make all travel assignments. Students must travel to and from the destination in the assigned vehicle unless the faculty sponsor gives special permission to change vehicles.
  - Students must have Administration approval to drive on field trips.
- Parent drivers must provide a copy of the driver's license and proof of insurance, and fill out the chaperone agreement form.

ATHLETICS

Students in grades 6-12 who become involved in interscholastic athletic competition must get a physical examination by a licensed physician and secure written permission from their parents before being allowed to participate. Student athletes are required to have a physical every other year. No athletic school insurance is available. Parents must assume responsibility for insurance.

There will be a Sports Fee of $150.00 for the first sport and $100.00 for any additional sport. This fee is due before the first practice along with the completed physical examination form.

ELIGIBILITY FOR PARTICIPATION

Eligibility will be determined by progress report grades and report cards. A grade of 75 is required in each class for eligibility; however, a student may have one grade below 75. A student can

remain eligible if he/she has one grade below 75 but still passing the class with at least a 70. If a student has two grades below 75 or fails any class (below 70), he/she will be ineligible for two weeks. At the end of the two weeks, a student may regain eligibility if he/she has no more than one grade below 75. Students may regain eligibility after 2 weeks.

ELIGIBILITY FOR LETTERING

Athletics

To earn a letter in interscholastic sports, a student athlete must be at least in the 9th grade, must complete the season in good standing, and must participate in a minimum of 50 percent of the competitions. Under special circumstances, a coach may letter an athlete at his/her discretion. Only athletes that complete the season in good standing shall be able to attend the athletic banquet and receive awards. Student athletes that quit a team or is removed from a team cannot letter or attend the PSA Sports Banquet.

Student Council

To earn a letter for student council, the council member must:

- Be on the student council two of the four high school years.
- Not have any unexcused absences from meetings.
- Have no suspensions the year he/she letters.
- Attend all student council-sponsored events.
- Attend any other events when requested, such as PSA Open House.
- Acquire a minimum of 20 hours of service per year or as designated by sponsor.
- Participate in all Spirit Week activities.

STUDENT VEHICLES

The privilege of driving to school is restricted to students who hold a valid Texas driver's license and proper auto liability insurance. Students will be required to register their vehicles with the Registrar's office by signing, along with their parents, the PSA Student Driver Agreement. Proof of insurance will be required.

Students must observe the campus speed limit and must park only in the designated student parking areas. Students whose driving is observed to be hazardous and/or irresponsible may, at the discretion of the school administration, lose the privilege of driving on campus temporarily or permanently.

Upon arrival at school in the morning, students are required to immediately enter the building. Students are not permitted to go to their vehicles during the course of the school day without permission from the Registrar. Books, lunches, and other items should be stored in the student's locker or kept in student's possession.

Students (non-siblings) wishing to ride with student driver to and from events must provide the school written permission from both student driver/student passenger's parent or guardian.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Cell phones or other electronic devices, (including headphones, earbuds, etc.) are only allowed before and after school. Phone use of any kind in the classroom must be with direct permission from the teacher.

For the First Offense - The cell phone or electronic device will be taken away and returned to the parent only. The student will receive 1 day detention.

For the Second Offense - The cell phone or electronic device will be taken away and returned to the parent only. There will be additional detention and $20.00 fine. The cell phone will be surrendered to Registrar during the school day for a minimum 3 days.

For the Third Offense - The cell phone or electronic device will be taken away and returned to the parent only. The student will be suspended and there will be a $30.00 fine.

NOTE: Parents, please do not call or text message your child on his/her cell phone during school hours. Please call the school secretary for any messages that need to be relayed to your child.

CYBER-BULLYING

Cyber bullying involves the use of information and communication technologies to support deliberate and hostile behavior by an individual or group that is intended to harm others. This includes, but is not limited to, the use of internet, social networking sites (such as Facebook and Twitter), and cellular telephone to intimidate, harm or ridicule another student. The board, administration and faculty at PSA considers cyber-bullying, regardless of when the act occurs(either during of after normal school hours), to be a direct violation of out Student Code of Conduct. Consequently, any student who supports or participates in any form of cyber-bullying of another student will be subject to disciplinary actions at school, up to and including expulsion from PSA.

STUDENT BEHAVIOR

STUDENT CONDUCT

A high standard of conduct is required of each student at PSA for the purpose of maintaining order and building Christ-like character.

Students are expected to:

- Exhibit an attitude of respect toward all individuals and property.
- Speak in such a way as to lift others up (Ephesians 4:29).
- Be honest and trustworthy.
- Be obedient to all rules.
- Be dressed properly.
- Attend all classes daily and be on time.
- Be prepared for each class with the appropriate materials and assignments.
- Turn in assignments on time.
- Bring only teacher-required materials, supplies, and approved personal items to school. When an offense is committed, reconciliation will be sought in a Biblical manner (Matthew 18).

