



**PCApplus Virtual Academy
Parent / Student
Handbook
2016-2017**

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A Letter from the Head of School



Dear Students and Parents,

Welcome to the PCAplus Virtual Academy's 2016-2017 school year!

The excitement of what God is doing through PCAplus is truly contagious. We are anticipating a great school year, and we certainly feel blessed to have you on our team. Please know that it is truly our prayer that you feel welcomed and a part of the PCA Family. We hope that this handbook assists you in this endeavor, and provides the pertinent information for guidance and understanding of Prestonwood Christian Academy's PCAplus Virtual Academy.

The educational philosophy of the PCAplus Virtual Academy takes its roots in Kingdom Education, which focuses on bringing the home, church and school together to form a partnership for training the next generation.

Paralleling this philosophy are institutional guidelines and parameters that provide structure, accountability and direction. I want to encourage you to understand these guidelines and be supportive of them as we journey together this year. Our focus on the main objectives for the school will be clearer throughout the year if we individually and collectively honor the parameters set forth in our handbook.

We look forward to partnering with you in God's work through PCAplus!

Warmly,

Dr. Larry Taylor
Head of School
Prestonwood Christian Academy
PCAplus Virtual Academy



Vision, Mission, Core Values, and Doctrinal Statement

Vision Statement

To offer assistance to learners by providing virtual educational resources and/or classes of excellence through Kingdom education so that the generations to come will know the truth of God's Word and not forget His works, nor be taken captive by the vain philosophies of their day.

Mission Statement

In pursuit of educational excellence in assisting the community, the mission of PCAplus is:

To extend Kingdom education, by using the digital learning environment, to assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence and model Christ-like leadership to influence their homes, churches and communities for Christ.

Core Values

In order to successfully fulfill this mission, PCAplus gives priority to seven core values. Each core value must have operating principles that allows PCAplus to put these core values into everyday practice in every aspect of its educational program.

Bible, Christ-likeness, Christian Family, Church, Excellence in Education, Service, Stewardship

Doctrinal Statement

We believe that Christian courses must be fully and equally committed to excellence in education and fidelity to biblical truth. PCAplus is unbending in its dedication to provide the very best educational opportunities for students entrusted to its care. Its administration, faculty, support staff and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age.

Purpose and Philosophy

An Academic Focus – A Christian Foundation

Purpose

The purpose of PCAplus is to assist Christian parents in providing a sound education for their children through the integration of faith and learning. PCAplus is committed to teaching a biblical view of God and the world through the development of basic spiritual, intellectual, physical and social skills.

Assisting Christian Parents

PCAplus endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the

work of education. In order to serve these families with biblical instruction and godly examples, the school employs administrators, faculty and staff who serve as role models in their Christian walks, their professional lives and Christian faith.

Integration of Faith and Learning

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher associated with PCAplus.

We, at Prestonwood Christian Academy, believe that we have the mission of enabling our students to live wholesome Christian lives in a harsh and demanding world. In cooperation with the parents, we will make the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also learn that they are endowed with special talents, which they will discover, and finally, that God has a purpose for each of them, and they can achieve that purpose. PCAplus provides an environment that balances a relationship with God through faith in Christ with intellectual and artistic pursuits. Academic excellence, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life and to strive to attain that goal.

Statement of Doctrine Beliefs

- a. **THE SCRIPTURES:** I/We believe that the entire Bible, all 66 books of the combined Old and New Testaments, are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. (2 Timothy 3:16-17; 2 Peter 1:20-21)
- b. **GOD:** I/We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence, and obedience. (Deuteronomy 6:4-5; Genesis 1:31)
- c. **JESUS CHRIST:** I/We believe that Jesus Christ is God. He was conceived by the Holy Spirit; born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, and ascended to the right hand of the Father; and will return literally, visibly, and personally in glory and power. (John 1:13,14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11)
- d. **HOLY SPIRIT:** I/We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convicter of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life. (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9-11; Titus 3:5)
- e. **MANKIND:** I/We believe that in the beginning God created mankind in His image, and man is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31) Man is the special creation of God, made in His own image. He created them male and females as the crowning work of His creation. The gift of gender, as predetermined by God and revealed at conception, is thus part of the goodness of God's creation.
- f. **SIN:** I/We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both

physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23)

- g. SALVATION: I/We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death. (Ephesians 2:8-10; 2 Corinthians 5:21)
- h. THE CHURCH: I/We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
- i. EVANGELISM: I/We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)
- j. THE HOME: I believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in the covenant commitment. In addition to these important beliefs, I/we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) I/We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts of life.

