



Palmyra Christian Academy
A FAITH-BASED EDUCATION

Palmyra Christian Academy
Parent & Student Handbook
Revised Fall 2024

Mission Statement:

Palmyra Christian Academy exists to train up a generation of Christian leaders with a strong academic and Biblical foundation.

Curriculum

Palmyra Christian Academy primarily uses the Abeka curriculum. It is solid, both academically and Biblically. We encourage parents to look up the Abeka curriculum online to familiarize themselves with what we teach. The Abeka website shows the scope and sequence of each grade, so that families can be fully aware of what their children are learning. We believe in transparency. Parents and family members are welcome at any time to ask about the curriculum and see what we are teaching.

Palmyra Christian Academy features smaller class sizes, phonics-based reading instruction, traditional math (not common core), cursive writing instruction, and an overall back-to-the-basics approach to education. We emphasize character education and community involvement, volunteering in our community in a variety of ways.

Parent/School partnership

We believe that the school and family work together to create the best possible education for our students. We invite parents to be as involved as they desire to be. Visitors are always welcome. These are your children and we respect that you are their primary caregivers and decision makers. You are the expert on your own child(ren). We are entrusted by God to raise up the next generation of Christian leaders—and we believe this happens most effectively when parents and school leaders are all on the same team. Please don't hesitate to reach out, whether in person or by phone or email, if you have any questions or concerns.

Organizational Structure

Palmyra Christian Academy is a non-denominational private Christian school. We are a registered non-public school in the state of Missouri. We are also a registered 501c3 nonprofit organization, so gifts are tax deductible.

Though we welcome partnerships within the community, we are intentionally not officially affiliated with any one church, denomination, or parent organization. This way, our leadership and school board can maintain autonomy and make our own decisions. We also want to make sure that children from all backgrounds are welcome. Families from all denominations are welcome—and children with no church affiliation are also welcome. All families are required to sign a statement of faith agreement.

Hours of Operation

The normal academic school day runs from 8:30am-3:15pm. Students may be dropped off any time between 8:00 and 8:30am. Instruction starts at 8:30am and ends at 3:15pm. Students who are not attending after school program need to be picked up at 3:15pm unless parents notify us otherwise.

The before and after school program runs from 7:00am until 5:30pm. Students can enroll in full time childcare at \$30/week per student or can attend on a “drop-in” basis, for \$5 per day per student. Students can be dropped off and picked up anytime during those hours. There is no separate charge for just morning or just evening care.

Cell Phone Policy

Students are not allowed to possess a cell phone while in the PCA building. If a parent desires their child to have a cell phone for safety, such as if they are walking to or from school on their own, it needs to be turned into the office or their teacher (if applicable) while they are in the PCA building so it can be secured up for safekeeping. The staff member will return the cell phone when the student leaves the building for the day. While students are at PCA, the staff and administrator can notify parents/guardians if there are any emergencies, so student cell phones are not necessary. We want to maintain an educational environment free from the distraction of cell phones.

Technology

We believe that technology is a necessary tool and life skill. However, we believe that American society as a whole over-uses technology and cell phones. Therefore, we try to use technology in a responsible way, so that it enhances learning but is not overused. Students, especially in the upper grades, will use Chrome Books, laptops, DVD players, etc., at certain times in their academic experience. This use will be closely monitored. If a student is found to be purposefully accessing inappropriate content of any kind (including violent material, inappropriate games, pornography, inappropriate language, etc.), they will be immediately suspended until the parents can meet with the administrator to develop a behavior plan going forward. The student cannot return to class until the administrator has met with their parents.

Photography

We do take pictures of students at Palmyra Christian Academy because we know that parents love to see what their kids are doing and stay connected in that way. Photos are a great way to share with families. Please let us know if you do not wish to opt out of having your child's photo taken and/or shared.

Photography is also a great way to capture memories for our school yearbook, which is published in May.

Immunizations

Please turn in your student's immunization records as soon as possible. If you have exemptions, please turn those in as well.

Clothing Guidelines

We ask that all clothing is modest and respectful. If there is an issue, we will reach out to parents directly. As followers of Jesus, we err on the side of modesty. If the administrator feels that a student's clothing is immodest or inappropriate in some way, the administrator has full authority to ask that student to change into a provided PCA t-shirt or other clothing the school

has on hand. If the student prefers not to change into clothing provided by the school, the parent may bring the student a change of clothes and/or pick up their student.

Males may wear shirts, pants, and shorts. Females may wear shirts, pants, shorts, skirts, and dresses. Skirts and/or dresses must be no more than 5 inches from the knee. We realize that children have different length legs, so please use your best judgment on what is appropriate or not. If a female student wears a dress or skirt, PLEASE have them wear shorts underneath, even if the skirt/dress is long. We want clothing to be modest at all times.

Hats may not be worn in the building unless it is a special “spirit day” or “dress up day.” Shoes with wheels, roller skates, roller blades, etc. are not allowed in the building due to the safety issues.

No profane language or alcohol/tobacco/other drug advertising may be on any clothing worn by anyone in the building. This is our dress code for students, and we ask that all building guests, staff members, and visitors comply with these same expectations out of respect for our learning community.

For safety, please have your student wear close-toed shoes with a back. Please do not have your student wear flip flops. If a student wears Crocs or clogs, they must use the back strap at all times. Tennis shoes/athletic shoes are best. Sandals can be a safety hazard.

Please don't send children in dress clothes on a normal school day. Remember that we encourage hands-on, active learning. Clothes may get dirty and/or stained at recess time. Childhood is both messy and beautiful!