CONDUCT EXPECTATIONS

Students are expected to obey. Obedience demonstrates proper submission to God and God ordained parental authority extended by agreement to the school administration and staff. Students are taught to accept responsibility for their behavior by being held accountable by their teachers and Head of School. All students are expected to conduct themselves according to the following guidelines:

- In the classroom, the student shall speak by permission of the teacher. To obtain permission to speak, the student will raise his hand. Students are to listen to the teacher as a sign of respect for authority and listen to other students as a display of courtesy. • Students may move about the room only by permission of the teacher.
- Students shall refrain from any act of disrespect such as:
  - Mimicking others
  - Laughing at the mistakes of others
  - Back-talking or arguing with any teacher
  - Making facial or non-verbal expressions of disrespect/contempt
  - Whispering and/or passing notes in class
  - Failing to pay attention in class or sleeping
- Students are expected to answer all adults with a respectful “Yes Sir”, “Yes Ma’am”, etc. “Yeah” and “Huh?” are unacceptable responses.
- Profane, vulgar, and/or abusive language (such as name-calling) is prohibited.
- The student is not to engage in horseplay to avoid accidental injury, misunderstood intentions, or conflicts. Pushing, shoving, punching, and cutting in line are not allowed.
- Eating and drinking are permitted only in designated areas.
- Fighting will result in disciplinary action. (Exception: self defense)

- The student is to treat the property of the school and others with care. Vandalism and writing on desks, chairs, or walls is not permitted. Property that requires replacement results in higher costs to parents. The offender will reimburse the school.
- Use or possession of drugs, including alcohol and tobacco, is prohibited.
- Although the male/female attraction is understandable, kissing, hugging, holding hands, holding one another and other public displays of affection are not permitted at school. During school functions, the student is to exercise self-control and demonstrate Biblical love for others by acts of selflessness.
- The following items are prohibited on campus or at any PSA function including field or class trips, sporting events, fund raisers, etc: chemical substances, firearms, knives, any weapons, skateboards or any other items deemed inappropriate by the administration.

PHILOSOPHY AND GUIDING PRINCIPLES FOR DISCIPLINE

The goal of all instruction at PSA is love. We seek to teach students to love God and obey Him out of that love. It is our aim to see PSA students learn to love others with the selflessness of Christ.

PHILOSOPHY

Discipline is inseparably linked with the process of discipleship. The goal of PSA disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The approach to this goal will be based upon Scriptural principles and will involve a three-step model:

1. Instruction of God's commands and right ways of thinking and behaving

2. Warning concerning natural and parent/teacher imposed consequences
3. Correction of misbehavior

PSA will endeavor to teach what is right and pleasing while keeping correction appropriate and minimal. We will act out of love that seeks the best for the student rather than anger, which seeks only retribution. Teaching students to conduct themselves in a loving and responsible manner is a lasting value and will be considered the highest priority at PSA. (Galatians 6:1-2)

BIBLICAL GUIDELINES FOR STUDENT CONDUCT

Respect Authority
"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." (Romans 13:14)

Respect and Esteem
"Consider one another as better than ourselves." (Philippians 2:3)

Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

Be an Example:
"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." (I Timothy 4:12)

Seek Excellence:
"I can do everything through Christ who gives me strength." (Philippians 4:13)

Be Honest
"Providing for honest things not only in the sight of the Lord, but also in the sight of man." (II Corinthians 8:21)

Be Truthful
"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." (Ephesians 4:25)

Practice Clean Speech
"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." (Ephesians 4:32)

Reflect Jesus:
"Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things." (Philippians 4:8)

STUDENT BEHAVIOR

Discipline is an absolute necessity for any successful organized group. At PSA, the emphasis is on the development of self-discipline and self-direction toward socially desirable ends. External measures will be used only when there is evidence that a student's internal controls fail and his actions fail to comply with school policies and regulations.

CORPORAL CORRECTION

HUMAN DIGNITY/HARASSMENT

PSA intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

- All students are expected to conduct themselves with respect for the dignity of all others.

- We do not condone or allow harassment of others by teachers, administration, support staff, students, or other persons present in our facilities.

- Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment. These actions will not be tolerated!

- Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.

- Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or Head of School.

- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.

- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

Steps for handling charges of sexual harassment:

The harassment will be reported to the proper authorities and brought before the Dean of Education and or Board of Directors. Subsequent action by the Dean of Education and or Board of Directors will be determined by the outcome of the evidence obtained. If a student is found guilty of sexual harassment, they will be expelled from PSA and will not be allowed to return.

JURISDICTION

PSA has jurisdiction for discipline purposes over its students from the time of arrival from home until departure at the close of the school day. Misconduct during this time becomes a matter of school discipline. Policies and regulations of this school governing the discipline of students apply to all school sponsored activities on and off the school campus.

STEPS IN DISCIPLINE

Listed below are various offenses, grouped by seriousness as well as penalty, including length of detention. If a student is to serve a detention at least one day's prior notice will be given to the student, and the parents will be notified. An excessive number of detentions (5) will result in Saturday class.

The following steps are in general order of seriousness and are typically followed in this order, depending on the offense:

- Counseling, praying with, and warning students regarding their actions and attitudes • Means of correction shall be in keeping with the offense. Detention after school is permitted, but parents shall be given a day's notice.
- Communication with parents by telephone or in writing after first offense • Student referred to the Head of School for corrective action and parent conference
- Saturday class

- Suspension
- Expulsion
- Probation – student may be put on probation after being referred to office 3 times.

ELEMENTARY SCHOOL BEHAVIOR MANAGEMENT PROGRAM

Behavior Management Program is to clearly define to students and parents how student behavior will be handled in the elementary classrooms. The program has built-in rewards and consequences. This is an objective and consistent program that has slight variations at different grade levels allowing for what is appropriate for that age group.

CONSEQUENCES

For each infraction pulled that day, the student will have a "time-out", missing time from recess or socializing time at lunch. Teachers will counsel the students concerning what they need to improve. The teacher will contact the parent verbally, by telephone, by a note, or by a PTC slip in the older elementary grades.

STEPS OF DISCIPLINE FOR GRADES 1 THRU 5

Steps will be taken so that there is consistency between classroom and administrative discipline. Administration will step in after the teacher has implemented their classroom discipline. When a discipline form is sent home, the student is required to have the parent sign and return the form the following day.

At any time the offense is serious enough standard steps may be altered. At the Administrator's discretion, conduct probation may be established at any time. If unacceptable conduct is persistent or serious enough, suspension or expulsion can occur. See excessive/persistent behavior-conduct section.

LEVEL I OFFENSES FOR GRADES 6-12

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. These steps are to be used after the teacher has implemented their classroom discipline. Please note that when discipline reports are sent home, the student is required to return the form the next day, signed by the parent. For these offenses, punishment may include a warning, clean-up duty, or detention for the 1st offense.

- Talking in class without permission
- Eating and drinking during class
- Note passing during class
- Littering the building and campus (the use of the word "campus" throughout also refers to the location of any school-sponsored function)
- Violation of the dress code
- Going to or through off-limit areas without permission of the teacher
- Personal grooming during class (including make-up application and hair brushing)

- Being unprepared for class (without books, paper, pencil, homework)
- Causing a distraction in class
- Horseplay
- Failing to return anything without a parent's signature the day after it is issued
- Failing to do homework assignments

LEVEL II OFFENSES FOR GRADES 6-12

Because the incidents listed below are more serious, the discipline will range from detention, Saturday class to suspension for 1st offense.

- Public display of affection
- Improper behavior toward other students
- Unedifying speech/profanity
- Possession of prohibited items on campus (see #12 under Conduct Expectations) except for items listed under Level IV and Level V offenses
- Disrespect to faculty/staff
- Tampering with, destruction of, or harm to other's property (Full payment for restitution will be required.)
- Inappropriate attitude
- Misconduct toward a substitute teacher
- Mocking or making fun of other students or a teacher
- Gossip/slander – depending on subject matter
- Classroom behavior that is inappropriate or unruly
- Out of designated area (e.g. behind building, parking lot, playground)
- Unauthorized absence from a detention

LEVEL III OFFENSES FOR GRADES 6-12

Because the incidents listed below are more serious yet, the student will be suspended from 1 – 3 days. Students will turn in work the day they return.

- Direct disobedience (defiance toward a teacher or school official)
- Cheating, first offense
- Lying, first offense
- Any type of bullying (verbal or physical)
- Negligent driving (speeding or lack of vehicle control) on campus
- Skipping class (Truancy)
- Forgery, first offense
- Impure speech or gestures (swearing or vulgar language)
- Vandalism
- Leaving campus without permission
- Plagiarism
- Harassment (sexual, verbal, or physical) – could go to Level V if brought before the Board of Directors and found guilty

- Slamming door in defiance toward teacher
- Gambling (any type)

LEVEL IV OFFENSES FOR GRADES 7-12

Offenses that may result in an immediate two-day suspension and or expulsion include:

- Cheating, second offense
- Stealing, first offense if not a felony
- Fighting
- Possession and/or use of tobacco on/off campus, first offense
- Lying, second offense
- Tampering with technical equipment/computer
- Forgery second offense
- Any threat – verbal, physical, etc. to a teacher, student, parent or school employee
- Gambling - second offense. Depending on the involvement of student - expulsion
- Sex texting- any type of inappropriate pictures of human body and /or inappropriate written messages

*Excessive suspensions will result in expulsion. More than three suspensions would be determined excessive.