Student Code of Conduct and Agreement of Conduct

PC*Aplus* is an affiliate of Prestonwood Christian Academy (the "School") a Christian school that is a ministry of Prestonwood Baptist Church. It is the School's desire that every student reflect a lifestyle pleasing to Jesus Christ. Because of this, the School requires all virtual academy students to adhere to the following code of conduct. We ask PC*Aplus* students to read the following and acknowledge receipt of this code of conduct.

- a. Student agrees to strive for excellence as a student in all that he/she says and does.
- b. Student agrees to obey the Bible in speech and conduct.
- c. Student agrees to respect and cooperate with those in authority at the School.
- d. Student agrees to abstain from alcohol, drugs, and tobacco.
- e. Student agrees to abstain from cursing, sexual immorality, dissension, cheating or making disparaging comments about fellow students, the School or School representatives.
- f. Student agrees to submit to the discipline policy of the School.
- g. Student understands that once he/she enrolls at the School, he/she is a part of the School family wherever he/she is. Therefore, Student agrees to abstain from behavior, which would dishonor Jesus Christ, the School, the church, his/her family, and himself/herself.
- h. Student understands that the School can hold himself/herself accountable for any negative behavior at any time during the year.

Parents/Guardians Statement of Support

- a. I/We have received and read the "Statement of Doctrinal Beliefs" of the School and are willing to have the Student educated in accordance with them.
- b. I/We will regularly and earnestly pray for PC*Aplus*.
- c. I/We will worship the Lord regularly at a Bible-believing church.
- d. I/We will fully cooperate in the educational activities of PC*Aplus* by doing my/our best to make Christian education effective in the life of the Student.

- e. I/We will pay all of our financial obligations to PCAplus on or before the date due. If I/we are ever unable to do so, I/we will notify the School's Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
- f. I/We understand that the School has full discretion in the discipline of the Student in accordance with the "discipline policy" as published.
- g. I/We understand that the School reserves the right to place the Student at the appropriate grade level and designate the appropriate teacher(s).
- h. I/We understand that the School reserves the right to dismiss the Student when either the parents/guardians or the Student does not cooperate with the policies of the School.
- i. If I/we become dissatisfied with PCAplus in any way, I/we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matthew 18:15-17; 5:23-24)
- j. I/We will seek to support and advance PCAplus in every area possible – spiritually, academically, physically, and financially.

The School covenants to provide the best it can for the Student in the way of curriculum, faculty, social functions, and instruction. The School further pledges to do all possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parents or guardians of the Student, I/we covenant to support the School in its efforts at Christian education. I/We agree that it is my/our responsibility to strive diligently toward the observance of the "Parents/Guardians Statement of Support" as God enables me/us by the power of the Holy Spirit. If for some reason I/we become dissatisfied, I/we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, I/we recognize it is my/our responsibility to leave the School and seek a school in alignment with our personal convictions.

School Personnel and Administrative Staff

Outstanding Christian teachers and staff will make PCAplus an enjoyable and engaging educational experience for students, families, and school partners. Online teachers have: applied; been through an extensive hiring process including references checked, drug screening, and had a criminal background check. After this, teachers are trained, mentored and given continued staff development.

