

PLA Parent/Student Policy Handbook 2020-2021



Contact Information:

priestlakeacademy1@gmail.com

615-956-2752

Dear Parents,

Thank you for your interest in Priest Lake Academy! We look forward to meeting you and getting to know your family better.

Many parents have asked, what traits are we looking for in a PLA family? Well, it's no secret and we'll tell you! PLA looks for families who are: interested in being involved in a Christian tutorial. Parents must be willing to commit to their child's attendance, be accountable for their homework assignments, be willing to serve at PLA, including their volunteer days. We want families who love the Lord, and want their children to grow & develop in our environment. We try to discern families who are as committed to their child's success as we are.

Our classes are offered on a first come, first serve basis. We are looking to enroll approximately 20 children for each age group K/1, 2-5, 6-8, 9/10, 11/12. Please do not hesitate to turn in your Registration paper work as we cannot guarantee class placement for late enrollment.

If you are a returning family, welcome back! We are blessed to have you and look forward to another great year with your family at PLA.

If you have any questions about the content in the packet, please email, call, or stop in and ask. We are happy to help you in any way we can.

Thank you,

PLA Board

Jan Jansen
Laura Motok
Eric Massengill

What do I do to be approved for Enrollment?

1. Agree to the Affirmation of Faith without reservation
2. The Board will review your application and you will be notified if you are eligible to Register
3. Download & Complete Registration Paperwork
4. RETURNING FAMILIES: Submit Registration Paperwork

What do I need for Registration?

1. Complete the SIGNATURE pages from your Registration packet:
2. Checks/Cash for:
 - a. tuition
 - b. supply fees
 - c. registration fees

Note: If you are hesitant to write your checks without going over the amounts and dates with us, that is fine. We will walk you through it with you if you come to campus to register and meet with a board member. Please make sure you have enough checks with you; you will need 8 checks for each class taken per child.

After registration, you will receive a file folder that contains a copy of your student(s) class schedule and a class description. The class description will give you information about the tutor, the class, and the required books and materials list. **Please read each class letter carefully so your student will be aware of the requirements for the class.**

If you need to contact your student during the school day, you may call: 615-956-2752.

Please do not call the church office.

ALL FEES & TUITION ARE NON-REFUNDABLE

**PLA Tuition and Fees
2020-2021**

Registration Fee (includes building fee, cleaning, & insurance coverage)	\$175 per family
Elementary School	\$20 per class + supply fee
Middle School Tuition	\$29 per class + supply fee
High School Tuition	\$38 per class + supply fee

Return Check Policy

A \$40 fee will be charged for checks returned by the bank for any reason.

If a check is returned, Priest Lake Academy (PLA) and/or a PLA tutor will require payment by cash, certified/cashier's check, or money order. A personal check will not be accepted as repayment for a returned check nor for returned check fees.

Student(s) may not return to class until the check(s) in question and all fees are paid in full.

If there is more than one returned check incident per year, parents may be required to make all further payments in cash, certified/cashier's check, or money order.

Priest Lake Academy Tutorial

Mission Statement: We desire to Honor God and our children by providing academic and artistic enrichment through a learning environment that promotes kindness, accountability, fellowship with one another, and an eagerness to learn.

The purpose of this tutorial shall be to glorify God and to work together to educate our children.

PLA is a group of parents pooling resources to secure experienced tutors for our students. Classes meet one day per week for 32 weeks, beginning in August and ending in May, and are not intended to teach all that the students need to learn. PLA classes provide a framework for academic achievement, along with hands-on instruction, and the opportunity to participate in a group setting. Classes meet each Friday at Smyrna Church of Christ in Smyrna, Tennessee. Tuition will vary depending on the grade level of the participating student. Please refer to the fee schedule for applicable fees.

PLA is a Christian tutorial and classes will incorporate a Christian worldview. Classes will not, however, provide a platform for discussion of denominational doctrine.

Tutors provide a 32-week lesson plan and/or syllabus which provides the foundation of each course. Parents are responsible for supervising the student's daily work. This may require parents to buy teacher's texts and keys for some classes. **Homework must be completed.** A class that meets for one hour, once a week, cannot fully satisfy academic credit nor provide adequate instruction unless the parent and student work together to complete what is required outside of class.

PLA looks for students who want to be a part of an intimate academic and social group. Since the adults and students will get to know each other very well, we expect to develop a bond akin to that of a large family. We will not tolerate any form of social rejection. We expect kindness, acceptance, and respect to be practiced toward our peers and tutors. We require a year-long commitment and the payment of the full tuition (given on a post-dated schedule) upon registration. **The tuition payments and all fees are non-refundable.** We hire tutors for a full year and must be able to guarantee their salaries. Please refer to the Financial Commitment Form for additional information.

Affirmation of Faith

- We affirm that there is one God, infinitely perfect and eternally existent in the person of Father, Son and Holy Spirit.
- We affirm the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- We affirm the Bible to be the Holy Spirit inspired, authoritative Word of God and eternally reliable, containing the Word of God in its entirety.
- We affirm the universal church, which is the Body of Christ. We affirm Christ as its head. We affirm all who are born-again as its members. We affirm the church's purpose as offering worship to God; fellowship, ministries of Ephesians. We affirm the spiritual unity of believers in our Lord Jesus Christ in the essentials of the faith and freedom in matters in which mature believers might disagree.

How do the fees work?

All fees and tuition monies are due on the date of registration. A one-time Registration fee of \$175 is made payable to Priest Lake Academy at the beginning of the year in August.

Tuition monies and Supply fees are also due at the time of registration. Tuition checks should be made payable to the TUTOR of the class. They should be dated as follows:

- You must write 8 postdated checks for each class payable to the tutor.
- The checks should be dated, August 1, 2020, September 1, 2020, October 1, 2020, November 1, 2020, NO DECEMBER, January 1, 2021, February 1, 2021, March 1, 2021, April 1, 2021, NO MAY.
- Elementary tuition check amount is \$20.00 per check for each class.
- Middle School tuition check amount is \$29.00 per check for each class.
- High School tuition check amount is \$38.00 per check for each class.
- Supply fees should be a separate check, also written to the tutor and dated July 1, 2020.
- Please record of your checks on the check register with your packet.
- If you choose to pay in cash, please bring the cash (for the amounts listed in the bullet above) in 8 separate, unsealed, envelopes per class dated August through April (excluding December), with the tutor's name, student's name and the class written on the outside of the envelopes. Additionally, the supply fee for each class should be in separate envelopes with the same information on the outside of the envelope.
- There will be a charge of \$32.00 per study hall. Study hall payments should be paid per year. A check for \$32.00 per study hall should be dated August 1, 2020.

Tuition Payment

Example of checks for a class:

If your child is taking Middle School Science you would write 8 separate checks for \$29.00, made payable to Laura Motok.

Your checks would be dated August 1, September 1, October 1, November 1, January 1, 2020 February 1, March 1, and April 1.

You would complete an additional check to Laura Motok for the supply fee dated July 1, 2020.



PLA Student & Parent Commitment

As a student of Priest Lake Academy, I will, to the best of my ability:

- Be on time to class.
- Treat the church building, my tutors and my fellow students with respect and refrain from hostile, intimidating, or offensive behavior towards other students and adults.
- Complete and turn in assignments as requested by the tutor.
- Turn off and place all my electronic gadgets in my backpack during class. If I use my phone, iPod, handheld game, or other device during class, it will be held for the duration of the day.
- Check email and my student mailbox consistently. I understand it will be an important form of communication between tutors and students.
- Dress in a manner that is respectful of myself and does not cause distractions. (Please see the Dress Code.)
- *High School Students:* Follow the rules set forth in the Student Driver Policy and Permission Form.
- Remain only in the authorized area of the building. (No one is allowed to gather in the lobby or parking lot.)
- *High School Students:* Only those leaving for lunch are allowed in their cars during the lunch period unless otherwise stated by your parent.
- *High School Students:* **You must sign in & out to leave campus for lunch.** Failure to sign in & out will suspend your ability to leave campus during PLA hours until your last class.
- Attend all my classes & not leave campus during my class time unless my parent has approved my absence from class & told at least one Board member. Chronic absences from class will affect my being able to attend PLA.
- Will treat others the way I want to be treated. (Please see the Behavior Policy)
- Leave toys, large stuffed animals, or any non-school related items you do not want to be lost at home.
- No pocketknives in the church building
- Pray for my tutors, parents, and fellow students.

As a parent of a student of a Student Priest Lake Academy, I will:

- Participate as a Friday helper for 2 Fridays for enrolled students age 4th -12th and for 4 Fridays for students who are K-3rd grade.
- Remember that I am my child's primary teacher and accept that responsibility.
- Monitor homework assignments to insure my child is getting the most out of class.
- Consistently check my email and PLA mailbox for assignment management.
- Provide all textbooks and supplies necessary for my student to complete their assignments.
- Not send my child to PLA if they have had symptoms of illness within the past 24 hours. (diarrhea, vomiting, fever)
- Maintain a positive attitude and promote a positive environment within PLA.
- Pray for my student, PLA tutors, PLA Team, and fellow tutorial families.

I have read and understand these statements, and I agree to adhere to these guidelines.

I also understand that re-enrollment will be denied if all covenants are not fulfilled.

Non-eligibility for re-enrollment at PLA:

Any non-payment of tuition fees, not working committed volunteer days, excessive non-documented absences, student withdrawal after payment submittal, student leaving campus without permission, infractions of the behavior policy or academic policy. This list is not exhaustive but illustrative of typical occurrences.

In addition, I understand that any disciplinary action taken is at the discretion of the tutor and the PLA Parent Leadership Team and, in extreme cases, could result in expulsion without refund of tuition.

Dress Code

The following dress code will be enforced:

1) **Pants**

No holes, rips or tears exposing under garments or skin more than 3 inches above the knee.

2) **Shirts**

- Shirts must be appropriately sized in the shoulders, sleeves, and length; not baggy or excessively tight
- The shirt/top must cover the midriff at all times (e.g., standing, sitting, stretching and bending)
- Exposure of breast cleavage and/or midriff is prohibited

The following will not be permitted:

- Muscle shirts (includes undershirts)
- Tank tops
- Garments with spaghetti straps
- Crop tops
- Halters
- Midriffs

3) **Shorts or Skirts**

- Shorts are permitted but no shorter than 3 inches above the top of the knee
- Dress and skirt length must be no shorter than 3 inches above the top of the kneecap
- Dress and skirt slit must not exceed 3 inches above the top of the kneecap

4) **Shoes**

- No house shoes or slippers
- No shoes with wheels

5) **Miscellaneous**

- Clothing items must be free of pictures, emblems and/or writings that are lewd or obscene
- Clothing items must not advertise or depict tobacco products, alcoholic beverages, violence, vulgarity, gang symbolism, sexual symbolism and/or illegal substances
- Attire must be gender appropriate

6) **The Following Will Not Be Permitted:**

- Tight fitting dresses, pants, or skirts
- See "through" or see "in" garments
- Any clothing that reveals skin or undergarments
- Bathing Suits
- Excessively torn or ripped attire
- Cut-off clothing
- Chains or jewelry that have the potential to be used as a weapon (Examples; heavy neck chains, double or triple rings, wallet chains, chain belts, safety pins, etc.)
- Leather collars or collars intended for use on animals may not be worn on school property

7) **Failure to Follow Dress Code**

Any student who comes to PLA wearing inappropriate dress as determined by the tutor, parent monitor, or PLA team member will be required to go to study hall and remain until his or her parent

can bring a change of clothes. Any student who cannot have his or her parent bring a change of clothes shall either (1) remain in study hall or (2) be taken home for the day.

Behavior Policy

PLA wants to ensure that all students are provided a safe learning environment.

- 1) In order to ensure this, all students are required to follow the PLA behavior policy. We believe that students need to be in the classroom, fully engaged and actively participating in their learning. Each tutor may have system for redirecting negative behavior. If a student does not correct behavior, the tutor may send the student to the office/administration for further action. Also, if the student commits a serious act which violates the behavior policy, he or she shall be dealt with immediately by the tutor and/or the administration, as may be necessary.
- 2) Cell phones and/or any kind of electronic devices are NOT to be used during class hours, unless requested by the tutor.
 - 1st time taken away, the student may pick up it up at the end of the school day.
 - 2nd time taken away, a parent/guardian may pick up at the end of the day.
 - 3rd time taken away, parent/guardian may pick up at the end of the semester.
 - 4th time taken away, parent/guardian may pick up at the end of the last day of school.
- 3) PLA will not be responsible for lost or stolen electronic devices of any kind. We recommend these devices stay at home. If your student chooses to bring these items; it will be done at his/her own risk.
- 4) NO gum allowed.
- 5) NO PDA (Public Displays of Affection). No kissing, holding hands, making out.
- 6) Hallways are safe and quiet zones. PLA shares this facility with 2 additional school programs. Students are expected to walk quietly throughout the hallways. No one should be running, skipping or acting in a boisterous way in the halls.
- 7) Students must be in a designated area at all times. No loitering in hallways.
- 8) Keep the church clean! It's everyone's job to keep these rooms clean and to clean up after yourself before leaving each classroom or the cafeteria area.
- 9) Students are to follow directions of PLA staff.
- 10) Bullying and/or harassment of any kind will not be tolerated. (see policy on the next page).

Bullying Policy

I. Definition

PLA defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. A single act does not generally equate to abusive conduct, unless such conduct is determined to be severe and egregious. Additionally, any unwelcome verbal, written or physical conduct that either degrades or shows hostility or aversion towards a person that applies to the following will not be tolerated. Bullying may be intentional or unintentional.

- (1) Has the purpose or effect of creating an intimidating, hostile or offensive environment
- (2) Has the purpose or effect of unreasonably interfering with a student's performance

II. Types of Inappropriate Behavior

- 1) **Verbal bullying:** persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; or, abusive, derogatory, and offensive remarks.
- 2) **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's property
- 3) **Non-verbal bullying:** Non-Verbal threatening gestures; glances that can convey threatening messages
- 4) **Exclusion:** Socially or physically excluding or disregarding a person while in class or in school-related activities
- 5) **Cyber bullying:** Using any electronic communication device at school or at home to bully another student through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, online games, apps and websites.

III. Reporting

All students, tutors, parents and team members will be treated with respect. Students should cooperate with preventative measures introduced by any tutor and recognize that a finding of unacceptable behaviors will be dealt with through appropriate disciplinary procedures.

Friday Helper Commitment

PLA mandates that each family commit to serve as a PLA Team helper for 2 days for enrolled children who are 4th- 12th grade and 4 days for children who are enrolled in K- 3rd grade. If you are unable to complete your day FOR ANY REASON, contact a board member as soon as possible.

Senior Graduation

Parents of Senior students must supply PLA with 40-50 pictures on a flash drive no later than **January 15th** to be used at Graduation ceremony in May. PLA purchases caps, gowns, and diplomas for Seniors in September at a cost of approximately \$30 which payment must be made directly to PLA by September 30th.

Yearbook

Yearbooks are designed each year by our High School Yearbook class. Yearbooks range from \$12 for softcover and \$25 for hard cover. Orders must be submitted no later than March 15th each year. Yearbooks are not required but highly recommended as this is a great memento and souvenir for your child commemorating their time at PLA. Yearbook purchases also supports the instruction of the Yearbook staff as they grown and learn from year to year.

Can we go on Field Trips?

Yes!! We would love Field Trips! We are a Tutorial that is led by Parent volunteers. All field trips, parties, and events, with the exception of Graduation, Prom, and PLA Fall Festival, are all led and organized by parents of PLA. PLA can help with the planning and in spreading the word to all our families. Field trips can range from a movie, to a park play time, to a more educational setting such as touring a historical monument. We are not restricted by a building or a time frame, so parents, plan anytime between Monday – Thursdays and notify PLA at priestlakeacademy1@gmail.com of an upcoming date!

Face Book & Social Media

PLA has a public FB page and a private FB page. Only parents whose family are enrolled at PLA are invited to be a part of the private page. PLA will share pictures within the private page. If you have signed the Photo release your child's picture may appear on our website.

At no time should students post PLA related pictures on their private social media accounts.

Leaving Campus

Elementary & Middle School students may not leave campus at any time during the school day unless they are with a parent or guardian. High School students may not leave campus unless it is during lunch with the written permission from parents. High School students who are permitted to leave during lunch do so without parental supervision are being tasked with high accountability. PLA does not notify parents if their High School student is tardy after returning from lunch or if they are absent. If the student has more than 3 incidents of tardiness or absence within a quarter, then the parent will be notified by PLA. We highly recommend talking to your High School child on a regular basis about adhering to their schedule.

***PLA will follow Rutherford County Schools for inclement weather closings.**