



Parent/Student Handbook Tutorial Year 2025-2026

We consider the *PLA Christian Homeschool Tutorial Parent/ Student Handbook* to be a work in progress. PLA reserves the right to make changes in policies and procedures as needed throughout the tutorial year.

These will be made available to students and families through email announcements.

Welcome!

Dear Students and Families,

Welcome to the new tutorial year! As you have been preparing to send your children back to tutorial, we have been busy preparing to receive them. We count teaching your children as one of our greatest blessings and thank you for giving us the opportunity to do so.

When people think of PLA Christian Homeschool Tutorial, we want them to think *first* of the Lord Jesus Christ. If we lift Him up, He will draw all men to Himself. Building upon a solid foundation of training students to know the Lord and understand His principles, we can offer an academic program that supports the teaching and learning of His truth. By imparting the knowledge and understanding that their lives are embedded in the sovereignty and eternity of God, we can help students discover the plans and purposes God has for each one of them.

Our prayer for PLA students, tutors, families, and friends is that we will want to know the Lord Jesus Christ and use our lives in such a way as to bring Him the honor and glory He so rightly deserves.

You will find this student handbook a very helpful document as you go through the tutorial year. Many of the answers to your questions about PLA can be found on the following pages, so we hope you will keep it handy and refer to it often. If you have other questions or concerns throughout the year, please do not hesitate to contact your child's teachers or a PLA Board Member. We believe good communication is key for a successful tutorial year for everyone, so we are always glad to hear from you.

PLA Christian Homeschool Tutorial Board

Hope Bokoles
Heather Donnell
Angie Hazzard
Laura Motok
Karie Ramirez

About PLA

CHARACTERISTICS

PLA Christian Homeschool Tutorial is a non-denominational organization that has been in operation for 18 years. We serve grades kindergarten through twelfth grade, offering both academic and enrichment courses. Students have a chapel service in combination with lunch each week. PLA is classified as a non-profit corporation with the state of Tennessee. PLA meets one day per week at Parkway Baptist Church, 1715 Lee Victory Parkway, Smyrna, TN 37167.

NON-DISCRIMINATION POLICY

PLA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, sponsorship programs, athletic programs, and other tutorial-administered programs. PLA reserves the right to admit or dismiss any student from the program at any time.

ESSENTIAL STATEMENTS

The biblical responsibility for training a child rests completely on his/her parents/guardians and they are accountable to God for that training. By enrolling at PLA, parents/guardians are seeking to enhance the education process with tutorial expertise. The tutorial cannot and will not replace the roles of the home and church. In fact, the child who benefits most from attending a Christian tutorial is one whose parents faithfully participate in a Bible-teaching church and diligently train themselves and their family in the discipline and instruction of the Lord. It is very difficult for a Christian tutorial to spiritually train children effectively without unreserved support at home. The parents remain the child's primary teacher, the tutorial is there to enhance the education process.

It is vital, therefore, that parents/guardians understand clearly, and wholeheartedly support, the tutorial's Essential Statements, as well as all policies and procedures provided in the student handbooks.

Statements of Purpose

Vision

To glorify Jesus Christ by assisting the home and the church in equipping students to impact their world for Him.

Mission

To provide students a biblically based Kindergarten through twelfth grade educational program that strives for excellence in the development of young men and women who will know and serve Jesus Christ with all their heart, mind, and strength. PLA will partner with families, churches, and the community to provide students a wide range of classes, enrichment opportunities, missions and service projects based on a biblical worldview.

Philosophy

PLA is a non-denominational, private Christian tutorial strategically located to serve kindergarten through twelfth grade students from the Middle TN area. The tutorial's purpose is to partner with Christian families in their God-given responsibility to encourage, disciple and instruct their children. Based in a biblical worldview, instruction at PLA builds in core curricula at the lower levels and expands to provide college-preparatory coursework at the upper levels.

Statement of Faith (also included in online application)

The Word of God

The Word of God, in both the Old and New Testaments, is inerrant as originally given. It is inspired by God, and it is the complete revelation of Himself to man. It is the consistent, only word of God (2 Tim. 3:16–17; 2 Pet. 1:20–21; Rev. 22:18–19).

God

There is one and only one living God. He is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit (1 Tim. 1:17; Matt. 28:19; Mark 1:10–11).

Jesus Christ

Jesus Christ is the eternal, only Son of God, who was conceived by the Holy Spirit and born of a virgin birth. Jesus is truly God and truly man. He died on the cross as a substitutionary sacrifice. All who believe in Jesus by faith are justified on the basis of His shed blood on the cross. Jesus died and physically rose again after three days and ascended into heaven where He is exalted at the right hand of the Father. He will physically return to judge the world and establish His kingdom (John 1:1–3; Isa. 7:14; Matt. 1:18; 1 Cor. 15:3–4; 1 Tim. 1: 15–17).

The Holy Spirit

The Holy Spirit is sent to indwell, guide, teach, and empower believers. The Holy Spirit convicts the world of sin, righteousness, and judgment (Acts 2:38; Eph. 1:13–14; 1 Cor. 6:19; John 16:7–8).

Mankind

Mankind was originally created without sin and in the image and likeness of God. He sinned through disobedience and incurred physical and spiritual death. The eternal soul of a man is given at conception, and as eternal, will experience either eternal life in heaven or eternal death in hell, based upon one's relationship with Christ (Gen. 1:26, 27; Ps. 139:13–16; Jer. 1:5; Rom. 3:23; Rev. 20:10–15; 1 John 5:11,12).

