

2019/2020

Parkhill Christian Academy  
Student Handbook



Parkhill Christian  
Academy 2019/2020

PARKHILL CHRISTIAN ACADEMY  
STUDENT HANDBOOK  
Table of Contents

General Information	1
Foundational Statements	2
School Personnel	3
Admissions	3
Academic Standards	3
Attendance Policies	5
Dress Code	6
Extracurricular Activities	8
School Policies	12
Statement of Cooperation	13

## Philosophy

We count it a privilege to have your child at Parkhill Christian Academy. Our desire is to be an extension of the home and to develop positive spiritual qualities within your child while providing a strong education.

We are glad that you have chosen us to help you fulfill the role of every parent as stated in *Proverbs 22:6 (KJV): "Train up a child in the way he should go: and when he is old, he will not depart from it."* Realizing the importance of our role, we will endeavor to work with you in a spirit of mutual trust and cooperation to ensure the spiritual, academic, social, and physical growth of your child.

**We ask both parent and student to read this handbook carefully and discuss its contents. We want you to understand what Parkhill Christian Academy offers and expects.**

## General Information

**Phone** (719) 544-6174

**History** The pastor, Deacons, and church members of Parkhill Baptist Church founded Parkhill Christian Academy in the fall of 1975.

**School Facts** The Charger is the school mascot.  
The school colors are green, black and white.

**Campus Hours** School begins each day at 8:00 A.M. and concludes Monday through Thursday at 3:00 P.M. and Friday at 12:00 P.M. Students are not monitored on campus prior to 7:30 A.M, nor after 3:30 P.M, and are to vacate the property unless they are directly supervised by a Parkhill staff member. The school is not responsible for students who are on campus outside of these stated hours.

**After-school** Care is available for students at an additional cost. Once students have been dropped off at our campus, they are not allowed to leave campus during the school day unless a parent or guardian has signed them out in the school office.

**Chapel** Weekly Chapel attendance is required for all students.

**Curricular** PCA offers curriculum from a Biblical world-view from kindergarten through 10th grade.

## Core Values

**Faith:** We believe in God's Word, and in the sufficiency of what He has provided for salvation and for living the Christian life.

**Family:** We facilitate the biblical relationships of home and church.

**Faculty:** We expect that each staff member is a maturing believer with a growing grasp of God's Word.

**Future:** We help prepare students for their heavenly hope as well as for their earthly vocations.

## **School Personnel**

PCA is a ministry of Parkhill Baptist Church. The pastor, as the leader of all church ministries, is the superintendent of the school, and the church deacons, in turn, the school board. The Pastor is the chief administrator and is not an independent agent; he/she is accountable to the stake holders to organize the program and oversee the school's day-to-day activities in a manner that aligns with our foundational statements and that ultimately helps students make progress on our school-wide goals. The teacher works directly under the supervision of the principal and administration.

**The teacher** is responsible to effectively communicate and biblically integrate the subject matter of the class. The teacher is to serve as a model of Christ-like living, teach good citizenship and respect for our American heritage. The teacher will maintain effective classroom discipline in accordance with the philosophy of Parkhill Christian Academy. A teacher is one who communicates truth to learners; therefore, teachers in a Christian school must personally know the truth and live the truth so that they can honestly present the truth to students. God uses the examples of teachers and parents as a living curriculum in the lives of students.

## **Admissions**

Admissions packets are available in the school office.

**NON-DISCRIMINATION POLICY:** Parkhill Christian Academy admits students of any race or ethnic origin, and offers to them all rights, privileges, responsibilities, programs, and activities generally accorded to or made available to students at the school, provided such meet our academic entrance requirements, are aligned with our school philosophy, and agree to abide by all policies of the school. The school does not discriminate on the basis of race or ethnic origin in administration of its educational policies, admissions policies, athletic programs or other school-administered programs.

## **Academic Standards/Homework/Class Assignments**

Assignments in each grade become more demanding every year. Students can expect a certain amount of homework/assignments on a regular basis, and they are expected to complete all work by the assigned due date. Parents are encouraged to share in the responsibility of seeing that this work is completed and may monitor their student's grades using a school-provided account on Teacherease.com. In the event that a student's homework or class assignment is late or not completed, ten percent may be deducted each school day the work is overdue. Additionally, no credit will be given for late work in some cases. No credit will be given for work more than five school days past due or work received after the final day of a grading period. Poor performance in this area will affect a student's grade and may warrant disciplinary actions.