Executive Offices

Dr. Larry Taylor	Head of School
Dana Epperson	Head of School – Academics
John Klingstedt	Head of School – Operations
Mary Carl Finkelstein	Director of Special Assignments
Kathy Crabb	Executive Assistant to Head of School

Development

Angel DeLeon	Sr. Director of Development
Rhesa Brewster	Director of Annual Giving

Business Office

Susan Verhuel	Sr. Director of Business Administration
Rebekah Worrell	Accounts Receivable Accountant
Angela Startz	Accounts Payable Clerk

Curriculum

Gwen Hobbs	Sr. Director of Curriculum & Instruction
Tifini Lozano	Sr. Director of Curriculum & Instruction

Communications

Deborah Johnson	Sr. Director of Comm. & Marketing
Katie McDonald	Director of Communications & Web
Terri LaMendola	Communications Coordinator

PCAplus Office

Dr. Keri Ingraham	Director of PCAplus
Kathi Wagon	Admissions & Events Associate
Rachel Christopher	Data Manager
Aubrey Pasant	Student Ministries Mentor

Technology Requirements

System Requirements

The following system requirements are needed to run the PC*Plus* Virtual Academy courses. However, depending on the class there may be other components that are required. This information can be found on each specific course homepage under “Course Information” and then “Materials.”

General Information

- Windows Vista or Newer Operating System.
- Mac OS X 10.7 (Lion) or Newer Operating System.
- Chromebooks will mostly work in all courses. However, courses that require the student to install software programs may not work with a Chromebook.
- An Internet connection at least 1.5Mbps or faster is highly recommended.
- Hardware support is not provided.
- All users are required to have, at a minimum, the computer requirements listed to work successfully within the online environment. Whether they use a PC, Macintosh, or Chromebook, a user’s computer must meet or exceed the following specifications. The academy does not provide these items.

Desktop Browsers Supported

[Google Chrome](#) - Recommended. Browser updates automatically

[Mozilla Firefox](#) - Recommended. Please update to current version

[Internet Explorer](#) - Versions 9 through 12 supported

[Apple Safari](#) – Please update to current version

Recommended Software

The most common plugin of these recommendations will be Adobe Flash, Java, HTML5 and CSS2/3. Most common web browsers support these plugins directly or they can be downloaded and utilized with the browser. Additional plugins may be required. Each course has a materials section under course information, which lists the free plugins, or utilities, which may be helpful to complete the course (paid materials, such as textbooks. Please consult with the course material section or your teacher with specific questions on software requirements as needed.

Recommended Hardware

- Speakers or headphones
- Microphone

System Check

To see if your system is compatible, <https://partners.sevenstar.org/Default.aspx?OCC=PVA>



Policies

Student Progress and Pacing Policy

Students are expected to work consistently in courses and to submit assignments on time. A pace chart is located in each course under the “Grades” tab showing all due dates.

All courses are either one or two semesters long. **Semester courses may not be completed in less than six (6) weeks. Full-year courses may not be completed in less than twelve (12) weeks.** In order for a week to be counted toward this requirement, a student must submit at least 2 assignments within the given week. Weeks are defined as beginning Monday morning and ending Sunday night at 10:59 p.m. Central time.

Only through continuous communication with their teachers and consistent progress can students be successful in an online course. Within each course the instructor outlines the weekly work requirements through the use of the student’s pace charts. Students use these charts to effectively schedule their time around due dates and class assignments. Students may, of course, work faster than originally projected on the pace chart as long as a semester course is not completed quicker than the minimum of six weeks (with two assignments submitted each of those weeks), and a yearlong course is not completed quicker than the minimum of twelve weeks (with two assignments submitted each of those weeks). Students may not work slower than the pace chart. An occasional late assignment (i.e., 2-3 a semester) is permitted but students are not permitted to submit work late on a regular basis.

Late Work Policy

Students are expected to remain active in their course and to regularly turn in completed assignments. For this reason, each course will automatically generate target due dates for each student, for all assignments, based on their start and end date of the course. We understand that students may have an unexpected illness, planned trips or other needs that prevent them from completing work. For this reason, the following late policy is generous in how it is applied to the student. We also understand that further flexibility may be needed in moments of emergency. If a student is experiencing a true emergency, he or she should contact the teacher as soon as is reasonably possible and discuss the possible exceptions to the late policy.