Salvation

Salvation has been provided through the death and resurrection of Jesus Christ for all who by faith believe in Him as Savior. All who personally accept Him as Savior are born again and receive the Holy Spirit, the gift of eternal life, and become children of God (John 1:14–18; 1 Cor. 15:3–4; Eph. 2:8–9; 1 John 5:9–13; John 1:12). **All parents will have the opportunity to agree to the Statement of Faith electronically, within the Application Form.**

Statement of Positions

Biblical Worldview - PLA defines “biblical worldview” as believing that absolute moral truths exist and that such truth is defined by the Bible.

Creation versus Evolution - PLA believes that the universe was purposefully created by God to bring Him glory and not by random chance (evolution). Although PLA board members personally believe in a literal six-day creation, affirming God's omnipotence to have created a fully mature world in six literal days (for example, we believe Adam was fully mature at creation, though only seconds old), we do not take sides in the debate between “old earth” and “young earth” creationists.

America's Christian Heritage – PLA affirms the Christian heritage of the United States of America while acknowledging many political & societal failures in our nation's history.

Education – PLA believes that the highest goal of education should be to honor and glorify Jesus Christ.

Evangelism – PLA is committed to reaching the world with the gospel of Jesus Christ and resolutely asserts that faith in Jesus Christ is the only way to God (salvation).

Marriage – PLA defines marriage as a sacred, life-long covenant between one man and one woman.

Children – PLA affirms that children are a gift from God and that parents will give an account to God for the nurturing and training of their children.

Family – PLA affirms the “nuclear family” as the building block of society, ideally consisting of two parents, a husband and a wife, and any children produced by their union or through adoption.

The Sanctity of Human Life – PLA affirms a pro-life position regarding the unborn, the aged, and the mentally or physically challenged. PLA resolutely stands against abortion and euthanasia.

Sexuality – PLA believes that heterosexual unions outside marriage, homosexual unions, sexual abuse of children and the use of pornographic materials are sinful, deviant behaviors.

Social Responsibility – PLA believes that Christians are called upon by God to defend and support the family, church, and government according to God’s intended (biblical) purpose for each.

Unity of the Faith – PLA affirms that, despite our individual doctrinal preferences and distinctions, all believers in Jesus Christ who hold to the basic tenets of salvation by faith in Christ alone are valued members of the Body of Christ and we strongly support and celebrate the distinctives that bring strength to the whole.

Gender - PLA affirms two genders- male and female. PLA leadership believes that God created humanity as male and female only. (Genesis 5:2)

Statement of Unity

PLA’s educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the tutorial and home may become difficult. To avoid such situations, the tutorial requires that, in order to maintain their student’s enrollment, parents must affirmatively support and cooperate with the tutorial. Parents must agree to support the tutorial with their prayers and with a positive attitude. They must also follow the Matthew 18 principle: Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with other people. Parents must understand that if at any time the tutorial determines at its sole discretion that a parent’s actions do not support the ministry or reflect a lack of cooperation and commitment to the home and tutorial working together, the tutorial has the right to request the withdrawal or to disenroll the student.

Steps for Addressing Problems/Concerns

At PLA, we strive to deal with problems and concerns in a Christ-like manner. Disagreements with other parents, teachers, and administrators are handled according to the principles explained in Matthew 18:15 - 17.

The appropriate steps for addressing problems/ concerns are:

- Go to the person with whom you disagree. Please refrain from sharing your concern with others.
- If unresolved, ask a board member for a conference with the person(s) involved.
- Any further concerns may be taken to the tutorial board.

Additionally, please keep in mind the following:

- Do not assume you have all the facts. Remember that there are two sides to every story.
- Refrain from gossip. Gossiping can be easy to do when conflict is occurring.
- Agree to disagree. Not all of us are going to agree on every issue every time.

Statement Concerning Expected Standards of Conduct Regarding Human Sexuality

The biblical and philosophical goal of PLA is to work with the home in developing students into mature, Christ-like individuals, who will be able to exhibit a Christ-like life. Of necessity, this involves the student and home understanding, agreeing with, and exhibiting those major qualities or characteristics of a Christ-like life. If the home lifestyle and beliefs are contrary to the tutorial's teaching, the conflict raises significant biblical issues (Amos 3:3: "How can two walk together unless they are agreed?").

Many would agree that American culture has changed a lot in the last several decades. One of the most significant cultural shifts is evidenced in what people believe is acceptable in the realm of human sexuality. Some people (including many who consider themselves Christians) are tolerant of aberrant sexual behavior, whether it is the use of pornography, engaging in premarital sex, cohabitation, marital infidelity, or homosexual behavior. We believe authentic Christianity shows itself in a lifestyle committed to Jesus Christ and biblical teaching; one that holds itself accountable to a local fellowship of believers in Jesus Christ.

To enroll a student, or while a student is enrolled at PLA Christian Homeschool Tutorial, parents and students are expected to exhibit the qualities of a Christ-like life espoused and taught by the tutorial and to refrain from certain activities or behavior. Thus, PLA retains the right to expel, withdraw enrollment from, or refuse enrollment to any student if said student, their parent, guardian, or their parent's "significant other" engages in, condones, supports, or otherwise promotes sexual immorality, transgender activity (including cross-dressing of any type), professed or practicing homosexual/bisexual activity, or the use of pornography. (See Lev. 20:13; Rom. 1:27)

At least one parent must be a born-again Christian who is actively involved in a local evangelical* church (attending 3 to 4 times per month) and evidencing Christ-like character in his/her lifestyle.