LEVEL V OFFENSES – EXPULSION FOR GRADES 7-12

In rare circumstances, a student may be expelled by the Head of School for reasons of misconduct, attitude, or sustained failure to put forth academic effort. Other offenses that may result in immediate expulsion are as follows:

- Possession of a firearm or weapon on campus
- Possession of illegal substances on or off campus, including drugs and/or alcohol
- Possession and/or use of tobacco on campus, second offense
- Criminal misconduct on or off campus
- Assaulting a faculty or staff member or another student
- Withholding pertinent information during the application process
- Immoral conduct such as fornication and/or homosexual practices, which are contrary to Biblical teaching, on or off campus
- Conviction of a felony act
- Possession or use of prescription medicine without being administered by school nurse or school personnel.
- Excessive/persistent behavior or conduct that is unacceptable.

DETENTION

Detention will be issued for students in grades one and above as a disciplinary option available to teachers to assist students in learning proper conduct. With the direction and approval of the Head of School, teachers will determine the procedures for detention, unless otherwise stated herein. Detention is not to be used for tutoring.

Morning detention may be held on Monday through Thursday beginning at 7:15 am. All detentions must be proctored by a teacher who will determine the assignment during this time. Parents must be notified before a student will be allowed to serve in detention. Detention to be a 30 minute study hall.

The following items will result in an extra detention being issued:

- Arriving late to the detention room
- Not taking the signed detention slip to the detention teacher the day after it is issued
- Talking while in detention
- Sleeping while in detention
- Arriving without writing supplies and/or materials to work on during detention
- Failing to attend a detention, unless excused by Head of School, will result in a Saturday class. See Level II – Unauthorized absence.

PROBATION

A student who is not performing according to the guidelines set forth in the Conduct Expectations portion of this handbook may be placed on conduct probation as a means of discipline by the Head of School. Probation indicates that a student's behavior is so improper that a majority of his teachers recommend probation. Probation is not to exceed 4 ½ weeks. At the end of the probationary period, the student's conduct will be re-evaluated.

A consistently rebellious attitude toward the faculty, school rules and procedures, or a continuously negative attitude and bad influence on other students may result in dismissal from school. A student on probation due to misconduct is ineligible to play in or practice for any extracurricular activities. If the conduct is not corrected, the student will be asked to voluntarily withdraw or be expelled.

A student who is not making sufficient progress academically due to low grades, not turning in homework on time, or obviously working below his ability will be placed on academic probation. A student will be placed on academic probation if he makes at least 2 D's or 1 F in any nine-week grading period. If the grades and work habits are not significantly improved by the end of the next grading period, the student may be asked to voluntarily withdraw or be expelled. It is hoped that probation is sufficient notice to the student and his parents that a serious problem exists requiring correction.

When all disciplinary actions taken by the teacher are ineffective, with documentation the student may be considered for probation. Probation gives the student time to improve to a satisfactory level.

1. The Head of School must complete a Probation Form.

- If the Head of School determines that probation is required, a conference will be held with the student and parent/guardian to explain what improvements in behavior are necessary and to outline the terms of the probation.
- If the notification to the parent is verbal, it should immediately be followed by written notification.
- Disciplinary probation extends through the end of the nine weeks in which it occurs but not longer than 4½ weeks.
- While on probation, a student will be excluded from school-sponsored extra-curricular activities and all positions of trust and responsibility.
- Weekly progress reports on the students in grades K-12 will be issued by the teacher. Copies of progress reports will be sent to the parents.
- At the end of the probationary period, a conference will be held. All decisions will be issued orally and in writing.
  - The decision of the Head of School with regard to probation is final.
- Any student who is on disciplinary probation for twelve weeks in one year is subject to dismissal. He/She may not be readmitted the following year, depending on the decision of the Head of School.

EXCESSIVE/PERSISTENT BEHAVIOR-CONDUCT

If a student incurs excessive or persistent violations of PSA policies, he/she will not be allowed to continue their education at PSA. After a student has been sent to the office for disciplinary reasons for the 4th violation, the student and parent will be notified of the excessive/persistent behavior violations. On the 5th violation, the student will receive a 1 day suspension, plus whatever level discipline the behavior requires. The 6th violation will result in 2-day suspension, plus whatever level discipline the behavior requires. Additional violations may result in the student being expelled or asked to withdraw.

Teachers cannot teach and students cannot learn if students refuse to obey and follow classroom rules and procedures. It is our hope that students will use good judgment, self-discipline, and obedience to the policies of PSA, so that none of these actions must be taken.

SUSPENSION AND EXPULSION

The suspension or expulsion of a student is a very serious matter and must be handled in a way that guarantees due process to the student.

RULES OF PROCEDURE

- Student Notification
  - ♣ A student whose conduct has been such that severe disciplinary action results must be told exactly what the breach of conduct has been. If a specific rule or regulation has been disobeyed, the rule or regulation should be stated prior to suspension or expulsion. If the student denies the allegations against him, he shall be given an opportunity to explain his version of the incident before the suspension or expulsion is effective. The Head of School shall verify the facts.