Absences

If your student is going to be absent, please let us know by 8:30am. We do have to keep records of attendance, so it is imperative that we know if your student is absent. Also, we care about your safety and will reach out if your student does not arrive at school.

Medications

If your student needs to take medication during the day, please just let us know and we will make those arrangements. The medication will need to be kept in the staff cabinet. Students are not allowed to be in possession of medication of any kind, including OTCs.

We can administer certain OTC medications, if the parent speaks with the administrator and provides the OTC medication. It is up to the discretion of the administrator whether or not an OTC medication can be dispensed at school. Parents must give verbal or written consent to have OTCs or Rx medication dispensed to their student.

Substance Use/Possession of Substances

Alcohol, tobacco, vape pens, cigarettes, marijuana, and any other non-prescription drugs are not permitted on the school grounds at any time. If any student is found to possess or be using any non-prescription drugs on school campus, they will be immediately suspended until the parents can meet with the administrator to develop a behavior plan going forward. The student cannot return to class until the administrator has met with their parents.

Firearms

No student may possess a firearm of any kind on our campus. If any student is found to possess a firearm on school campus, they will be immediately suspended until the parents can meet with the administrator to develop a behavior plan going forward. The student cannot return to class until the administrator has met with their parents.

School Meals

All students should eat breakfast before they come to school. If a student is participating in the before-school program, they may bring a breakfast that is portable, such as a pop-tart, dry cereal, granola or protein bar, etc. to eat at before school program.

Families can either send a packed lunch from home OR purchase a lunch. Purchased lunch from the cafeteria is \$3.00. We do not need to have advance notice if your student is eating school lunch until that morning.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Palmyra Christian Academy admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Discipline Policy

If a student is disrespectful to staff members or other students, and does not respond to redirection and/or reminders of the school rules and expectations, that student may be issued a pink slip. The pink slip is an explanation to the parents of what behavior occurred and the details of the incident. If a student receives three pink slips within any amount of time during the academic year, the student will be issued a detention. This detention will be served after school for 30 minutes, at a day and time that is mutually agreed upon with the parent and administrator.

After three detentions, the parents must attend a mandatory meeting with the administrator. At that time, a behavior plan for improvement will be written. If the behavior plan is not followed, the administrator has reasonable cause to dismiss the student.

The PCA school board and administrator have the right to dismiss **any student** who is found to be negatively affecting the school without going through the detention and behavior plan process. Dismissal can be immediate, based on the infraction.

Tuition and Fees Payment

Due to several instances of families leaving the school and not paying their bills, we have to put a nonpayment policy in place. If a family has not paid their school tuition and fees bill, and does not have an active payment plan in place to repay their bill over time, Palmyra Christian Academy has the right to withhold transcripts and the student report card, as well as to not allow the family to participate in certain events. While we hope this never happens, we have been left with many unpaid bills. We are happy to give parents more time to pay off their bill, and can provide parents with a payment plan to fulfill their financial responsibility. If a payment plan is in place and is actively being followed, the family can participate in all school events and receive their report cards and/or transcripts.

Conferences/Meetings with Staff Members

If a parent/guardian has a concern and would like to meet with the teacher, please contact the teacher to set up an appointment. If the parent/guardian needs to touch base briefly with the teacher in person or by phone/text, that is fine, but families do need to respect the PCA staff members as professionals who have many daily responsibilities. Coming into the classroom early before school without notice prevents the teacher from fully preparing for the day. The teacher's contracted hours are 8:00am-3:30pm. The teacher may volunteer to meet with you outside of those hours if they wish, but that is voluntary on their part and is not required. Please be respectful of our staff members' work/life balance and understand that they have families of their own and other responsibilities outside of school. We are willing to work with you to set up meetings that fit your family's schedule, and we ask that you give PCA staff members the same courtesy.

Communication

We want to maintain positive communication between home and school. You are welcome to contact the school Administrator, Amanda Crumrine, via phone/text (217.440.4656), in person, or by email (palmyrachristianacademy@gmail.com). For other staff members, please feel free to ask what their desired communication method will be for the year. Some teachers set up an app such as GroupMe; others communicate via notes, some make phone calls, and some do a combination of the previous list. Different staff members have different preferences when it comes to communication, and we respect them as professionals.

Agreement of Family Partnership

Please remove this final page from the packet and turn into the PCA administrator or staff member. A student may not enroll in classes at PCA until this document is signed and submitted.

We, as the parents/guardians, have read and understand the PCA family handbook. We agree to abide by all the policies. We understand that if our family does not comply with the school policies, our student may be dismissed from the school. We agree to have our student photographed unless we have opted out. We agree to give our student permission to attend field trips, unless we notify the school otherwise. If a student withdraws, it is up to the discretion of the administrator whether or not a refund of any tuition/fees will occur. We agree that we will not hold Palmyra Christian Academy liable for any accidental injury that happens on school property (examples: a fall on the stairs, a playground injury, etc.)

Furthermore, we as the parents/guardians believe and agree that the Bible, in its entirety, is the inspired, inerrant, true Word of God. We understand that our student will be taught from the Bible and that PCA is a nonprofit, nondenominational private Christian school with traditional Christian values. We agree to partner with Palmyra Christian Academy to do our best to instill and reinforce those Biblical values in our children. We understand that as the parents, we are the primary Spiritual leader for our child(ren).

Student name(s):

Parent/Guardian(s) Printed Name(s) and Signature(s):

Date:

Administrator Signature of Witness:

Date:
