



PARENT/STUDENT HANDBOOK TUTORIAL YEAR 2026-2027

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 allowing us 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 Directors:

Laura Motok
Hope Bokoles
Heather Donnell

PLA Board Members:

Tammy Chandler
Angie Hazzard

ABOUT PLA

CHARACTERISTICS

PLA Christian Homeschool Tutorial AKA Priest Lake Academy, is a non-denominational organization that has been in operation for over 20 years. We serve grades pre-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 charitable organization with 501c3 status, within 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, 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 Pre-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 pre-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 and societal successes and 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 Director to help arrange an in-person meeting for all involved.

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)

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.

Directors 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 (7.5 hours per day) each school year, or 2 half days per semester. A parent buy-out fee of \$125 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 director on how you can serve and be involved..

ADMISSIONS/PAYMENTS

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 - one per family at www.priestlakeacademy.com, pay the \$275 registration upon acceptance into the program. PLA requires a family interview with one parent and the students who wish to attend.

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 \$275 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. Returning families must fill out an application each year, but another interview is not required.

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.
- Supply fees will be invoiced to families in June. \$50 per class, or \$100 flat for pre-k and K1.

Tuition payments, including a one time payment to MTHEA \$30 paid one time and a \$30 security fee (paid monthly, 9 months of the school year) will be invoiced prior to August Orientation day.

- **Payment Options:** Our tutorial offers two payment methods.
- **Check:** Checks may be placed in the black slot box on the front table on Friday. Please do not hand your check directly to a tutor or director.
- We no longer have a PO Box, so checks cannot be mailed there. Please do not mail checks to the church.
- **Online Electronic Payments:** These include a 3% processing fee. This option allows for monthly recurring payments, which are automatically deducted on the 5th of each month unless special arrangements are made or payments are self-initiated from a monthly invoice.
- **Late payments** are unacceptable and create more work for the directors (Laura, Hope, Heather) and the bookkeeper (Karie). A payment is considered late if it is not made by the second Friday of each month. A \$15 fee will be added to a late, unpaid invoice. A student with late payments cannot attend the tutorial until payment is made. If you have any issues with payments, please reach out to us and allow us to understand your situation and extend grace.

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 \$125 is due on Orientation day, as well as August tuition. Tuition must be paid by the first day of tutorial 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 Director regarding dropping a class or withdrawal right away. The Director 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. Withdrawing from a class does not excuse you from your full year of financial commitment to pay for the class.

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 09/05/2026. 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 may begin in 2nd grade 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 parent and student are 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 two 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.

GENERAL BEHAVIOR EXPECTATIONS

Discipline Philosophy & Plan - HELPING STUDENTS IN THEIR CHRISTIAN WALK WITH OBEDIENCE, HUMILITY, AND ACCOUNTABILITY

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.

Artificial Intelligence - The purpose of homework is to practice, struggle through, and master new concepts. While AI is a powerful tool, using it to do your work bypasses the cognitive processes needed for genuine learning. Therefore, you may not use AI to generate answers, outlines, or essays. Your submissions must reflect your own independent thought, analysis, and original work.

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 coarse 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.

Sexing/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/Vape - 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 restrooms, 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.

Cell Phone Policy - All cell phones, smart watches 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 or Skirts** must pass the fingertip test, with at least a 6" inseam. No gym shorts, unless they are the basketball kind that reach the knees. Cargo shorts are acceptable.
- **Tattoos:** Must be covered at all times during the entire Friday.
- **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. 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 have your student 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.

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 - Please see a Director to receive the Driver's Permission Form. Remind your students that drive themselves to always sign in/out on the provided clipboard at the front desk each Friday.

Arrival / Dismissal Procedures - Students may be dropped off as early as 8:30 AM and must be picked up no later than 3:35 PM. We greatly appreciate your cooperation in picking up your children promptly.

Please make sure that *all* students are here by 8:45 AM so that classes may begin promptly at 9:00 AM

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

Cell Phones/Smart Watches/Tablets - As they enter the tutorial, students must place their phones and smart watches (silenced) in the file folder designated for that purpose.

1. Cell phone cameras may never be used in an area where there is a reasonable expectation of privacy, such as restrooms or locker rooms.
2. Students found using cell phones or smart watches 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 the directions of local law enforcement and emergency management..
- **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 for school closings and updates 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 doors to make yourself known to gain entry or ring the bell.

We, the PLA Officers, Board and Tutors sincerely thank each one of you for reading and agreeing to the 2026-2027 PLA Parent/Student Handbook.

May God bless each Family in their home education!