## **Honor Roll**

1. Principal's Honor Roll: 3.60 - 4.00 GPA (or higher)
2. Honor Roll: 3.20 – 3.59 GPA

## **Valedictorian / Salutatorian Requirements**

- Must complete all state required courses for graduation.
- Must attend PCA from the 9th—12th grade.
- In the event of a tie, community involvement and their college SAT scores, may be determining factors.

## **Incomplete Grades**

An incomplete grade, or "I", may be given for attendance, financial, or academic reasons. In the event an "I" is given and an extension is granted, the student must contact the administration within two weeks of report cards being issued to rectify the situation. If no correction is made, a "0" will be given for any missing or incomplete work, and the resulting grade will be permanent.

## **Interscholastic Opportunities**

Students are encouraged to get involved in activities that interest them. However, many of these activities are time-consuming and demanding; therefore, students desiring to participate in more than one major activity at any one time must receive permission from their parents as well as the administration, and instructor or coach.

## **Make-up Work**

Students will be expected to make up all missed work. Normally, this grace period will be equal to the number of days missed (i.e., two days absent may warrant two days to make up work missed), but should not exceed three days. If a previously announced quiz, test or project is scheduled for when a student returns to school, the student should be prepared and may only be excused if new material was introduced during the absence and is on the test or quiz.

## **Retention**

In the event that a student has not satisfactorily met PCA academic standards, he or she may not be promoted to the next grade level. The school principal, administration and the teacher decide whether to allow a student to advance. Excessive absenteeism may also affect a student's grade promotion. (Please see attendance policy.)

## **Probation-Academic**

If a student earns less than a 2.0 GPA or more than one "F" at the end of a nine-week grading period, they are automatically on academic probation. The terms of probation may be drawn up by the administration and would be agreed upon in a written contract with the student and the parent(s). Students and parents should utilize [teacherease.com](http://teacherease.com), verbal and email communication with teachers, progress reports, and/or report cards to track student progress and standing in each class. If a student on academic probation earns less than a 2.0 GPA at the end of a semester, they may not be invited back for the following semester. All new PCA students are admitted on probationary status for a minimum of one semester.

## Credits

□ We reserve the right to accept or deny credits from other schools or home school students. A minimum of 24 credits is required for high school graduation in compliance with the requirements of the state of Colorado, including PCA required community service hours.

□ Independent studies, ACE, or non-accredited home school course-work will be verified by completing one year of similar courses at PCA.

□ Credit may not be given for a class in which the student has been absent 15 or more days a semester.

2. Final Exams are to be given in core classes each grading period for junior and senior high students.

3. Grades (Computing GPA): The grades from each class are calculated to determine the GPA. Each semester is a unit. Points are as follows:

A= 4 points Excellent.....	90-100%
B= 3 points Good.....	80-89%
C= 2 points Average.....	70-79%
D= 1 point Poor.....	60-69%
F= 0 points Failing.....	Below 60%

## Report Cards

Report cards are issued after each quarter and are sent home or mailed to the address on file. Parents should keep their address current with the school office.

## Attendance Policies/Absences

Regular school attendance is required by law and is necessary for good scholarship. The staff at PCA recognizes the relationship between student attendance in class and academic performance. In order to reinforce student recognition of this relationship, the administration may use a student's attendance record in determining continued enrollment, credit for a class, or promotion to the next grade. PCA asks that parents **notify the office the day of absence** by phone. This allows the teachers to prepare for the student's return, and ensures that the school should not be expecting your student.

## Returning after an Absence

Upon returning to school, a student must report to the office with a **signed excuse** if the office has not already been notified. If the office was previously notified, the student may report to class to begin the next day.

## Missed Class Periods

A student must be in school by the 3rd period in order to participate in any extra-curricular activities unless they have a doctor's excused absence note, or prior clearance from the administration. Once a student is on the school campus, they may leave campus before dismissal only with permission from the administration and/or a parent/guardian (in the form of a note, letter, or phone call to the school office).

Leaving campus prior to dismissal without parental or administrative permission will be considered truancy and will be handled as such. **A student must be signed-out from the school office by a parent, or if driving may sign themselves out with office notification from a parent, before leaving the campus.**

## Excessive Absence Policy

Students who are absent twelve (12) or more days in a class per semester may not receive credit for that course, or be promoted to the next grade. **All non-school related absences count toward the total.**

## Tardies

Tardiness is a disruption to the learning environment of the classroom and also affects the students who report on time for class. Tardiness occurs when a student is not in his/her assigned area when the class begins. Tardies are accumulated per semester. All tardies will be tracked to monitor student punctuality, and are classified as follows:

**Excused Tardy**- Traffic accidents and personal emergencies (as approved by administration); staff members causing a student to not arrive on time.

**Unexcused Tardy**- Late car pools, running out of gas, oversleeping, classrooms, PE, etc. The consequence for unexcused tardies **to class after 8:00 A.M. OR unexcused tardies for passage between classes during the school day** will be as follows:

Four (4) tardy incidents will result in one hour of detention and will be recorded as a non-excused absence. Twelve (12) school *OR* class tardies in a semester will result in an in-school suspension.

**Note:** Students with excessive tardiness to school *and* to class will face increased consequences and parent intervention will be required.

## Truancy

A student is truant when they are: 1) absent for reasons which are neither acceptable to the school nor approved by the parents; 2) absent and shown to misrepresent facts in order to make it appear that the student attended school as required by law; or 3.) late ten (10) minutes or more to a class without a pass. The law requires that after a student has been reported as a truant four or more times in one month or 10 or more times in one school year, the student is deemed a habitual truant (please refer to C.R.S. 22-33-101).

## Dress Code

PCA has developed a dress code to help students practice the biblical principles of modesty, moderation without extreme, and to not follow the ways of the world. Each student is expected to be modestly and appropriately attired and groomed at all times. All dress should contribute to a positive atmosphere within the classroom and on PCA's campus without causing distraction. The administration reserves the right to determine whether or not a student is in compliance with the dress code. The administration may inform the parent if the student's dress is not in compliance. Students must comply with dress code standards before they are allowed to attend class. If a dress code issue is able to be corrected on campus, it will be accomplished without parent involvement. However, notification to the parent may still be made. Clothes may be purchased at the "**Spirit Store**", located on N. Elizabeth.

## Boys' Dress Regulations

1. Boys must wear **uniform style** pants or shorts (shorts must come to the knee.) **Denim, denim-type material, and Cargo pockets are not considered uniform style, and may not be worn.**

Plain front or pleated uniform styles are acceptable. Pants/shorts must be neat, clean and free of any tears or holes.

2. Baggy or tight-fitting pants/shorts are not allowed. Pants must be worn with a belt.
3. Approved colors for pants/shorts are tan/khaki and black.
4. Boys must wear only PCA logo shirts (long or short sleeve).
5. Any undershirts and/or layered shirts must be solid color - black, white or green-with no visible graphic or design. Undershirts should only be visible around the collar, not around or below the waist.
6. All outerwear (i.e. jackets or sweatshirts) must be school issued. Approved colors for outerwear not issued from our school are black, khaki/tan, green, or white and can only be worn before and after school hours.
7. **Flip flops are not allowed.**
8. Hair is to be neatly trimmed above the ears and out of the eyes. No extreme style, length or unnatural coloring is allowed.
9. No head coverings or head bands are allowed indoors. Only jacket hoods, or school-issued hats, are permitted outdoors.
10. Earrings or body piercings are not allowed. Boys may not wear earrings, even if the earrings will be covered by a Band-Aid.

### **Girls' Dress Regulations**

1. Girls must wear **uniform style** pants, skirts, shorts, skorts, capris, or jumpers to school. Clothing must be neat, clean and free of any tears or holes. Shorts, skirts, skorts and/or jumpers must come to the top of the knee. **Denim and denim-type material is not considered uniform style** and may not be worn. Approved colors are tan/khaki and black.
2. Skirts and jumpers must not have slits, and all non-pants must conform to the designated length requirement.
3. Girls must wear only PCA logo shirts (long or short-sleeve) available at the **"Spirit Store"** on N. Elizabeth.
4. Any undershirts and/or layered shirts or sweaters must be solid color - black, white or green, and have no visible graphic or design.
5. All outerwear (i.e. jackets, sweaters or sweatshirts) must be school issued. Approved colors for outerwear not issued from our school are black, khaki/tan, green, or white and can only be worn before and after school hours.
6. Tight-fitting attire is not acceptable.
8. Shoe heels must not exceed two inches, and **all flip flops are banned.**
9. No head coverings are allowed indoors. Only jacket hoods, or school-issued hats, are permitted outdoors.
10. Only ear piercing is allowed. Girls may not use a Band-Aid to cover other piercings.
11. No extreme hairstyle or unnatural hair coloring is allowed.

### **Additional Regulations**

Items portraying inappropriate pictures, designs, or words, or having slogans with questionable or double meanings are not to be worn or brought to school or school activities. Students shall not wear items that suggest an association with certain groups or immoral or inappropriate lifestyles. Clothes that reveal any undergarments are not permitted.

## **Dress Code Discipline**

Parkhill Christian Academy disciplines those students who violate the dress code, and will send information home to inform the parent(s). Repeated violations of this code will be interpreted as disobedience and as disrespect for authority. The standards of our school will not be minimized.

## **Exceptions**

Any exceptions to the dress code (i.e. special school-sponsored activities, team uniforms or warm-ups) must have prior administrative approval.

## **Spirit wear**

As an alternative to our daily uniform, students may be permitted to wear non uniform clothing on designated days thru out the school year. **On these days attire must still represent modesty.** In addition to uniform pant/short options, students are also permitted to wear blue or black jeans on Fridays if they pay for Jeans day. Jeans should not be baggy, torn or tight-fitting.

## **Extracurricular Activities**

For the privilege of participating in extracurricular activities, students must maintain acceptable grades, citizenship, and attendance records.

## **Athletics**

All students are required to dress out for physical education in a PCA-issued PE uniform. PE uniforms consist of a gray PCA t-shirt and black shorts or sweat pants. Shirts are available at the **"Spirit Store"**.

Clothing should be neat and clean at all times, with no holes. PE uniforms should be worn only on campus during designated PE times. Spirit wear, team, or other school shorts/shirts will not be allowed without prior approval.

## **Sports Fees**

Student participation in the sports program is primarily funded through the student fee, and supports organized athletics from 7th-10th grade when offered. The student fee must be paid in full by August 1st of each year, or in two equal payments due before school begins. NOTE: Cheerleading is excluded from student fee coverage, and participation will require additional costs as determined by the sponsor.

## **Sports Uniforms**

The school will provide team uniforms and other clothing as funds allow. When possible, uniforms will be school owned. If a team wishes to purchase or personalize jerseys, it will be at player expense. Full replacement costs apply for lost uniform pieces, and will be billed. NOTE: Cheer uniforms are not provided by PCA.

## **Standards of Eligibility**

Eligibility will include all aspects of extracurricular activities and responsibility.

### 1. Academics/Citizenship

- Students must maintain at least a 2.0 grade point average (GPA) on a 4.0 scale.
- Eligibility will be determined at the conclusion of each grading period.
- Any student receiving an "F" in a class may not be allowed to miss that class for any extracurricular activities during his/her probation period.

- Any credits recovered will be added to the student's transcript. The grade earned may be used to determine eligibility for the following quarter.
- A two-week practice allowance before a new quarter begins may be granted if academic improvement is observed for an ineligible student.

## 2. Additional regulations

- To participate in any extracurricular activity (including practices); a student should arrive to school by 10 A.M. that day.
- In the event a student loses his/her eligibility; it is at the discretion of the faculty advisor or coach and the administration to make final decisions on reinstatement.
- Commitment to a sport is required before a student will be issued a uniform and allowed to participate in a competition. A student must participate in a minimum of 5 practices before they can compete or travel with the team.

## All Student Regulations

The following general rules governing extracurricular activities are applicable to all students, whether they are participants or spectators.

1. All PCA activities are under the supervision of the school, and students are expected to be as responsible and cooperative at an activity as they are in the classroom.
  
2. In accordance with our PCA dress code, students must dress appropriately and modestly at all extracurricular activities. Immodest or inappropriate attire at any school activity may result in the removal of the student, or exclusion from an activity, regardless if an entry fee was paid.

## Philosophy of Discipline

**Attendance at PCA is a privilege. A student who displays conduct or attitude, in or out of school that is in opposition to the basic principles and purpose of the school may be suspended or expelled from school.** For moral training to be effective, the school and home must be parallel in disciplinary philosophy. PCA uses the instruction and truths found in the Word of God to guide its methodology. The following guidelines are the basis for discipline at PCA:

- The responsibility and authority to discipline comes from God. (*Eph. 6:1-4*)
  - The standard of conduct has been set by the life of Christ. (*1 Peter 1:16*)
- Christian love is at the heart of all discipline. Correction and chastening are as much a part of that love as encouraging and leading. Firmness must be balanced with love. Firmness minus love becomes harsh, whereas love without firmness is sentimentality. (*Prov. 3:11-12*)
- All discipline is designed to show the child his/her sinful will, lead them to trust Christ, and help them to become a self-disciplined person who wants to do God's will. (*Gal. 3:19-24*)

## Behavior Code

The principal or the principal's designee has the right to apply disciplinary action that is necessary to maintain an atmosphere in which spiritual, academic, social and physical growth can take place. The administration depends upon a behavior code in order to ensure consistency and also to ensure that the school community is aware of behavioral expectations. The students can expect the administration to enforce the behavior code in any of the following ways:

- Any combination of offenses that occur in any one instance may result in a more serious disciplinary action (i.e., suspension/expulsion).
- Any combination of offenses over a period of time may result in a more serious disciplinary action.
- A student receiving a suspension may be placed on a probation contract upon return to school for a minimum of one semester.
- A student may receive written notification of the incident on an Office Referral form. Students must get the referral signed by a parent, and return it to the office the following school day or they may not be allowed to return to class. Referrals are retained on file in the school office.

**Campus Discipline Policy**

PCA desires and expects the best of its students, however we know students can make poor choices. Disciplinary measures are corrective action, and are given in alignment with the severity of an offense. When necessary, a restoration process is outlined and must be agreed to by the student and parent(s)/guardian(s).

1. Disciplinary Probation

If a student repeatedly fails to respond to discipline or is involved in a particular incident which requires severe action, he or she will be placed on behavioral probation. The administration will review teacher evaluations and the student’s behavioral file to determine whether the student will be allowed to continue attending PCA.

2. Suspensions

Any student may be suspended from attending classes for non-compliance to the PCA Standards of Conduct, or when other means of correction fail to bring about proper behavior for a repeated offense. A student that has been suspended may not receive credit for the class work or homework missed; however, the student will be responsible for the material missed on future quizzes and tests. If allowed, the day the student returns is the only opportunity to turn in any work missed, and to take any quizzes/tests administered while he or she was suspended. Following the suspension period, the administration will decide to what extent the student will be able to participate in school activities.

- Class suspension - When suspended from a class, a student reports to the office in lieu of attending that class period. However the suspended student will still be responsible for any classwork.
- Full-day suspension - This student is assigned to be removed from classes for an entire day, and will either complete classwork in the office, or not be allowed to attend school for the day and is told to stay home.
- Extended suspension - When an infraction warrants, an extended suspension may be imposed until the matter has been resolved.

3. Expulsion

Expulsion from school is serious and is applied with prudence and restraint after careful investigation and administrative review. An expulsion is a consequence for serious or repeated noncompliance to the standards of conduct.

10

Terms of Expulsion:

- Students expelled from school may not attend any school activity or school-sponsored event without prior administrative approval.

- The administration will determine expulsion length. Generally, expulsions will last from one semester to a full school year. Students that have been expelled may petition to be reinstated at the end of that time period.
- Upon administrative review of the incidents) leading to expulsion, the principal will then decide whether the student will be allowed to enroll for the next semester on a probationary status.
- In some instances, PCA reserves the right to involve law enforcement officials and possibly press legal charges.

## **School Policies**

### **Elementary School Instructional Behavioral Procedure**

All elementary classes are managed with a leveled behavior chart/card system. Each teacher is responsible for stating and enforcing the rules that are set in his/her classroom. The parents are responsible for checking and initialing each week's behavior chart to inform the teacher of participation in their child's behavior management.

The teacher of each classroom should do all he/she can to correct and enforce proper behavior that is edifying to God. If the student reaches the highest level on the behavior chart the parents will receive a note of phone call from the teacher. If behavior continues then the student will receive an office referral. During the office visit the student will meet with the administrator or his assistant to discuss further steps to correct the behavior. In cases of extreme refractions of the rules the teacher may choose to immediately send a student to the administrator with an office referral. The administrator will then be responsible for making the decision of how the student problem is addressed as stated in the student handbook.