**Evangelical – Emphasizing salvation by faith in the atoning death, burial, and resurrection of Jesus Christ through personal conversion, the authority and inerrancy of scripture, and each person's need for a personal relationship with Jesus Christ.*

In addition, each student must be committed to holy living and the pursuit of excellence in their education. Students must show evidence that they are under the authority of their parents and seek to live a life that is above reproach. All enrolled students must attend a local evangelical church on a regular basis.

Since its inception, parents and students enrolling at PLA have done so with the understanding that attendance at their local evangelical church is essential for enrollment.

EXPECTED STUDENT OUTCOMES

Scholarship: PLA students and graduates are well-prepared in the academic disciplines and are skilled in reading, writing, speaking, listening, and communicating with others. They think critically to solve problems and use discernment when approaching the world. They view the world through the lens of Scripture and hold a distinctively biblical worldview. They develop their minds, bodies, and talents in order to present themselves workmen approved by God. (2 Timothy 2:15)

Jesus Christ: PLA students and graduates are often born-again believers who live a faith walk that is aligned with biblical teachings. They are committed to a personal relationship with Christ in which He is the leader and guide. They know, understand, and apply God's Word and are able to articulate the gospel message. They live a God-centered life, using their spiritual gifts to reach and minister to others. (1 John 4:7-8)

Character: PLA students and graduates are empowered by the Holy Spirit to demonstrate the fruit of the Spirit as they relate with others. They show integrity in all areas of life including relationships, work, finances, leisure, and citizenship. They exhibit strong Christian character based on their Christ-like values. They honor God through their actions, thoughts, and words. (Galatians 5:22-23)

Service: PLA students and graduates are actively involved in a Bible-believing fellowship, serving God and others. They are personally prepared to carry out the Great Commission both locally and globally in ways that are culturally sensitive and founded on biblical truth. They demonstrate the love of God by being individuals who embrace and live out a "biblical world-do." (Matthew 28:18-20)

PHILOSOPHY STATEMENTS AND TUTORIAL-WIDE LEARNING GOALS

Bible: The study of the Word of God is the foundation and core of the entire academic program at PLA. Because the tutorial's mission is to provide students with a biblically based education that inspires students to know and serve Christ with all their heart, mind, and strength, the Bible is used as a text book, yet is understood to be the living Word of God. Knowing and believing the Scriptures serve as a single lens through which everything is viewed and evaluated.

Tutorial-wide learning goal: Students know, understand, and apply God's Word, taking advantage of opportunities to share the gospel message through explicit and implicit means.

Math: God is both rational and infinite. The study of mathematics helps students to understand that God provides order in an abstract world. It promotes critical thinking and requires diligence and perseverance. Students become lifelong problem solvers who are precise and exact in their thinking and communications. Higher order thinking prepares students for the successful realization of their God-called careers and goals.

Tutorial-wide learning goal: Students know, understand, and apply mathematical concepts and skills with proficiency, bringing honor to God through their thinking and their work.

Language Arts/Reading: God gave us the gift of language so that we may know Him and tell others about Him. The greatest example of meaningful communication was demonstrated when he showed His love for us through the death and resurrection of His Son, Jesus. The study of language arts enables students to express themselves clearly and creatively to God and others. Learning to read critically with fluency and comprehension allows students to understand God's Word and apply it to their lives.

Tutorial-wide learning goal: Students know, understand, and apply the concepts and skills of language acquisition and development, communicating proficiently through the spoken and written word in ways that bring glory to God.

Science: All of nature reveals and reflects the glorious majesty of God. The study of science challenges students to consider the intelligent design of the universe, from the vast expanses of space to the intricacies of the tiniest elements. Students understand that mankind is a special and unique

creation, fashioned in the image of God. Although caring for the earth is man's responsibility, students know that it is the Creator who is to be worshiped, not the creation.

Tutorial-wide learning goal: Students know, understand, and apply science concepts and skills with intelligence, recognizing the power and control of God, the Creator.

Social Studies/History: History is the record of God's work in creating all things and overseeing the individuals and nations who inhabit the earth. God sovereignly and actively orchestrates the events of history and directs the affairs of men and nations to accomplish His will. Nothing in history is accidental. The study of history helps students to learn from the successes and failures of others and provides a window into the heart of God as He lovingly draws all men unto Himself. Ultimately, history is the account of God's redemption of sinful men.

Tutorial-wide learning goal: Students know, understand, and apply lessons learned from the study of historical events with thoughtfulness, making godly decisions for the future based on knowledge of the past.

Visual and Performing Arts: God created music and dance. These things are demonstrations of worship to Him. He placed in mankind an appreciation for beauty and artistry. The study of the visual and performing arts enables students to learn to use their gifts in ways that bring honor to God. Students creatively express the attributes of God and nature and inject biblical truths into the artistic arena. They learn to discern godly artwork from that which glorifies sinful behaviors.

Tutorial-wide learning goal: Students know, understand, and apply the concepts and skills of the visual and performing arts with appreciation, acknowledging God's creation of things artistic and graceful and using them in worship to Him.

Physical Education/Health: PLA is dedicated to developing the whole child - spiritually, academically, emotionally, and physically. Physical education provides the opportunity for students to improve their ability to move and engage in the work God has given them to do. It promotes lifelong fitness that encourages wellness and agility. Students learn to get along with others and work toward a common goal. They also develop Christian character through both winning and losing. Health education allows students to take responsibility for caring for their own bodies in ways that support good health and bring glory to God.

Tutorial-wide learning goal: Students know, understand, and apply the concepts and skills of physical fitness and health, committing to live a lifestyle of wellness that enables God to use individuals for His purposes.