All assignments may be turned in before the target due dates without penalty. Students turning in assignments early and utilizing the target dates can create a natural break in their course to use for vacations and planned breaks. An assignment turned in 14 days after the due date receives a grade reduced by 30%.

If a student has not completed an assignment and takes a semester exam and/or a final exam, the student receives a permanent 0 at that time on all assignments that were not submitted. No assignments for the semester may be turned in after the semester exam is completed.

Once a student is either 10 assignments or 2 modules behind (whichever comes first) in a course, the student’s name is sent to the Academic Committee to be dropped from the course. If a student is dropped, there is no refund for the course. Additionally, if a student has a pattern of consistent late work in a course, the student risks being dropped from that course. Students are expected to work consistently in their course(s) and submit assignments on time.

Course Extension Policy

Parents should contact the *PCApplus* Office to inquire the likelihood of a student obtaining a course extension. Under limited circumstances will students be granted a course extension. Course extensions can be requested through email at pcaplus@prestonwoodchristian.org. Course extension requests must be made to the *PCApplus* Office at least **3 weeks** prior to original end date of the course. There is a \$125 application fee for a course extension. However, the application and the paid fee does not guarantee that an extension will be granted. Fees are non-refundable, should an extension not be granted or not needed.

Refund Policy

PCApplus knows there are times a student must withdraw during a course. However, because of the flexibility of the online classes and the fact that we pay for course costs upon enrollment there is no refund.

Courses should be thoroughly examined using the course catalog and online demonstrations before students enroll. Access can be gained by logging into the system or creating a guest login account found on the *PCApplus* website. Once in the system, click "Demo Course Catalog" on the left-hand side of the screen. Once you have selected the course you would like to view, click on the magnifying glass to see the course information. In order to view the demonstration of the course, click on the link at the bottom of the course information pop-up screen. To view assignments, click on any of the folders on the left-hand side and any of the drop-down options available. Please understand the demonstration contains only assignments and no tests, quizzes or rubrics.

Communication Policy

To be successful in the online world, students and parents and teachers must communicate frequently. If you have a question concerning the class or grade, please address them to the teacher directly.

PCApplus teachers typically return emails and phone calls within 24-48 hours. If you have not received a response in 48 hours, you can contact the *PCApplus* Office at (pcaplus@prestonwoodchristian.org).

Academics

Academic Policies

1. Students must achieve an average of 70% or higher in their coursework for each semester to earn credit. A failed course does not earn credit and must be repeated.
2. Report cards and transcripts may be requested from the *PCApplus* Office.
3. Student grades may be obtained through the course Learning Management System on the "Reports" tab.
4. GPA calculations are multiplied by the earned credits, summed and then divided by attempted credits.
5. Students considered full-time *PCApplus* Virtual Academy students are required to have a minimum of five (5) graded courses in their schedule each academic school year.

GPA Scale

Grade	Regular Course	PreAP/Honors Course	AP Course
A+ 98-100	4.00	4.50	5.00
A 93-97	3.75	4.25	4.75
A- 90-92	3.50	4.00	4.50
B+ 87-89	3.25	3.75	4.25
B 83-86	3.00	3.50	4.00
B- 80-82	2.75	3.25	3.75
C+ 77-79	2.50	3.00	3.50
C 73-76	2.25	2.75	3.25
C- 70-72	2.00	2.50	3.00
F 0-69	0.00	0.00	0.00

iReady Diagnostic Testing

PC*Aplus* Virtual Academy strives to make sure its students are successful and are learning at a high level. In order to help us do this, we require students to take the iReady Diagnostic tests in math and in reading before they begin their coursework. Student scores are then measured against national percentiles and other students in their age range.

Credit Recovery

If a student fails the first semester of any full credit class, the student may proceed to the second semester of the class with the permission of the instructor. If the average, of the first semester grade and the second semester grade equal a 70% or higher, the student receives credit for the entire class. However, if the student receives a passing grade for the first semester of a full credit class but then receives a failing grade for the second semester, the student has not demonstrated content mastery and will, therefore, need to repeat the second semester.