- Decision to Suspend or Expel

- ❖ The classroom teacher may recommend suspension, but only the Head of School, after determining that suspension is required, may order a student suspended for a period of time not more than 3 days.
- ❖ The recommendation to expel a student shall be made by the Head of School. The decision to expel is the sole responsibility of the Dean of Education.

- Parent Notification

- ❖ In the event that the Chancellor determines there is probable cause that a student should be expelled, the parents must be notified in writing of the exact nature of the offense charged. A written notice of expulsion shall further advise the parents of the opportunity for a hearing. If the parents desire a hearing, they shall so notify the Dean of Education in writing within three days of the decision to expel, and a hearing shall be held as soon as possible, but no more than five (5) days thereafter. While awaiting the hearing, the student will be suspended from school and school activities.

- Emergency Situation

- ❖ In emergency situations when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. The necessary charges should follow.

- Hearing Process

- ❖ <u>For Suspension</u>: The hearing will be before the Head of School. At the hearing, or shortly thereafter, the Head of School will make a decision. If notification to the parent/guardian is verbal, it should immediately be followed by written notification. Copies of all information should be sent to the Chancellor. The decision of the Head of School is final.
- ❖ <u>For Expulsion</u>: The hearing will be before the Chancellor. Their decision will be final.

SPECIAL INFORMATION

Suspension shall last one-half to three days. Students on suspension will not be allowed to participate in any school-related events during suspension. Three suspensions will create grounds for expulsion or being placed on home-schooled distance learning program. It is never the desire to suspend or expel our students. Therefore we have created the home based distant learning and adult education programs to reach our students and to supply other options of success.

- Lunch: Each student will be required to supply their own lunch.

Lack of knowledge of a particular policy provided will not excuse a parent or student from the responsibilities and accountability for failure to obey them.

Child Abuse and Neglect Policy

At Parkerson STEM Academy, we believe that every child is a precious gift from God and deserves to learn, grow, and thrive in a safe and nurturing environment. The safety, protection, and well-being of all students are of the highest importance to our staff and administration.

Our Commitment

Parkerson STEM Academy is committed to maintaining a campus where students are protected from all forms of abuse and neglect. We recognize our moral and legal responsibility to report any suspicion of abuse or neglect to the proper authorities in accordance with state law.

Definition of Child Abuse and Neglect

Child abuse and neglect may include, but are not limited to:

- **Physical Abuse:** Any intentional injury caused by hitting, kicking, shaking, burning, or other physical harm.
- **Emotional Abuse:** Patterns of behavior that harm a child's emotional development or sense of self-worth.
- **Sexual Abuse:** Any inappropriate sexual behavior or contact with a minor.
- **Neglect:** Failure to provide a child with basic needs such as food, shelter, supervision, medical care, or education.

Staff Responsibility

All Parkerson STEM Academy staff members are **mandated reporters.**
If any staff member suspects that a child has been abused or neglected, they are required by law to make an immediate report to the appropriate child protective services or law enforcement agency. Failure to report is a violation of both the law and our school's moral and ethical standards.

Student Safety and Support

Students who report or are suspected victims of abuse or neglect will be treated with respect, compassion, and confidentiality. The school counselor or designated administrator will provide support and ensure that the student is connected to proper resources and assistance.

Parent and Community Partnership

We encourage parents and guardians to work with us to protect all children. If you see or suspect abuse or neglect, please report it immediately. Together, we can maintain a safe, Christ-centered environment for every student.

Parkerson STEM Academy stands firm in our responsibility to protect and advocate for every child entrusted to our care.

Parent and Student Acknowledgment Form

Child Abuse and Neglect Policy

We have read and understand the **Parkerson STEM Academy Child Abuse and Neglect Policy.** We agree to support, uphold, and comply with the policies and procedures described above. We understand the importance of maintaining a safe and nurturing environment for all students and acknowledge our role in partnering with the school to protect every child.

Student Name: _____ Date:_____
Student Signature: _____

Parent/Guardian Name: _____ Date:_____
Parent/Guardian Signature: _____

Parent as Teacher Policy and Procedures

Parkerson Christian STEM Academy *Hybrid Learning Program*

Purpose: This policy outlines the role of parents as teachers in the hybrid learning program at Parkerson STEM Academy. It ensures a structured partnership between the school and parents to support student success, while reinforcing the school's mission to prioritize Christ-centered education and academic excellence.

Policy Statement: At Parkerson STEM Academy, we recognize the vital role parents play in their child's education. In our hybrid learning model, parents serve as co-educators, providing guidance and support at home. However, the school remains the primary resource for academic assistance and spiritual growth. This policy establishes clear guidelines for parents as teachers and provides resources to equip them for success.

Parent Role and Responsibilities:

1. **Support Learning Objectives:**
    - Follow the curriculum provided by the school.
    - Ensure assignments are completed on time and reflect the student's effort.
2. **Encourage Christian Values:**
    - Incorporate biblical principles into daily learning activities.
    - Model Christ-like behavior and encourage prayer and reflection in the learning process.
3. **Facilitate Communication:**
    - Maintain regular communication with teachers regarding academic progress and challenges.
    - Seek assistance from the school when encountering difficulties with the material or student motivation.
4. **Create a Conducive Learning Environment:**
    - Establish a quiet, organized space for learning at home.
    - Minimize distractions and provide necessary materials and resources.

School Responsibilities:

1. **Primary Resource for Students:**
    - Teachers are the first point of contact for academic support, spiritual guidance, and behavioral concerns.
    - The school will provide timely feedback on assignments and progress.
2. **Parental Training and Resources:**
    - Offer mandatory two-hour training sessions for parents at the beginning of each semester.
    - Provide ongoing resources, including instructional guides, online tutorials, and access to school counselors.
3. **Monitoring and Evaluation:**
    - Regularly assess student progress through assignments, tests, and teacher-parent meetings.
    - Ensure accountability for both students and parents in the hybrid learning partnership.

Training Sessions:

1. **Format and Content:**
    - Sessions will be held in-person and virtually for convenience.
    - Topics include:
        - Overview of the curriculum and learning goals.
        - Strategies for effective at-home teaching.
        - Integrating faith into education.
        - Troubleshooting common challenges in hybrid learning.
2. **Attendance Requirement:**
    - Parents must attend at least one training session per semester.
    - Non-attendance may result in limited access to hybrid learning resources.

Procedures:

1. **Enrollment Process:**
    - Parents will sign an agreement acknowledging their role and responsibilities in the hybrid learning program.

2. **Accessing School Resources:**
    - Contact the assigned teacher or academic advisor for help with curriculum-related issues.
    - Use the school's online platform to access lesson plans, training materials, and announcements.
3. **Conflict Resolution:**
    - Address concerns directly with the teacher before escalating to the administration.
    - A resolution meeting may be scheduled if issues persist.

Acknowledgment and Agreement: Parents must sign a commitment form indicating their understanding and acceptance of their role in the hybrid learning program. This form will be kept on file by the school.

Effective Date: *This policy is effective as of Jan 2024 and applies to all hybrid learning activities moving forward.*

Approved By: *Delores Davis Director, Parkerson Christian STEM Academy*

Parent Commitment Form

Parkerson Christian STEM Academy *Hybrid Learning Program*

As a parent/guardian participating in the hybrid learning program at Parkerson Christian STEM Academy, I acknowledge and agree to the following:

1. I understand and accept my role as a co-educator, supporting my child's academic and spiritual growth in alignment with the school's Christian values.
2. I will follow the curriculum guidelines provided by the school and ensure my child completes assignments in a timely manner.
3. I will create a conducive learning environment at home and provide necessary resources for my child's success.
4. I will attend the mandatory two-hour training session each semester to equip myself with the tools and strategies needed to support my child.
5. I acknowledge that the school is the primary resource for academic and spiritual support and will seek assistance from teachers when needed.
6. I commit to maintaining regular communication with teachers and adhering to the procedures outlined in the Parent as Teacher policy.

Acknowledgment and Agreement

By signing below, I confirm that I have read and understood the Parent as Teacher policy and my responsibilities as a parent/guardian in the hybrid learning program. I agree to fulfill these responsibilities to the best of my ability and seek guidance when needed.

Parent/Guardian Name: _____

Student Name: _____

Grade Level: _____

Parent/Guardian Signature: _____

Date: _____

For School Use Only

Received By: _____

Date: _____

Anti-Plagiarism and AI Plagiarism Policy for Research and Essays

Policy Statement: Parkerson STEM Academy is committed to upholding the highest standards of academic integrity. Plagiarism and the misuse of AI tools to generate work are serious violations of our academic policies. This policy outlines the expectations and consequences related to plagiarism and AI plagiarism in research and essays.

Definitions:

1. **Plagiarism:** Plagiarism is the act of using someone else's work, ideas, or expressions without proper acknowledgment. This includes:
    - Copying text, images, or data from the internet, books, articles, or other sources without proper citation.
    - Submitting work that is not your own, including purchased or borrowed essays.
    - Paraphrasing someone else's ideas without giving credit.

2. **AI Plagiarism:** AI plagiarism involves the use of artificial intelligence tools to generate content for academic work, presenting it as original work. This includes:
    - Using AI-generated text or ideas without appropriate attribution.
    - Relying on AI to produce the majority of the content for assignments, by passing the learning process.

Policy Guidelines:

1. **Original Work Requirement:**
    - All submitted work must be the result of the student's own effort and understanding.
    - Proper citation and acknowledgment of all sources are mandatory, following the school's designated citation style (e.g., APA, MLA).

2. **Use of AI Tools:**
    - AI tools may be used for assistance in research, such as summarizing articles or generating ideas. However, the final work must be crafted by the student.
    - Any use of AI tools must be disclosed and appropriately cited.

3. **Educational Support:**

    - The school will provide resources and training on proper research methods, citation practices, and the ethical use of AI tools.

Consequences for Violations:

1. **First Offense:**
    - The student will receive a warning and be required to attend a plagiarism awareness workshop.
    - The assignment will be redone with proper guidance and resubmitted.

2. **Second Offense:**

- The student will receive a zero on the assignment.
- Parents/guardians will be notified, and a meeting with the students parents, and administration will be scheduled.

3. **Third Offense:**
   - The student will face disciplinary action, which may include suspension or other consequences as determined by the administration.
   - The incident will be recorded in the student's academic record.

Appeal Process:

- Students have the right to appeal any plagiarism-related decisions. Appeals must be submitted in writing to the administration within five school days of the decision.

By adhering to this policy, Parkerson STEM Academy ensures a fair, honest, and intellectually stimulating environments for all students. We are committed to fostering academic integrity and the responsible use of technology in education.

Student Name: _____
Grade: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Campus Safety and Security Policy

At Parkerson STEM Academy, the safety and well-being of our students, staff, and families remain our highest priority. As a Christian learning environment, we are committed to maintaining a secure and peaceful campus where students can thrive academically, socially, and spiritually.

To ensure the ongoing safety of our campus community, the following procedures will be in effect immediately:

1. **Daily Metal Detector Screenings**
   All students and visitors will be required to pass through metal detectors each day upon entering campus grounds.
2. **Personal and Belonging Inspections**
   Students must empty their pockets daily. Backpacks, lunch bags, purses, jackets, and socks will be searched for contraband or prohibited items.
3. **Locker Inspections**
   Lockers are the property of Parkerson STEM Academy and may be inspected at any time to ensure compliance with school safety standards.
4. **Prohibited Items and Reporting**
   Any illegal, dangerous, or inappropriate items discovered will be immediately reported to the proper authorities. Disciplinary action will follow in accordance with school policy.
   The following items are strictly prohibited on campus grounds:
   - Vapes or e-cigarettes
   - Drugs, alcohol, or any illegal substances
   - Needles or drug paraphernalia
   - Knives of any kind
   - Guns or any type of firearm (real or replica)
   - Brass knuckles
   - Self-defense prongs or keychain weapons
   - Mace, pepper spray, or any chemical deterrents
   - Explosives, fireworks, or lighters
5. **Substance and Weapon-Free Campus**
   Parkerson STEM Academy is a **gun-free, drug-free, vape-free, smoke-free, and alcohol-free** campus. The possession or use of any such items is strictly prohibited.
6. **Parent Partnership and Responsibility**
   We ask all parents and guardians to partner with us in reinforcing these safety measures. Your cooperation and support help us protect every student and maintain a secure learning environment for all.

Parent and Student Acknowledgment Form

We have read and understand the **Parkerson STEM Academy Campus Safety and Security Policy Addendum.**
We agree to support and comply with all safety procedures and understand that failure to do so may result in disciplinary action in accordance with school policy.

Student Name: _____
Grade: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Conflict of Interest Policy

Parkerson STEM Academy
A Ministry of House of Praise Deliverance Ministries, Inc.

Purpose

The purpose of this policy is to protect the integrity of Parkerson STEM Academy and all ministries under House of Praise Deliverance Ministries, Inc. by ensuring that decisions are made in the best interest of the organization and free from improper personal influence or gain.

Definition of Conflict of Interest

A conflict of interest arises when an individual in a position of authority, influence, or trust has a personal, financial, or relational interest that could interfere with their ability to act in the best interest of the organization.

Conflicts may include, but are not limited to:

- Financial interests in vendors, contracts, or services connected to the organization
- Employment or supervisory relationships involving family members or close associates
- Personal relationships that may influence decision-making
- Acceptance of gifts, favors, or incentives that could affect judgment

Covered Individuals

This policy applies to all:

- Advisory Board members
- Director and administrative leadership
- Chancellor and ministry leadership
- Employees, staff, and volunteers

Disclosure Requirements

All covered individuals are required to:

- Disclose any actual or potential conflict of interest in writing
- Update disclosures as situations change
- Provide full transparency when participating in decisions where a conflict may exist

Procedures for Addressing Conflicts

When a conflict of interest is identified:

1. The individual must immediately disclose the conflict to appropriate leadership or the Advisory Board.

2. The individual shall abstain from discussion, decision-making, and voting on the matter.

3. The remaining decision-makers will evaluate the situation to ensure actions are fair, reasonable, and in the best interest of the organization.

4. All decisions related to the conflict shall be documented in official records or meeting minutes.

Prohibited Actions

- Using one's position for personal gain
- Influencing decisions that result in personal or family benefit
- Failing to disclose a known conflict of interest

Enforcement

Failure to disclose or properly manage a conflict of interest may result in disciplinary action, including removal from position, termination of employment, or other corrective measures as deemed appropriate by leadership.

Acknowledgment

All individuals covered under this policy may be required to sign an acknowledgment form confirming they have read, understand, and agree to comply with this policy.

Conflict of Interest Disclosure Form

Parkerson STEM Academy
A Ministry of House of Praise Deliverance Ministries, Inc.

Individual Information

Name: _____
Position/Title: _____
Department (if applicable): _____
Date: _____

Disclosure Statement

Please disclose any actual, potential, or perceived conflicts of interest that may influence your ability to act in the best interest of Parkerson STEM Academy or any ministry under House of Praise Deliverance Ministries, Inc.

A conflict of interest may include financial interests, family relationships, personal relationships, outside employment, or any situation that could compromise objectivity.

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1. Financial Interests

Do you or an immediate family member have a financial interest in any organization that does business with or seeks to do business with Parkerson STEM Academy?

☐ Yes ☐ No

If yes, please explain:

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2. Family or Personal Relationships

Do you have any family or close personal relationships with individuals employed by or affiliated with the organization that could influence your decision-making?

☐ Yes ☐ No

If yes, please explain:

3. Outside Employment or Affiliations

Are you currently employed by or affiliated with any organization that may present a conflict of interest?

☐ Yes ☐ No

If yes, please explain:

4. Gifts or Benefits

Have you received or do you expect to receive any gifts, favors, or benefits from individuals or organizations that could influence your role?

☐ Yes ☐ No

If yes, please explain:

5. Other Potential Conflicts

Please disclose any other situations that could be perceived as a conflict of interest:

Certification and Acknowledgment

I certify that the information provided above is complete and accurate to the best of my knowledge. I agree to promptly disclose any future conflicts of interest that may arise and to comply with the Conflict of Interest Policy of Parkerson STEM Academy and House of Praise Deliverance Ministries, Inc.

Signature: _____
Printed Name: _____
Date: _____

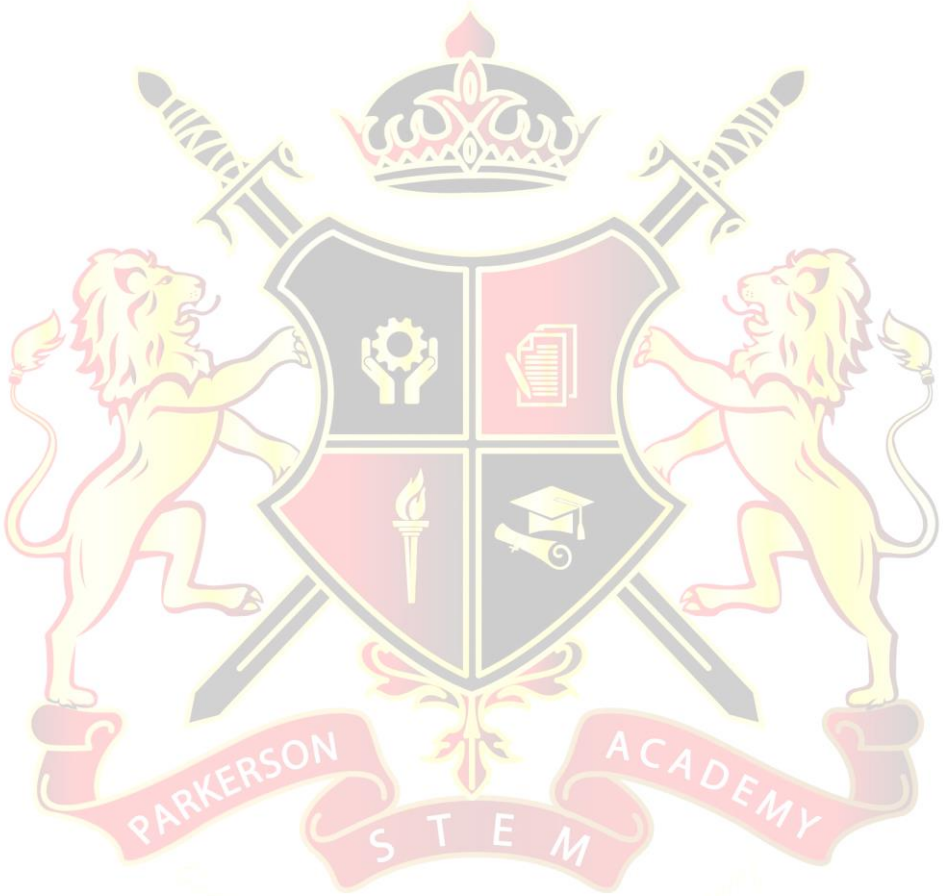
For Administrative Use Only

Reviewed By: _____
Date Reviewed: _____

Action Taken (if applicable):
☐ No Conflict
☐ Conflict Noted – No Action Required
☐ Conflict Managed (explain below)
☐ Further Review Required

Comments:

During the course of the school year, the Family Handbook may change or be amended.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