Foreign Language: The study of foreign languages enables students to broaden the sphere of those to whom they may bring the Good News. Students learn to communicate with those from other backgrounds, ethnicities, and nationalities. They express themselves to others clearly and effectively. Learning foreign languages and studying unfamiliar cultures promotes critical thinking and allows students to understand that God is at work around the globe among all people groups.

Tutorial-wide learning goal: Students know, understand, and apply the concepts and skills of foreign language acquisition and development, communicating proficiently with people of differing ethnicities and nationalities in pursuit of spreading the salvation message of Jesus Christ.

Technology/Computer: Technology is an ever-changing and increasingly integral part of the world. Learning to use the tools it provides is essential today. Students employ the skills they learn to communicate their ideas and beliefs to others, both near and far. Students use the Internet in ways that please God and they generate products that accomplish a multitude of goals. They give proper credit to

others for their work and conduct themselves in an ethical manner when using technology. Critical thinking and evaluation are fundamental components of using technology wisely and appropriately.

Tutorial-wide learning goal: Students know, understand, and apply the concepts and skills associated with using technology ethically and competently, being innovators who employ all appropriate tools in the quest for reaching the world with God's message of hope.

PARENTAL INVOLVEMENT

Communication

Because God has given parents the responsibility to train their children, it is imperative that they know what is happening in their child's tutorial life. We feel that open and clear communication between tutorial and home is important to the success of our educational program.

Administrators and teachers communicate with families through email (including weekly email announcements), Facebook, personal email, by phone and conferences.

Families are encouraged to communicate with tutors.

Families should have all contact information from their children's tutors in the form of email addresses and phone numbers. A healthy communication should be established between the two parties to facilitate the educational process of the student.

Tutorial Budget/ Fundraising

Because the tutorial board/administration is committed to being good stewards of the resources of which we are entrusted, careful and prayerful consideration is given to the tutorial's annual budget. We greatly appreciate the volunteer efforts and financial generosity of our tutorial families and friends, which make possible a variety of services and opportunities that might be difficult to offer otherwise.

Volunteerism

One distinction of the body of Christ is the Holy Spirit's work in uniquely distributing gifts to each member of the Body (I Corinthians 12: 4-7, 11 NLT). As members of Christ's Body functioning in ministry together with administrators and teachers to "equip students to impact their world for Christ," families are asked to share their many and various gifts and abilities with the tutorial in any number of ways.

As an excellent way for families to participate in the tutorial's ministry, each family is asked to abide by the tutorial's policy to contribute and volunteer their time for two full Fridays (7 hours per day) each school year. A parent buy-out of \$150 (\$75 each semester) will be invoiced if parent(s) are unable or unwilling to fulfill their Friday volunteer commitment.

Other needed volunteer opportunities include serving on a committee, helping with a Spirit Day, working at certain functions throughout the year, such as Thanksgiving Potluck and High School Prom. There are many ways to be of help. Please ask a tutor or board member.

PLA requires each family to serve 2 half days per semester or one full tutorial day per semester. We have two semesters, fall and spring.

The buy-out fee for choosing not to volunteer is \$75 per semester.

Admissions

STEPS FOR FAMILIES NEW TO PLA

Parents enrolling students for the first time should contact priestlakeacademy1@gmail.com, where they will be offered a campus visit and interview.

Complete and return an online application - 1 per family at www.priestlakeacademy.com, pay the new student \$225 registration, and submit the application. Open House is generally conducted in March and April during the school year. This is a good way for parents to meet tutors, view classrooms in action and get a feel for the church and the environment of the tutorial.

The Family Interview is a tool used by the PLA Board in determining the future success of a family at PLA.

A class registration form link is sent after paying the \$225 per family registration fee.

STEPS FOR RETURNING FAMILIES

Returning families will receive an email in February announcing the opening of re enrollment season.

The student and family must be in good standing with PLA, both financially and behaviorally.

ENROLLMENT POLICIES

- Application (new student) and re enrollment fees are non-refundable.
- In addition to the student (grades 7-12), at least one parent of the student must be a Christian (born-again disciple), who is actively involved in a local evangelical church (attending 3 to 4 times per month) and evidencing Christ-like character in his/her lifestyle.
- All enrolling parent(s) must indicate their understanding and agreement that enrollment at PLA is dependent on students' and parents' support of the tutorial, its staff, and its policies by signing the *electronic forms*.

All accounts must be current by the first day of tutorial for a student to begin the tutorial year at PLA.

The administration fee of \$100 is due on Orientation day, as well as August tuition. Tuition must be paid by the first day of tutorial in order to enter classes. **Students who have unpaid tuition after the first Friday of the month will not be allowed to attend class until all outstanding balance is paid.**

ORIENTATION

Orientation attendance is **mandatory**.

WITHDRAWAL FROM TUTORIAL

Parents must notify a board member regarding dropping a class or withdrawal right away. The Board will then arrange for a date and time to meet with the parent(s) and begin the withdrawal process. During this meeting, a withdrawal form will be initiated. This form will state the date of withdrawal and the reason for withdrawal.

ACADEMICS

CURRICULUM

God is the source of all truth. Man's wisdom and knowledge come from God's wisdom and understanding. PLA students are discovering what God has foreordained. PLA uses a curriculum (most

of which is written from a Christian perspective) that is compatible with biblical teachings. PLA is divided by grade level, and qualified teachers provide instruction in each classroom.

Dropping/Adding a Course

Students may not drop/add a course after 8/1/24. Courses that start in January, may be considered for enrollment if there is room in the class and the tutor is agreeable to adding on the student.

Dropping a course during the semester requires an in-person meeting with a board member.