Transcripts

Parents have the ability to check their student's progress in each class on a weekly basis by utilizing the online grade system through the Maestro Student Information System. Transcripts may be requested at the end of every school year. Transcript request forms are located on the PC*Aplus* website.

Academic Probation

Students are placed on academic probation if they receive an F at the end of a semester grading period. Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one calendar year (12 months/2 semesters). During this time, PC*Aplus* faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive any F for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave PC*Aplus* for academic reasons may re-apply after one full calendar year. If they desire to return to PC*Aplus* after the academic year, they must apply through the PC*Aplus* Office and follow normal admissions procedures and show passing grades and credits in all classes from the previous year.

Honor Roll

Honor roll calculations are based on the average of the first semester and year grades for the current school year and do not reflect the cumulative GPA.

- Principal's Honor Roll - An average of semester grades that equals 4.0 and higher.
- Academic Excellence Honor Roll - An average of semester grades that equals 3.50 to 3.99.
- Academic Achievement Honor Roll - An average of semester grades that equals 3.00 to 3.49.

Class Scheduling

In the spring of each year, students are asked to notify the *PCAplus* Office of the courses desired for the following year. The course request is for the purpose of setting the student's graduation plan.

Dropping a Course

Students have 28 days to drop a course from the course start date without academic penalty. However, no refunds are given for a course once the student is enrolled. After the 28-day grace period, if a student drops a course and has a passing grade, W (withdraw) will be listed on the transcript. If the student has a failing grade in the course, WF (withdraw fail) will be listed on the transcript.

Upper School Courses in Seventh or Eighth Grade

Algebra I, Foreign Language I courses and Health are courses taken in grades 7-8 that are included on the Upper School transcript. If the course is a Prestonwood Christian Academy or *PCAplus* Virtual Academy course the numeric grade is included in the student's Upper School GPA.

Credit Transfer Guidelines

PCAplus Virtual Academy will accept credits from accredited high school programs. Transfer credits will not be included in the student's *PCAplus* Upper School GPA.

1. Specific transfer courses that meet PCA requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
2. Home-schooled students will be evaluated through credit by exam.

Advanced Placement Courses

Students in an AP course must maintain an 80% average in order to be eligible to take the AP Exam. By March 15, when AP Exams are ordered, any student who falls below the 80% average will not have an exam ordered. The *PCAplus* Office will order tests for students, but students are responsible for payment of tests.

Graduation Requirements

PCAplus offers two programs of study for Upper School students. The Required Program consists of courses students must take to graduate from *PCAplus*. The Distinguished Diploma Program requires additional courses and advanced measures for students pursuing a more rigorous level of challenge. In order to be eligible to receive a *PCAplus* Virtual Academy diploma, students must successfully complete 25% of their overall coursework with *PCAplus* Virtual Academy, meet all of the graduation requirements, and have approval from the Academic Committee. Please note, *PCAplus* courses taken in Middle School for Upper School credit do not apply toward the 25% of overall coursework requirement. A two-semester course is equal to 1 credit. A semester course is equal to .5 credit.

Completion Date in Lieu of Graduation

Students may be eligible to receive a completion date from *PCAplus* if a graduation date is not desired or possible. Students who are not eligible for graduation from *PCAplus* will not receive a diploma, nor be permitted to participate in graduation activities and exercises. It is the responsibility of the student and parents to ensure that the university the student seeks to attend will accept a completion date in lieu of a graduation date and diploma.

Diploma Requirements

<u>Required Program</u>	<u>Distinguished Diploma Program</u>
4 Bible	4 Bible
4 English	4 English
4 Math	4 Math
4 Science	4 Science
4 Social Studies	4 Social Studies
2 Foreign Language (the same foreign language)	3 Foreign Language (the same foreign language)
½ Health	½ Health
½ Test Prep	½ Test Prep
1 Physical Education	1 Physical Education
1 Fine Arts	1 Fine Arts
1 Technology	1 Technology
1 Elective	1 Elective
27 credits+	28 credits*+

* Requires 4 AP measures (4 AP classes or approved college credit)

+ To qualify for a *PCApplus* Virtual Academy diploma, students must complete a total of 40 volunteer service hours while in Upper School.

Honor Graduates

Eligibility is based on the cumulative eight semester grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

Cum Laude GPA 3.0 to 3.49

Magna Cum Laude GPA 3.5 to 3.99

Summa Cum Laude GPA 4.0 and above

Service Hours

As part of graduation requirements, *PCApplus* students must complete a total of 40 volunteer service hours while in Upper School. Students are responsible to obtain and submit the required documentation to the *PCApplus* Office for review and record keeping. Service hours may be prorated at the discretion of the Academic Committee for students who enroll after 9th grade at *PCApplus*. Students should plan to obtain a minimum of 5 service hours a semester for each of the 8 semesters they are in Upper School to stay on track.

Student Expectations and Discipline Policies

Academic Integrity

Academic integrity is a crucial part of any student's education. *PCApplus* relies on students to give an accurate depiction of their ability and mastery of the material presented to them in each course, and also relies on parents to ensure there is appropriate supervision as the student is working through each course. It is our hope that students work through the curriculum by reading lessons, answering questions, communicating with instructors and classmates, studying for quizzes and tests and then completing quizzes and tests relying solely on their test preparations not using notes, lectures or previous assignments for assistance. Students are responsible for

preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. However, if a student's academic integrity is questioned, parents will be contacted. Depending on the offense, consequences for enrolled courses might include clearing of the coursework for resubmission, failing a unit or the course, zeros of the assignments in question or expulsion from the *PCApplus* program.

Plagiarism Policy

Plagiarism is defined as "committing literary theft; to present as new or original the idea, thought or product derived from an existing source." Examples of plagiarism are, but are not limited to:

- Copying from internet, book or someone else
- Cutting and pasting from a site
- Getting someone else to write a paper for you
- Working with someone on an assignment that is meant for the individual
- Changing or rearranging another's words
- Purchasing or downloading papers from the internet

If it is discovered that a student has plagiarized, he/she will be given a zero on the assignment in question. **If a student plagiarizes after the first offense, he/she will be removed from the course.**

Discipline Policy

PCApplus may use but is not limited to the following types of discipline for students who violate the student code of conduct.

- Saturday School at the Prestonwood Christian Academy campus with a fee
- Community Service hours documented by the organization and sent to *PCApplus*
- Removal from online courses
- Dismissal from the Virtual Academy
- Graduation ineligibility

Technology Acceptable Use Policy

PCApplus students and employees make regular use of computers and the Internet. There are wonderful online resources available and such resources need to be used wisely, and within the spiritual guidelines of the mission of *PCApplus*.

Acceptable Use of the Internet Policy

Students will access the Internet to complete *PCApplus* courses. Students and families must be aware that some material accessible via the Internet will contain items that are illegal, defamatory, inaccurate or offensive. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. *PCApplus* views the parent's role in teaching about Internet resources and protecting the student as primary.

Outside of the student's school, families bear responsibility for the guidance on Internet use, as they do with information sources such as television, telephones, radio, movies, magazines, books, recordings and other possible offensive media. *PCApplus* suggests purchasing software that helps enforce acceptable use.

Network Etiquette

Network users are expected to observe the following network etiquette (also known as netiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
2. Pretending to be someone else when sending/receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

Security and Violations

Access to electronic resources is intended for the exclusive use of its authorized users. Any problems that arise from the misuse of an account are the responsibility of the account holder. This may include, but is not limited to:

- Trespassing in another's work or files
- Giving out any password
- Attempting to login to another user's account
- Failing to notify the supervising staff member of a security problem
- Disrupting the network intentionally
- Using the Internet inappropriately
- Playing recreational games during time you are expected to be doing academy work.

Consequences of Violations

Any violations of *PCApplus* policy and rules may result in loss of access to courseware, possible dismissal from the program (student), possible loss of job (employee). *PCApplus* may monitor any users' program-provided access to the courseware to ensure appropriate use. Such monitoring may include (but is not limited to) monitoring of web sites visited, "chat room" conversations, and e-mail contents. Disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Disclaimer

PCApplus and Sevenstar (curriculum provider) make no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The program will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. *PCApplus* and Sevenstar will not be responsible for the accuracy, nature, or quality of information stored on academy servers; nor for the accuracy, nature, or quality of information gathered through academy-provided Internet access. The academy will not be responsible for personal property used to access academy computers or networks or for academy-provided Internet access. The academy will not be responsible for unauthorized financial obligations resulting from academy-provided access to the Internet.

Enrollment in a course by a parent constitutes acceptance of this policy and the parent responsibilities.

Textbooks and Materials

Some courses may have materials that are likely to be found at a library. We also know that the web is a great resource for textbooks and materials. You are free to secure the materials and texts at any location. We make no profit on these items. When you gain entrance to the class, please access the “Getting Started” link and then click on “Course Information” and then click on “Materials” to confirm what may be needed.

Many of our courses are completely self-contained, and no extra books are needed. Please note that English courses list many novels. The student usually chooses 2-3 novels for the year after reviewing the lists of options in the course’s information section.

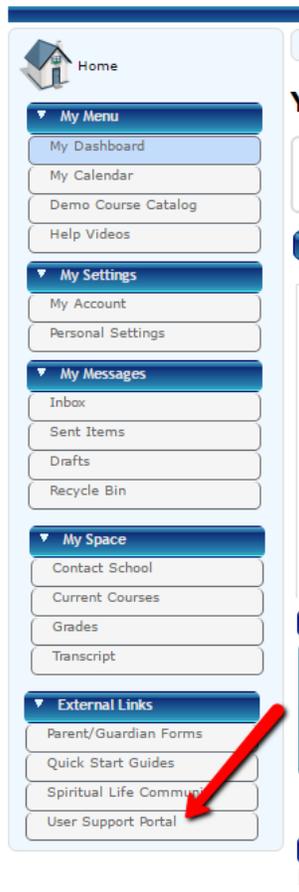
Technology Support

Reporting Problems

PC*Apus*’ intention is that technical problems or “glitches” within the courses never stop the progress of students and teachers. The support structure within the environment serves this purpose.

The following steps and instructions give information to help understand the support structure:

If you have a problem with course content, such as a link or video not working, submit a case with technical support. You will find the link in the student support folder in the **Getting Help in Your Course** section.



Knowledgebase Library

The knowledgebase library has technical training and academic information about your course. This just in time resource can be utilized to help you self-service questions and training needs you might have.

[Visit the Knowledgebase Library](#)

Technical Support Form

The technical support form is where you can submit a technical question. The online support team will respond to your request as soon as possible. Please provide as much information about your issue in order to speed up the resolution to your issue.

[Visit the Technical Support Form](#)



If you think an answer on an assignment, discussion, or assessment wasn't right, send a message to your teacher in the student portal with as much detail as you can provide, like the number or name of the assignment, a copy of the question and the answers, and what you thought the answer should be and why. Your teacher will review it and get back to you.

Final Grades and Transcripts

Upon completion of a course, the student receives his/her final grade. A transcript is issued for the course(s) taken through PCAplus Virtual Academy. The transcript documents the coursework and GPA of the course(s) taken through PCAplus Virtual Academy. A transcript request form is available on the PCAplus website.

Acknowledgment of Acceptance of Policies of PCApus Virtual Academy

I/We have read the PCApus Virtual Academy Parent/Student Handbook and our signatures below indicate my/our acceptance of the policies of the school and the conditions set forth herein. Signatures are required from both parents/guardians, if applicable, and the Student entering the PCApus program.

Parent/Guardian Name	Parent/Guardian Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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Student Name	Student Signature	Date
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