

# Parkhill Christian Academy



## Parent and Student Handbook



## *Introduction to Parkhill Christian Academy*

Parents and students:

We welcome you to another step in your journey of Christian education. We are honored that you have chosen to enroll your child in our academy.

It is our sincere hope that this handbook will give you valuable information about who we are and what Parkhill Christian Academy represents. Should you have any questions after reading this manual, please feel free to contact us, and we will be happy to meet with you. The academy's telephone number is (719) 544-6174.

Sincerely,

Douglas Cox  
Parkhill Christian Academy Principal

## **PARKHILL CHRISTIAN ACADEMY PLEDGES**

### **Pledge of Allegiance:**

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 Bible:**

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

### **Pledge to the Christian Flag:**

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

## History

Parkhill Baptist Church has served members of the Pueblo community for over 100 years. Parkhill Christian Academy was founded in the fall of 1975 as a ministry of Parkhill Baptist Church. Both the church and the academy began operating on the east side of Pueblo, which is considered to be an impoverished area. In 2003, both the church and the academy relocated to the newly developed Eagleridge area of Pueblo. The current address is 4235 Parkhill Place, Pueblo, Colorado, 81008.

The academy initially taught K-12th grades. Currently, the academy teaches students enrolled in grades K-9. Several deciding factors led to the closure of the high school. Parkhill Christian Academy is a private, not for profit institution and as such is not eligible for Colorado state funding opportunities that the public schools receive. In 2009, the Colorado Legislature created the opportunity for high school students to take college courses on a tuition free basis while receiving both high school and college credits for these courses. The same opportunity was and is not available to private Christian schools. This resulted in declining enrollment which led Parkhill Christian Academy to close the high school.

In addition to the academics, the academy is involved in a continuous school improvement plan that will enhance both the athletic and social offerings. To achieve this goal, an 11-acre campus facility is currently being planned.

## FREQUENTLY ASKED QUESTIONS

### What are Parkhill Christian Academy's days and hours of operation?

Classes begin in August and conclude in May of each academic year. A calendar that includes days of operation and holidays for the current academic year can be found on the academy's website at [parkhillpueblo.com/academy](http://parkhillpueblo.com/academy).

Currently, the academy teaches classes Monday through Thursday. Classes begin at 8:00 am and end at 3:30 pm. **There are no classes on Friday.** The school office is open Monday through Thursday from 8:00 am to 3:45pm for all those who need to access the administration.

### Is there extended care available for students whose parents work earlier than 8:00am and/or later than 3:30pm?

Doors are opened at 7:30am for families who are in need of an early student drop off. All students are to enter the academy through the gymnasium doors where there is staff available to provide supervision.

For an additional fee, parents can arrange with the academy for after school student care until 5:00pm. Information regarding after school care can be obtained in the office.

### **How are parents notified of academy delays, closures, or early releases in the event of bad weather?**

The decision to close the academy or to delay the start of classes is made by 6:00 a.m. Information about the delayed opening or closure of the academy due to bad weather or building malfunction (air conditioning, heating, lighting, etc.) will be posted on Parkhill Christian Academy's digital portal. The principal or designee will also post the delay or school closure on KKTV channel 11.

If bad weather or a building malfunction develops during the day, the academy will remain open unless it is deemed unsafe. Every reasonable effort will be made to contact parents via the academy's digital portal and a text message using the number that the parent has given the academy office. Parents may pick up their children early, but must visit the designated release location to take the student from the academy.

### **Is there a dress code for students at the academy?**

PCA requires a modified dress code for all students. A black, white, or green polo shirt with the academy logo is required. Students may wear the pants of their choice provided they are not sweatpants, pegged cargo pants or of the ripped style fashion. The academy logo is the only logo allowed to be displayed on clothing worn to the academy.

### **Does the academy offer sports programs in which the student may participate?**

The academy offers both interscholastic volleyball and basketball for 6th through 9th grade students. Both volleyball and basketball for 4th through 8th grade student athletes is available at the local YMCA utilizing the academy staff members as coaches.

## **ADMISSION TO PARKHILL CHRISTIAN ACADEMY**

### **New Students**

Admission to Parkhill Christian Academy is dependent on previous academic and behavioral information obtained by the academy, and willingness of parents and students to comply with the academy standards of conduct. The process for admission to the academy is as follows. Families of new student applicants are required to complete and submit an academy registration form to the academy office. Once the academy receives the completed registration document, and the academy has received the completed registration form, academic transcripts from previously attended schools, the principal or appointed designee will notify the family of the student status via an email. Accepted applicants and their families will be contacted by the academy to schedule a meeting with academy administrators.