Homework Policy

Homework is a vital component of instruction at PLA and contributes to the development of student responsibility and independence. It is designed primarily to reinforce and practice regular class instruction. Second, reading assignments and other types of preparation homework are given to prepare students for future lessons or concepts. Less frequently, homework projects are assigned to enrich and extend regular course work and enhance individual creativity.

Homework begins in kindergarten with parent-child reading assignments and increases steadily through the high school level, when one to two hours of homework per day can be expected. PLA considers it essential for parents to establish a regular time and place for their student to complete homework. It is critical for students to have a quiet environment where they can learn to concentrate and use time effectively.

Time spent on homework may vary from student to student. However, if your student begins to spend unusual amounts of time on homework each night or claims to never have assignments, please contact his or her tutor.

Late Work

Each tutor will have their own system of handling late work submitted by a student. Repeated late homework may result in disciplinary action or even dismissal from the tutorial.

Testing

Testing will be at the discretion and guidance of each tutor. Normally, testing will be more expected during the middle and high school years.

Attendance

Regular attendance and punctuality are required by PLA Christian Homeschool Tutorial. This behavior is essential to the quality of your child's education. At PLA we believe that one of the ways students learn about fulfilling their commitments, exhibiting respect for both themselves and others while showing personal responsibility is through regular attendance and practicing punctuality. This character development is part of equipping them to serve Christ while preparing them for mature adulthood. We ask that families partner with us in making every effort to have their students at tutorial regularly and on time, as well as encouraging them to be punctual to their classes.

- **When absent for any reason, THE STUDENT is responsible for securing assignments for make-up work from his/her teachers.**

Tardiness

Students are expected to be on time and prepared to begin class on time. Students who are consistently tardy will receive a warning from their tutor, followed by appropriate action taken, with parental involvement.

Excessive absences

More than 2 absences per calendar month can be a cause for concern. If your child is going to be absent, please notify PLA by emailing priestlakeacademy1@gmail.com. If you know in advance your student will be absent, due to a family trip or obligation, please contact your tutors and secure all homework in advance.

Study Halls

Study halls are an option for students on a case by case basis. There is a \$35 monthly fee for each study hall. Since we only are able to meet for one day a week, our goal is that everyone be engaged in classes during Friday. We do recognize that sometimes a study hall cannot be avoided. If a parent does not wish to pick up a student for the one hour time period when he/she does not have a class, then they must pay the \$35 monthly fee.

General Behavior Expectations

Discipline Philosophy & Plan

HELPING STUDENTS IN THEIR CHRISTIAN WALK WITH OBEDIENCE, HUMILITY, AND ACCOUNTABILITY

GENERAL BEHAVIOR EXPECTATIONS

PLA is dedicated to training children in a program of Christ-centered study, activity, and daily living.

We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men.” Thus, at PLA firm, consistent discipline, which is fair and tempered with love, is maintained. Our board members and tutors maintain standards of behavior in the classroom through kindness, love, and genuine regard for the students. When disciplinary action becomes necessary, it will be carried out with good judgment and sensitivity.

Our primary goal in disciplining students is to help them develop self-discipline to think, speak, and behave in a Christian manner. The ideal objectives of these guidelines are to foster understanding, challenge parent and student alike to supportive behavior, and enlist student cooperation.

Enrollment at PLA is considered to be a blessing from the Lord.

Consequently, our students are expected to conduct themselves according to Scriptural principles of attitude and behavior and to the expressed principles, policies, and programs of the tutorial and state regulations. Disciplinary action may be taken any time a student's behavior does not meet expectations—whether the student is on campus (during the tutorial day, games, activities, etc.) or off campus (at home, church, in the community, etc.)

Students are accepted as individuals with individual needs. Every effort is made to develop attitudes and habits of behavior conducive to compatible relationships with parents, teachers, and fellow students. Most students adjust quickly to these required characteristics. However, for the students whose conduct is unacceptable, the administration reserves the right to administer the appropriate discipline deemed necessary and expedient to bring about an acceptable form of conduct.

We regard conduct as an indicator of a student's spiritual condition. We expect good conduct and positive attitudes. “So then, you will know them by their fruit” (Matt. 7:20). “Not what enters into the mouth defiles the man, but what proceeds out of the mouth, this defiles the man” (Matt. 15:11).

Reverence

Reverence is an important aspect of a proper attitude toward God. One way that we show reverence toward God is through our actions and our attitude during prayer. Whenever we are led in prayer, students should be quiet, bow their heads, and close their eyes. This will minimize distractions and help them to focus their thoughts upon God.

Respect

Students are to respect all individuals in the tutorial. The authority of the teachers and staff is to be respected. Disrespect may result in suspension and expulsion. Respect for fellow students is equally important. Making fun of or picking on another student will not be tolerated.

Bullying

We believe there is a difference between someone being unkind and someone being a bully. We do not consider every act of unkindness to be bully behavior. And although there is no one definition that fits every bully behavior or situation, we define bullying as a pattern of abusive behavior. Unkindness and bullying are dealt with on an individual basis by teachers and/or the principal.

Responsibility

Responsible students turn their work in on time, take care of their belongings and the property of the church building, and faithfully follow the rules. They readily accept the outcomes of their behavior and maintain a positive attitude. Students also have the responsibility to maintain their Christian witness even when not on campus. Therefore, they may be held accountable for offenses committed when not at tutorial, and for material they share on social media.

Obedience

Students are to obey those in authority over them. Obedient students follow directions the first time and do so without arguing or complaining.

Honesty

We expect students to be honest and truthful. Cheating, stealing and plagiarism are serious offenses. Upon the first offense a student may be suspended. The second offense may result in expulsion from PLA.