The following are the expectation for each elementary student attending PCA. Our goal as a school is to hold the students of PCA to a standard of excellence doing all for the glory of God.

- Be on time for class
- All students will be considerate of others in the hallway by talking with quiet voices
- Use proper language
- Respect personal and school property

The following are expectations of each middle/high school student attending PCA. Our goal as a school is to hold the student of PCA to a standard of excellence doing all for the glory of God.

- Be on time for class
- All students will be considerate of others in the hallway by talking with quiet voices
- Use proper language
- Respect personal and school property

## **Community Service**

Students in grades 7-10th must complete twenty hours of community and/or school service hours annually. The hours must be properly and timely reported by filling out a community service form signed and dated by the person or organization the service was provided for.

## **Detention**

Detention is held at the time assigned. Students assigned detention must report to the teacher who assigned detention, on time, prepared to work, and with a detention slip signed by a parent. Length of detention varies from thirty minutes to two hours depending on the severity of the offence.

## **Electronics**

Cell phones are only to be used to call parents. If a student is caught using their phone for any other activity, it will be taken away. The cell phone will be returned after school has been dismissed.

## **Gum Chewing**

Students are not to chew gum on campus.

## **Illness or Emergencies**

A student requiring care for illness or injury should come to the office with a pass from his or her teacher. In some cases, a parent will be notified and the student will be sent home.

## **Language**

Parkhill Christian Academy is an English-speaking school. Students are expected to speak English during school hours, unless a subject calls for another language to be used or learned.

## **Lunch**

All food items should be consumed within the designated eating areas during assigned times and under the supervision of a staff member. **No food may be consumed in classrooms or hallways** (bottled water is allowed).

## **Custody Changes/Name Changes**

It is the responsibility of the custodial parent/guardian to notify PCA of a change in custody or a student's name change.

## **Medication**

State law requires students needing regular medication to do the following:

- The parent/guardian of a pupil on a continuing program of medication must give the office the name of the medication(s) being taken, the amount of the current dosage, the name of the supervising physician, and written parental permission.
- The law applies to all continuing medication whether taken at school or both.
- Students bringing any medication to school must bring such medications to the school office for distribution, as required by law. (This includes over-the-counter medications such as Tylenol.)

- All prescription medicine to be dispensed must be in the original bottle with the prescription information on the label.
- Any medication in the student's possession will be taken to the office

### **Parking Lot**

Drivers should never exceed the **5 miles per hour in the PCA/PHBC parking lot**. Elementary students will not be permitted to cross the parking lot alone, or be dismissed to walk by themselves to a waiting car. **Please pick up and drop off students in the designated areas.**

### **Pledges**

Pledges will be conducted on a daily basis. All students are required to stand and respect the pledges to the American flag, the Christian flag and the Bible.

### **Public Displays of Affection**

Morality and responsible, edifying relationships are values we strive to instill in all of our students. While on campus, students are required to show restraint and discipline regarding physical contact. Embraces, handholding, kissing, and other similar contact between students are not allowed. This policy is not only due to the large number of young children on campus, but to teach students that physical contact is not a necessary element in having positive interaction with others, and that being able to control one's self at all times is a valuable and virtuous trait.

### **Skates, Roller Blades, Bicycles, and Skateboards**

Skates, skateboards and roller blades are **not be used on campus at any time**. If one of these items is brought to school, it should be checked into the office during school hours. Students may ride bicycles to school, however they should remain locked at all times while on campus. Parkhill will not be responsible for lost or stolen bicycles.

### **Student Insurance**

All parents/guardians must maintain primary health insurance for their children during the school year. Students are also covered while participating in school-sponsored activities on or off the PCA campus after the normal school day. This supplemental coverage takes effect after the primary insurance has been exhausted. Students must report all injuries to the school office. Accident report forms cannot be completed if the proper school personnel do not have a record of the injuries.

### **Visitors**

We have a closed campus policy regarding visitations. **Visitors must sign in at the school office**. Before a parent may visit a class-room, approval must be given by the administration 24-48 hours prior to the requested date of visit. Visitors should be respectful and dress in a manner appropriate for our school. Visitors will be given a pass to wear while at school and will return it to the office at the end of the visit.

**Withdrawals** To withdraw a student from school, a parent must complete a withdrawal form in the office. All financial/administrative obligations must be resolved before a student withdraws from school, as outlined in the Financial Contract.