## Digital Portal

Families whose students are admitted to Parkhill Christian Academy will be given information and instructions to gain access to the academy's digital portal. The portal is used as a communication tool between teachers and parents regarding their student's status and progress. Homework assignments are posted on the portal in order for the parents to make sure that the next day's assignments are completed. It is also a conduit for the academy to send information regarding school closures, upcoming events, calendar schedules and changes to the calendar.

## Continuing Students

During March of each academic year, families of currently enrolled students will receive an email regarding registration and the deadline to apply for the coming year. Consideration of re-enrollment in the academy is based upon the student's financial, behavioral and academic standing. If that student is confirmed to be in good standing, a registration form and re-enrollment fee received by the deadline will guarantee a space at the academy in the coming academic year for that student.

## Academic Assessment

Parkhill Christian Academy administers the Wide Range Assessment Tool, WRAT, to new student applicants. The Wide Range Achievement Test Fifth Edition (WRAT5™) provides an accurate and easy-to-administer way to assess and monitor the reading, spelling, and math skills.

## Health Forms

All new and continuing students are required to submit a health form completed by their physician for each academic year in which the student is enrolled at the academy. Students wanting to participate in any sports program sponsored by the academy must also submit an annual sports physical examination form completed by a physician within the past 12 months.

## Academy age requirements for student enrollment in Kindergarten and First Grades

New and continuing students who are enrolling in kindergarten (kindergarten entry is **five years old**), and first grade (children registering for 1st grade must be **6 years old on or before** August 1st).

## Parkhill Christian Academy Tuition

Tuition at PCA is \$4,000 for the AY (academic year) 2022-23. There are two scholarship funds that may be accessed to those for financial aid. Lunch costs are an additional \$3.50 per day and

sack lunches are welcome. Interscholastic athletic teams, depending upon the sport, may require an additional fee of \$150.00.

## **OUR PHILOSOPHY**

PCA believes that the world needs problem solvers. We believe in a biblical worldview that recognizes God as our creator and ruler of His world. Through the use of integrated curriculum that is imbedded with spiritual truth, Parkhill students are mentored to develop a personal relationship with Christ. Students who complete their study in Parkhill Christian Academy demonstrate a high level of performance through a balanced life of personal goals, spiritual maturity, and career achievements. In addition, academy student will master basic academic knowledge that will enable them to effectively communicate and apply their beliefs and academic knowledge. Therefore, every student will learn to employ logical processes for evaluation through assessment, computation, and outcome-based conclusions. This will be accomplished through rigorous application of mathematics and scientific problem-solving principles.

## **OUR MISSION**

The mission of Parkhill Christian Academy is to equip our students to be academically prepared Christian servant leaders and exemplary citizens in their communities. We partner with our students' families to support excellence in the spiritual, academic, physical, and social growth of our students.

## **OUR VISION**

The vision of Parkhill Christian Academy is that every student be academically and spiritually prepared to excel in their future endeavors. Toward this end, we are seeking accreditation for the academy. We envision that every student will see Christ as the center of all that we do at the academy, and that our students will become prepared to share this vision with the world.

## **OUR CORE VALUES**

Education is more than books. We embrace training individuals to become mature Christ followers in a decidedly secular world. The academy exemplifies these core values through the leadership of administrators, faculty, and staff in the display of their lives as role models.

### **1. Honor Jesus in Everything We Do**

The foundation for all academy programs and decisions is the Bible. We value faith that is based on a personal, intimate, and authentic relationship with Jesus Christ. We will not compromise Christian values established on the authority of the Bible and reflected in the life and teachings of Christ. Therefore, our highest ideal is to honor Jesus Christ in all our decisions and actions.

*Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment." —Matthew 22:37, 38*

## **2. Students First**

Every decision at the academy is governed by three criteria: does it honor God, does it complement biblical parenting principles, and does it enhance the student's life. The academy exists to fulfill the mission of developing highly productive Christian young people.

## **3. Integrity in Academics**

Integrity in academics demands more than a practice of honesty in study and assessment. It requires an unwavering commitment from teachers to be creative, informed, skilled and excellent in the presentation of academic knowledge. The academy is committed to hiring and developing such highly skilled teachers.

## **4. Build Our Vision on a Solid Business Foundation**

We have built our academy and continue to manage our resources on a solid business foundation with Godly stewardship. We seek value in every financial decision; we are very careful not to waste while still assuring provision of the best resources for the job at hand.

### **OUR EXPECTED STUDENT OUTCOMES**

Parkhill Christian Academy currently offers K-9th grade instruction. Below is a description of the expected student outcomes that each Parkhill Christian Academy student should achieve by the time he/she completes the 9th grade at the academy.