Plagiarism

At PLA, plagiarism is defined as copying (stealing) someone else's words, thoughts or ideas and claiming or presenting them as if they were your own. Plagiarism is a form of cheating.

Students must properly cite references and sources in their written work. When in doubt, always provide a citation of the source of information in any written work. Students with questions regarding plagiarism are encouraged to check with their instructors for clarification.

Stewardship

We view church property and the property of others as a testimony of the Lord's gracious provision; therefore, an attitude of respect toward the same should be nurtured and promoted in students. The following guidelines apply:

- Students are expected to help keep the tutorial and grounds clean and free from trash. Students will not be dismissed from a class until all paper is picked up from the floor and the room is neat and orderly.
- Students who deface, damage, destroy, or lose property belonging to the tutorial or others, may be required to make restitution, and may be expelled. Parents/guardians shall be financially responsible should their child be required to make restitution.

Profanity and Swearing

Those who use the Lord's name in vain, who swear, or use "gutter" language (vulgarity, obscenity, etc.) are subject to suspension and expulsion. We feel that in the past few years, language that used to be frowned upon by many Christians is becoming acceptable. Increasingly, "potty talk," wooden swearing (obvious substitutions of one word for another), and downright coarse language is the norm in our society, and we see it creeping into our tutorial.

Ephesians 4:29 says, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Regarding words spoken at tutorial or on Facebook (which often impacts the classroom!), etc., we ask:

- Are they wholesome?
- Are they helpful for building others up according to their needs?
- Do they benefit those who hear them?

Physical Contact

Fighting (assault), "horseplay," and rough housing are not conducive to the discipline of education. They will not be permitted at PLA. Upon the first offense a student may be suspended. The second offense may result in expulsion from PLA.

We apply a “hands-off” policy in respect to relationships between young ladies and gentlemen. No hand holding or sitting closely together during lunch, chapel or classes.

Sexting/Inappropriate Text Messaging/Email

A student risks immediate dismissal from the tutorial if there is any reports or evidence of sexting or inappropriate conversation electronically; even if it takes place outside of PLA hours. Physical proof of inappropriate electronic communications are not required for disciplinary action to take place.

Search and Seizure Policy: The administration of PLA and his/her designee reserves the right to search any student, his or her personal belongings, and surroundings for any contraband that the administration has reason to believe the student may possess. Contraband is anything, item, or article forbidden on campus by the civil or criminal law or by tutorial policy. The administration or his/her designee with reasonable cause may also search individuals or groups of students for stolen items. No students will be asked to remove clothing other than outer garments (jackets, vests, sweaters, etc.). No search of an individual will be conducted without the presence of another tutorial staff member as witness. Staff members will be of the same gender as the student(s) being searched whenever possible.

Weapons Possession: PLA assumes no legal obligation to protect or guarantee the safety of its tutors, students, families, or visitors from persons bent on harming them. No person shall carry a firearm, a concealed weapon, knife or any other weapon readily capable of lethal use onto tutorial property, onto any tutorial transportation or onto the premises of any function or activity sponsored or sanctioned by the tutorial, except for authorized law enforcement officials and others permitted pursuant to this policy. Our tutorial employs each Friday, a Smyrna Police Officer, who carries a weapon and also parks a police car in the front of the church.

Alcohol, Drugs, Tobacco It is the policy of PLA to provide a safe learning environment for all students. Therefore, PLA has a zero tolerance policy for student possession, use, distribution, or sale of illegal drugs, alcohol, vape or tobacco in any form whether on campus, at other tutorial-sponsored activities, or off campus.

PLA is a tobacco free campus. Smoking and all tobacco use (including electronic cigarettes) is strictly prohibited on tutorial property, by all persons (students, staff, parents, guests). Parent/guest violators may be asked to leave campus.

Discipline for student violation of this policy, even in the case of the first offense, will be immediate expulsion. A student who has been expelled under this policy may be permitted to finish the quarter (off campus) depending on the circumstances. A student may re-apply for enrollment the following tutorial year; acceptance may or may not be granted depending on the circumstances.

Other Criminal Acts: Students may be suspended or expelled for participation in any criminal act on or off tutorial campus.

Hall/Sanctuary

Students are not to be out of their classrooms without permission from their tutor. Students must pass quietly in the hall and sanctuary area.

Leaving Campus

Students may not leave the church property during the tutorial day at any time after arriving, except through previous arrangements with the office and the parent/guardian. Failure to abide by this rule may result in suspension or expulsion.

Off-limits Areas

Certain areas are off-limits to students without explicit permission given by tutorial personnel. They include:

- Classroom telephones
- Electrical circuit boxes
- Faculty desks and files
- Faculty workroom, kitchen, restroom
- Locked building, rooms, and storage areas
- Maintenance equipment and janitorial supplies
- Office areas
- Personal property belonging to others
- Roof of tutorial building

NOTE: Cameras/camera phones may not be used in any area where there is a reasonable expectation of privacy, including, but not limited to restroom, changing rooms.

Music

There are many views held by Christian parents, students, and tutors, regarding music. However, for the purposes of maintaining our Christian witness, Christian atmosphere, and consistency of tutorial standards, only Christian music should be brought to tutorial. Any other type of music will be confiscated and returned to the student after the teacher or administration has received a note from the parents. There may be special circumstances when other types of music are permitted.

Video tapes/DVDs

The same standards for music applies to Video/DVDs.

DISCIPLINE PHILOSOPHY

Equipping students to impact their world for Christ requires more than a strong academic program. It also requires discipline; that is, instruction and training in correct principles and habits that will prepare students for future use in God's kingdom. I Timothy 4:7b-8 says, "Train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come." Thus, PLA tutors and Board, are committed to train students according to biblical principles that encourage the development of Godly character.

A safe and orderly environment is fundamental to a successful instructional program so classroom discipline is necessary. Hebrews 12:11 says, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Not only is discipline unpleasant for the student, it is hard work for parents and teachers. At PLA, we want to partner with parents in this work of training students. Open and clear communication is vital. When student behavior warrants serious discipline, we can remind each other to keep our focus on the desired outcome - a harvest of righteousness and peace!

Teachers are primarily responsible for managing student behavior in the classroom. Based on their professional knowledge and experience, they may adjust expectations and consequences in their classroom to suit the maturity level of their students. With heavy reliance on prayer and guidance from the Holy Spirit, teachers will seek to discipline students in love and according to their individual needs, modeling the kingdom principles of grace, mercy, and forgiveness.

A student's behavior is closely tied to his/her spiritual growth. Misbehavior is often evidence of a wrong attitude or belief that the student holds. As Christian teachers, we are concerned with more than

addressing outward behavior; we want to help students develop the right attitudes and beliefs that will bring about a change of heart, because that leads to lasting behavior change. Our secondary discipline philosophy and policy emphasizes the importance of accountability in obedience and humility.

Matthew 22:37-39ESV

And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. (HUMILITY)

Hebrews 13:17

Obey your leaders and submit to them, "for they are keeping watch over your souls, as those who will have to give an account. "Let them do this with joy and not with groaning, for that would be of no advantage to you. (OBEDIENCE, HUMILITY)

Philippians 2:3

Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. (HUMILITY)

Cell Phone Policy

All cell phones and electronic devices will be placed in a designated folder organized by last name upon entry into the church building. Cell phones can be retrieved at the end of the student's day. Cell phones will not be in use during lunch or chapel. If a tutor requires/allows the use of a device during class, that tutor is responsible for getting the devices checked out for only the class time and then checked back in. Students found with devices when they aren't supposed to have them, will be fined \$25. Students who make this mistake twice, will not be allowed to bring a device into the building for the remainder of the semester

DRESS CODE

Since PLA is a place of learning, the appearance of the students should encourage the learning process rather than distract from it. Girls should choose clothes that make them look like girls, and likewise for boys. The board believes that the dress code will help shape the overall climate of the tutorial as a place of learning and social interaction. It will help de-emphasize outward appearance, emphasizing in its place our students' inner qualities and character development, as well as further developing tutorial unity and spirit.

When a student arrives for class, their clothing will be checked by a board member or volunteer at the door, where they are to turn in their cell phone. Please do not be offended if a student is asked to raise her arms or he/she is asked to open their jacket.

Leggings are no longer allowed at PLA, unless they are used for warmth under a dress or a modest shirt that completely covers a young lady down to the thighs.

Shorts must pass the fingertip test, with at least a 7" inseam. No gym shorts, unless they are the basketball kind that reach the knees. Cargo shorts are acceptable.

Tattoos: Not allowed, must be covered

Jeans Must not be overly tight or cut low on the hip. Absolutely no rips or tears above the knee.

T-shirts must cover the midriff area. Please no graphic designs, rock bands or other images displayed. If an image is displayed on a t-shirt, make sure it aligns with Christian values, please.

Caps/hats/bandanas are not acceptable during Chapel services. If a tutor asks a student to remove his/her hat during class, we expect it to be done respectfully.

No pajama pants or house shoes/slippers allowed.

Infraction of any part of the dress code will involve a parent picking up the student or bringing appropriate clothing. PLA also has large t-shirts for a student to borrow and wear for the day, if necessary. If you as the parent have any doubts about whether your student's clothing will meet our dress code, please err on the side of caution and choose a different outfit.

Senior Graduation

Ladies: Nice dress or skirt to be worn under the graduation gown.

Gentlemen: Dress pants, dress shoes, and a white dress shirt with tie to be worn under the graduation gown.

Caps and gowns are ordered in January of the graduation year. Any parent wishing to serve on the graduation planning committee is more than welcome.

Tutorial Dance/Prom - PLA Board reserves the right to monitor the appropriateness (modesty) of attire for special occasions and will provide specific verbal communication to students planning to attend as soon as the event is approved. A student who arrives at an event inappropriately attired may be asked to leave. Students bringing a guest from another tutorial are responsible to communicate PLA guidelines to their guest prior to the event.

Ladies: Modest formal attire that is not excessively tight or low cut. Cleavage may not be seen, and no skin may show below the bra line in back. No slip-style dresses or midriff showing. Dress or slit in dress cannot exceed 4 inches above the knee.

Gentlemen: Dress slacks, shirt, and tie. Jackets encouraged. Gentlemen may choose to wear a tuxedo to prom.

STUDENT TRANSPORTATION

Daily to/from tutorial

Parents are responsible for transporting their child to and from classes. We expect students to arrive on time so that they can begin promptly. We prefer that parents exit their vehicle and walk their students into the building. This one simple step can help families to stay and feel more connected and plugged into the tutorial.

Students who drive to tutorial regularly must fill out an electronic driver's permission form at Orientation.

Student Drivers

Because of the tremendous liability, student drivers are not allowed to transport other non-family students to off campus activities/extracurricular events. Parents who wish to request an exception to this policy may contact the board.

Please see a board member at Orientation in order to receive the electronic Student Driver Permission form.

Arrival / Dismissal Procedures

Students may be dropped off as early as 7:30 AM and must be picked up no later than 3:20 PM. We greatly appreciate your cooperation in picking up your children promptly.

Please make sure that *all* students are here by 7:45 AM so that classes may begin promptly at 8:00 PM

Late arrivals inconvenience not only the tutor, but the entire class.

Cell phones

1. As they enter the tutorial, students must place their phones (silenced) in the file folder designated for that purpose.

2. Cell phone cameras may never be used in an area where there is a reasonable expectation of privacy, such as restrooms or locker rooms.
3. Students may use their phones/laptops during class for specific instruction provided by the teacher.
4. Students found using cell phones at unauthorized times will have their phone confiscated and receive a \$25 fine. If this happens twice, that student can no longer bring a device to tutorial for the remainder of the semester.

SAFETY

PLA secures the services of a Smyrna Police Officer each Friday that classes are in session. This officer is highly trained for emergencies, is armed with a weapon and drives and parks a police car in front of the church.

- Our tutorial front desk person diligently monitors activity in and outside of the tutorial building during tutorial hours. *All* visitors, including parents, are required to enter through the main lobby entrance sign in and wear a name tag. If a visitor will not give a name or does not have a viable purpose in visiting the tutorial, s/he is not allowed to enter.
- Students are not allowed to leave the tutorial building without permission during tutorial hours.
- PLA administration will always follow directions of local law enforcement emergency management in an emergency.
- **If you should hear that the tutorial may be experiencing an emergency, please help us by:**

Remembering, we take the trust you have placed in us for the care and safety of your student very seriously; *it is our immediate priority in an emergency.*

Resisting the urge to speculate or react to rumors or hearsay. Be assured, once the situation is under control, including the safety of our students and staff, the administrative team is committed to contacting parents as soon as is safely possible.

Remaining calm and reminding your student of these things if they contact you on their cell phone. Reassure them by directing them to remain calm, resist giving place to rumors, and to follow directions. Your calm confidence can greatly help your student respond appropriately, thereby freeing administrators and staff to work at resolving the situation more quickly.

Routine Practices to Ensure the Safety of Students and Staff in an Emergency:

Severe Weather: The administration will monitor threatening weather conditions. PLA generally follows Rutherford County for school closings. However, we reserve the right to close the tutorial at our own discretion. Check your phone and email when there are school closings for updated information from PLA.

Physical Threat/Armed Intruder: Response to these emergencies may vary. We enter and exit through the main doors on Friday. They will remain locked in between classes and you will have to stand in front of the glass to make yourself known to gain entry or ring the bell.

Prohibition of Persons Guilty of Sex Crimes/Registered Sex Offenders

PLA prohibits all persons who have pled guilty or no contest to or have been convicted of and/or found guilty of sex crimes, or persons registered as sex offenders of being or within 500 feet of any tutorial building, tutorial property, tutorial activity, or any vehicle used to transport students. We continue to review and upgrade our safety plans and procedures. Information on safety is regularly provided to

students and staff. Thank you for supporting the PLA staff as we labor to make PLA Homeschool Tutorial a safe and pleasant learning environment for your child.

Procedures for Reporting Alleged or Suspected Child Abuse

In accordance with state law and tutorial policy, tutorial staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect.

In this very serious and legally narrow area, the tutorial will not contact parents in advance of making a report to authorities, which would be the procedure followed in other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of legal suspicion of abuse be made. Tutorial staff will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Protecting Your Child Against Child Abuse

Parents can best help their children prevent child abuse through education and guidance. Talking with your child about preventing abuse is the best way to fend off assault.

5 Steps to Protecting our Children**

Learn the facts: 1 in 10 children are sexually abused. Over 90% of them know their abuser.

1. Minimize opportunity: Eliminate or reduce isolated, one-on-one situations to decrease risk for abuse.
2. Talk about it: Have open conversations with children about our bodies, sex, and boundaries.
3. Recognize the signs: Know the signs of abuse to protect children from further harm.
4. React appropriately: Understand how to respond to risky behaviors and suspicions or reports of sexual abuse

If Your Child Tells You About Abuse

- **Don't** panic or overreact to the information your child tells you.
- **Don't** criticize your child or tell your child he misunderstood what happened.
- **Do** respect your child's privacy and take your child to a place where the two of you can talk without interruptions or distractions.
- **Do** reassure your child that he or she is not to blame for what happened. Tell him or her that you appreciate being told about the incident and will help to make sure that it won't happen again.
- **Do** encourage your child to tell the proper authorities what happened but try to avoid repeated interviews that can be stressful to the child.
- **Do** consult your family doctor or other child abuse authority about the need for medical care or counseling for your child.

You should show real concern, but NOT alarm or anger, when questioning your child about possible sexual abuse.

Student Anti-Harassment Policy

PLA Christian Homeschool Tutorial is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This tutorial is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or of the work or educational setting, including, but not limited to, that occurring under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this tutorial.
5. Sexting: Transmitting sexual/nude photos, graphic images, or explicit descriptions/wording of sexual acts.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. The following are among the types of conduct that would violate this policy.

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, or impeding or blocking movements.

What to Do if You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the PLA Board members. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the tutorial Board members. Tutors who feel that they have been subjected to conduct of a harassing nature or who observe or otherwise have reasonable grounds to suspect the occurrence of a conduct of sexually harassing nature shall report the matter to one of the PLA Board members.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the tutorial reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the tutorial's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint; Corrective Action

When one of the tutorial officials designated in this policy receives a complaint, he or she shall immediately inform the PLA Board, who will direct an investigation.

We, the PLA Board and Tutors sincerely thank each one of you for reading and agreeing to the 2024-2025 PLA Parent/Student Handbook.

May God bless each Family in their home education!