Parkhill Christian Academy instructors incorporate evangelism and discipleship throughout the curriculum. The academy seeks to lead all students to the saving knowledge and acceptance of Jesus Christ as Lord and Savior and helps to equip believers to grow in Him. The academy focuses on application of Biblical knowledge in the lives of our students.

*"Train a child in the way he should go, and when he is old he will not turn from it."- Proverbs 22:6*

#### **A. Spiritual Outcome Expectations**

1. Each student will understand the importance of missions and will recognize that: a) one can be a missionary anywhere God places them and b) they can be used as a disciple of Jesus Christ.
2. Each student will be able to apply a biblical worldview to all aspects of their life.



3. The student will honor and respect the Bible as God’s authoritative word.

### **B. Academic Outcome Expectations**

1. The student will display good study habits and research skills that will enable them to exercise critical thinking when interacting in society. This will be accomplished by accurate completion of review questions provided in each subject specific section of material. This directs the student to compare and cross analyze differences of philosophy and culture.
2. The student will demonstrate an overall understanding of subject matter by meeting or exceeding the national median percentile rank for academic standards.

## **GENERAL POLICY INFORMATION**

### **New Student and Parent Orientation**

The academy’s administration believes that new enrolling families to the academy may have different questions and need of information than continuing families. Therefore, prior to the beginning of each academic year, academy administrators host a separate orientation for new students and parents. During this orientation, academy rules and policies are reviewed in more detail, and students as well as parents are given the opportunity to pose questions that are pertinent to their students and to them.

### **Back to School Night**

The academy administrators and teachers host a Back to School Night each year prior to the first week of school. All enrolled students and their parents are invited to participate in this event and are notified in advance of the date and time of the Back to School Night. Students and their parents are given the current Parkhill Christian Academy Student and Parent Handbook, are introduced to the teachers, and are informed of policies that are in effect and are given time to locate their child’s classroom and to meet with teachers.

### **Parkhill Christian Academy Academic Year Calendar**

In advance of each academic year, administrators, administrative assistants, teachers, and athletic planners meet and coordinate faculty meetings, academic events, field trips, sporting events and other activities to ensure that there is no conflict with other activities and/or scheduled church functions. Once finalized and approved, this calendar becomes the Academy’s Official Calendar and is posted on the digital portal.

## **Parkhill Christian Academy Classroom Celebrations**

Parkhill Christian Academy administration recognizes the importance of celebrating milestones in a student's life, but also recognizes that teachers have a limited amount of time each day to ensure that their students have a good grasp of the subject material that is presented in the classroom. To accomplish both priorities, students will be recognized at lunch not during class time.

## **Parking Lot Protocol**

Student safety is a priority at the academy. Student drop off and pick up is an instance when student safety must be a shared priority for students, parents and academy personnel. Academy personnel set out designated traffic cones in the parking lot to regulate traffic flow each day that classes are in session. Teachers supervise student pick up and instruct students to wait in designated pick-up areas for their transportation to arrive. They are not to roam in the parking lot looking for their transportation during peak traffic times.

## **Visitors to the Academy**

Parents, guardians, and all visitors are required to check in at the academy office before proceeding further into the building. Signs stating, "Visitors are to check in at the office first before visiting our church or academy" are posted at all entrances. Unknown visitors may be required to produce proper identification upon request. Visitors having a lawful reason for being on the premises do not have unfettered access to all areas of the academy and/or the church.

## **Volunteers**

Volunteers are an important part of the academy and are treated with the same respect as teachers and staff. All volunteers are to complete an orientation which includes a background check and agree to the possibility of random drug testing before they are approved to assist at the academy. All volunteers are assigned a direct supervisor with whom they work.

Volunteers may be assigned to serve as a support to the teachers in the classroom or to help with extracurricular activities including academy field trips and athletic events. At no time is a volunteer to be alone with any student.

## **ATTENDANCE**

By enrolling a student at Parkhill Christian Academy, parents have demonstrated their commitment and support to high quality standards for their child's education. Attendance is a very important piece in the caliber of education that each student receives. Academy administrators recognize that events occur in a family that result in a student's non-attendance.

Therefore, the following is to be used as a guide to families of enrolled students regarding absences.

### **Excused Absences**

The academy defines the reasons for excused absences to be due to the student's illness, the time the student needs to attend a scheduled medical appointment, a death in the family, and weather conditions affecting the parent's decision to drive a student to the academy. It is very important that the parent communicates the reason for the absence to the academy office on the morning of the absence. If the office staff is unaware of the reason for the absence, a notification will be sent to the parent via the portal that their student is not in attendance. In the event that the academy closes due to unsafe conditions or inclement weather, the student's absence will be considered to be excused. Students who have missed a class or classes for the above reasons will be allowed to make up any homework issued during their absence.

### **Unexcused Absences**

Unexcused absences occur when none of the above criteria for absence has been met. Examples include but are not limited to absence due to family vacations and outings. Students are not allowed to make up homework assignments issued during an unexcused absence which will impact the student's grades.

### **Chronic Absenteeism**

The Colorado Department of Education defines chronic absenteeism as missing ten percent or more of a school year. Ten percent equates to an average of two days per month of the academic year. If a student is beginning to develop signs of chronic absenteeism, the student and parents will attend a meeting with academy administrators to discuss the pattern and to decide whether the child is best suited to attend the academy.

### **Tardies**

Students who arrive late to classes not only affect their learning process, but also have direct effect on the teacher and other students as the tardy students disrupt the teaching process while entering the classroom and getting ready for the class that is already underway. Students who arrive late to school must be accompanied by a parent to the academy's office to explain the tardiness, to sign in and to get a tardy slip before they report to their class. The student is required to give the tardy slip to the teacher on entering the classroom. Students arriving late without a tardy slip will be escorted to the office to sign in and to get a tardy slip. In this instance, the office staff will contact the parent to report the tardy. If a student is beginning to develop signs of chronic tardiness, the student and parents will attend a meeting with academy administrators to discuss the pattern and to decide whether the child is best suited to attend the academy.

## Early Dismissal

On rare occasions a student may be required to leave the academy before the scheduled end of the day. In this instance, the parent is required to contact the academy office to notify them in advance of the early dismissal and also to contact the affected teacher via the portal. In the event of an occasional early dismissal, the student will be able to make up the work assignments but is responsible for coordinating this with their teacher.

## ACADEMIC INFORMATION

### Current Curriculum Used at the Academy

Parkhill Christian Academy currently uses an eclectic curriculum with the Bob Jones Press teaching materials being the base for instruction. Each teacher has a set of daily instructional objectives to teach. They have the flexibility to add additional instructional aides that complement students learning styles. The current implementation of curriculum mapping in addition to daily lesson plans ensures that the teacher is accomplishing the curriculum expectations.

### Academy Accreditation

Parkhill Christian Academy has been working diligently during the past two years to become an accredited member of Accrediting Christian Schools Internationally (ACSI). ACSI has approximately 25,000 accredited member schools throughout the world.

### Academic Grading Scale

Parkhill Christian Academy calculates grades based upon the scale listed below.

A	=	4 points	Excellent understanding of subject matter	90-100%
B	=	3 points	Above average understanding of subject matter	80- 89%
C	=	2 points	Average understanding of the subject matter	70- 79%
D	=	1 point	Below average understanding of the subject matter	60- 69%
F	=	0 point	Failure to understand subject matter	< 60%

### Parkhill Christian Academy Honor Rolls

Students demonstrating an above average or excellent understanding of the curriculum materials have an opportunity to receive Parkhill Christian Academy Honor Roll Status. This is calculated and awarded to students at the end of the Fall and Spring semesters. The levels of honor roll are listed below.

Principal's Honor Roll: 4.0 Grade Point Average for 2 Academic Quarters

Charger Honor Roll: 3.5-3.9 Grade Point Average for 2 Academic Quarters

### **Tutoring**

Students who wish to improve their understanding of subject matter presented in the classroom may arrange for group tutoring sessions with their classroom instructors, depending on the instructor's schedule. Volunteers who are proficient in the subject matter taught by the instructor may, depending on their individual schedules, also provide tutoring to students in a public area of the academy during school hours.

### **Student Report Cards**

Grade reports are given four times an academic year. Quarterly reports are given at the end of each quarter, and semester grade reports are given at the end of the second and fourth semesters.

### **Standardized Testing**

Other tests that may be administered at various stages to targeted grades throughout the year include the DIBELS 8th Edition. This is a series of measures that can be used for screening, benchmark assessment, and monitoring the progress of academy students enrolled in kindergarten to the eighth-grade levels. DIBELS 8th Edition provides standards for teachers to use in gauging the progress of all students.

## **CONDUCT AND DISCIPLINE**

### **Vehicle Violations**

Vehicle violations refer to drivers who do not follow academy campus protocols when dropping off and/or picking up students during a school day or for sporting events at the academy campus. As mentioned earlier, student safety is paramount and requires diligence and cooperation of academy staff, parents and students. Repeated violations, which may place the safety of students at risk, will result in a meeting with the driver and academy administration to determine whether the student's continued enrollment and participation at the academy is in the best interest of the student and the academy.

### **Use of Office Phones and/or Personal Cell Phones**

The academy administrators recognize that on a rare occasion, a student may need to briefly speak with his/her parent to relay important information. In these isolated instances, the student is to make such a call using the office phone during non-classroom times such as between classes and lunch time. The student must first request and receive approval to use an office phone from an administrator and must use the phone in the presence of staff.

If brought to the academy, student cellphones are to remain in the student's lockers and are to be used only after school hours. Any student using a cell phone to email, text or call another

party during academy hours of operation will have their cell phone confiscated and taken to the office. The student and their parent will then need to come to the office in order that the cell phone be returned to the parent.

### **Locker Searches**

Administrators and staff believe that possessions in a student's locker are their personal property for which they are responsible. However, the academy reserves the right to search a locker if there is probable cause to believe that contraband is being stored in a student's locker. Contraband includes but is not limited to weapons of any type, drugs and/or alcohol or items stolen from another student or staff member. Such instances compromise the safety of students and may constitute a crime at which point law enforcement will be called and the parents will be notified.

### **Threats and Bullying**

The safety, respect and well-being of every academy student, administrator, teacher and staff member is paramount. Reported bullying or threats made to any student, administrator or staff member will be investigated; and, if found to have merit, will be reported to law enforcement. Any student, teacher or staff member found to be involved in making threats or bullying another person will be terminated from the academy.

### **Plagiarism and Cheating**

Plagiarism is defined as copying another person's work and taking credit for it as if it were their own (common knowledge). Plagiarism is dishonest and falls into the category of cheating. If a teacher or another staff member at the academy discovers that student has plagiarized an assignment, a teacher will meet with and educate the student about the severity of plagiarism and the possible consequences including receiving a failing grade on the assignment; and, if it continues, possible suspension or expulsion from the academy.

Cheating involves unauthorized use of information, materials, devices, sources or practices in completing academic activities. For example, copying information from another student during an exam that should be completed individually is an unauthorized practice, and, therefore, is considered cheating. <https://www.niu.edu>

The academy considers cheating to be a serious offense. Students found to be cheating will receive a failing grade on the test or assignment, will be called to meet with the witnessing teacher and the student's parent. Continued instances of cheating may result in suspension or expulsion from the academy.

## **Personal Appearance Including Hair Code**

Parkhill Christian Academy requires a dress code for all students. A black, white, or green polo shirt with the academy logo is required. Students may wear properly fitting pants of their choice provided they are not sweatpants, jeggings, pegged cargo pants or of the ripped style fashion.

Hair is not to be unruly or unkept. Hair color is to be a natural color. Mohawks, shaved logos, mullets, rat tails or top knots are not allowed to be worn at the academy. Students arriving out of dress code or with inappropriate hair will be required to contact their parents and will be dismissed from the academy until such time as the student returns in appropriate attire. If unacceptable appearance continues, administrators will convene a meeting with the student and their parents to determine whether continued enrollment at the academy is good for the academy and the student.

## **Disciplinary Penalties**

Disciplinary penalties are assessed for two purposes: one, to bring the student's thinking pattern back into harmony with Bible teaching and academy rules; and two, to teach the concept of consequences.

Penalties most commonly deal with a loss caused by the violation. In academics, a violation results in a loss of grade; in behavior, it results in loss of privileges; and, in the case of multiple offenses it can result in the loss of privilege to attend the academy. The appropriate response to a disciplinary situation depends on the age of the student. The administration will always inform the parent and invite them to be part of the disciplinary decision.

## **Custody Arrangements**

Parkhill Christian Academy does not recognize custody arrangements as binding unless court ordered documents are present. When a bonafide copy of the court ordered documents is presented to the academy, administration will adhere strictly to the court instructions.

### Notice of Nondiscriminatory Policy Respective to Students

The Parkhill Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Parkhill Christian Academy is exempt under the Americans with Disabilities Act where it applies to student admission because the school does not receive direct federal funding.

<https://www.acsi.org/resources/cse/cse-magazine/nondiscrimination-notice-173>

I, \_\_\_\_\_, current student at Parkhill Christian Academy, with my signature on the line below agree that I have read, understand, and agree to follow the rules set forth in this handbook.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

I, parent of \_\_\_\_\_ with my signature below indicate that I have read, understood and agree to follow the information listed in this manual. I also recognize that this is not a comprehensive list of all the rules and regulations of Parkhill Christian Academy, but I understand that I will be informed of additions or changes to this manual that affect my family including the child who is currently enrolled at the academy.

Signed \_\_\_\_\_

Dated \_\_\_\_\_