



**PINECASTLE**  
CHRISTIAN ACADEMY

# **2016-2017 Student-Parent Handbook**

**7101 Lake Ellenor Drive  
Orlando, Florida 32809  
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PCCA reserves the right to amend, discontinue or vary from these policies and procedures without prior notice.

NOTICE OF NON-DISCRIMINATORY POLICY: Pine Castle Christian Academy encourages and welcomes all children regardless of race, color or nationality to apply for admission, grants, and any of the

programs of the school. Pine Castle Christian Academy does not discriminate on the basis of race, color, or nationality in the administration of any program of the school.

## **INTRODUCTION TO PCCA**

### **HISTORY**

Pine Castle Christian Academy began in the late 1950's as the Country Kindergarten. Unique to its time, Pine Castle United Methodist Country Kindergarten was one of the first Christian schools in southeast Orange County. For nearly 30 years, the Country Kindergarten grew and flourished and became known as the finest school for the training and development of children in southeast Orlando. The "Country" in our name was very appropriate then because dirt roads were the norm and downtown Pine Castle was a relatively quiet spot. But things were changing.

In June of 1983, approximately 20 people met in the church parlor to discuss the possibility of expanding the Country Kindergarten program to include the first six grades of elementary school. This plan was fulfilled by a few dedicated families under the direction of Laura Candler and Pastor Clarence Yates. In September, Pine Castle Christian Academy opened for the 1983-1984 school year with 125 students in grades K3 through 6th. Additional grades were added year-by-year, grade-by-grade, through the 12th grade. The first class of seniors graduated in 1990.

In November 2009, PCUMC voted to allow PCCA to become an Independent Christian School. In May 2010, PCCA purchased the building located at 7101 Lake Ellenor Drive. Today, as PCCA moves forward, we continue to have the same heart towards education as the founding families had in the beginning. We remain committed to developing the hearts and minds of children through a nurturing Christian community that encourages faith, character, and a love of learning. We are convinced that faith, knowledge, and character are inseparable, and that Christ has called His people to model excellence in each of these areas. We are a school where students of today are equipped to be Christian leaders of tomorrow.

### **MASCOT**

Our mascot is the eagle. "...those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint." Isaiah 40:31

### **ACCREDITATION & MEMBERSHIPS**

PCCA is accredited by the Association of Christian Schools International (ACSI). PCCA is a member of Association for Biblical Higher Education (ABHE), National Institute of Learning Disabilities (NILD), Southern Association of College Admission Counseling (SACAC), Central Florida Consortium of Private School Counselors, Florida School Counselor Association, and the Florida High School Activities Association (FHSAA).

### **MISSION**

The mission of Pine Castle Christian Academy is to prepare the next generation, one student at a time, to impact the world for Christ.

### **VISION**

The vision of PCCA is to be a college-prep Christian school known for a community life that honors diversity, an academic culture that inspires learning, and superior programs that teach excellence through character. This framework is integrated with our biblical perspective to uncover the unique design of each child, who is nurtured and challenged to be whom and what he/she is called to be for God's kingdom.

## CORE VALUES

- **Modeling Christ-like character** by exemplifying His love  
*“Whoever claims to live in Him must live as Jesus did.” I John 2:6*
- **Equipping students** with a Biblically-based foundation and Christian world view in academics, athletics and arts  
*“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.” II Timothy 3:16, 17*
- **Educating with excellence** through academic, ethnic, financial and spiritual diversity  
*“.....for you are all one in Christ Jesus.” Galatians 3:28b*
- **Partnering in Christ** with families and community  
*“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” Hebrews 10:24, 25a*
- Provide opportunities in **developing servant leadership**  
*“Humble yourselves, therefore, under God’s mighty hand, that He may lift you up in due time. I Peter 5:6*
- Laying a lasting foundation by **creating a Godly legacy**  
*“A good person leaves an inheritance for their children’s children.” Proverbs 13:22a*

## PHILOSOPHY OF EDUCATION

- 1) The Bible is the authoritative, inerrant, infallible Word of God and all truth is derived from Him. God’s Word is the foundation of the educational experience at PCCA. The integration of Biblical truth is planned into the learning experience, such that students will learn how to think critically in the context of Biblical truth, how to defend their faith, and how to live a lifestyle that is in alignment with the Christian faith. (2 Timothy 3:16-17)
- 2) All board members, administrators, faculty and staff must profess faith in Christ alone and consistently model Him in everything they say and do. Daily examples of godly character, dependence on God and loving service to others are vital to helping students build a real and practical spiritual foundation that informs and inspires their view of the world they are being prepared to impact. (Galatians 5:19-25, I Corinthians 13, Ephesians 4)
- 3) An academic framework is in place that, from the earliest ages, challenges and prepares students for the next level of school, the workplace and future ministry. This framework necessitates the students’ mastery of skills and knowledge needed for a successful, productive life. All instruction will be driven by a Biblically-integrated curriculum guide and supported by appropriate instructional resources. The curriculum and instructional resources at PCCA must be in agreement with the values and policies of the school, and positioned for excellence through a creative approach, pertinent and timely content, successful methodology and measurable, actionable assessment. (Proverbs 22:6, 2 Peter 1:3-8)
- 4) A vibrant spiritual culture is fostered that looks beyond the perceived potential of each student, pointing them to Christ and directing them to seek, pursue and begin fulfilling God’s purpose in their lives. Students should come to view their faith as a real, practical relationship with their God and acknowledge His hand guiding and directing their lives on a daily basis. (Ephesians 6:12, Hebrews 12:2)
- 5) PCCA should reflect the diversity of God’s creation through the ethnic, socio-economic, spiritual and academic diversity of our students. Unity built through the acceptance and celebration of differences enables a strong, supportive and flourishing school community to be developed. (Acts 10:33-35, John 13:35, 1 Peter 2:17, James 1:27, James 2:1-9, Proverbs 29:7)
- 6) Promoting an outward focus that envisions the welfare of the world around us and provides practical opportunities for our students to serve others and experience what it truly means to be **IN** the world as salt and light, but not **OF** the world. (Matthew 28:19-20, John 3:16, Mark 16:15, Matthew 5)

## **STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ. (John 10:33)
  - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)
  - His sinless life (Hebrews 4:15, Hebrews 7:26)
  - His miracles (John 2:11)
  - His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)
  - His resurrection (John 11:25, I Corinthians 15:4)
  - His ascension to the right hand of the Father (Mark 16:19)
  - His personal return in power and glory (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the biblical definition of marriage, which is defined as one man and one woman. (Genesis 2:20-24, Ephesians 5:21-33)
8. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

*This statement of faith defines the foundation of our educational ministry at PCCA upon which we build the unity between home and school. While there will always be diversity within the framework of these foundational beliefs, we may choose to not enroll or to withdraw a student should he/she or his/her family hold contradictory beliefs and/or support a lifestyle at home that radically contradicts the orthodox interpretation of these scripture and biblically-based values.*

## **CONFLICT RESOLUTION AT PCCA**

A successful school education requires intense and healthy relationships among parents, faculty, staff and volunteers. Needless to say, miscommunication, misunderstandings and disagreements will occur from time to time. It is vital to the health of our school that we each commit ourselves to following godly procedures to clarify intentions, communicate our feelings and to restore relationships. Below are the biblical principles outlined in Matthew 18, with their application to our school family:

Everyone in our school family must follow these biblical steps:

1. Recognize the best of the person, realizing that perhaps the story you heard is not complete or not entirely accurate. A wise person does not judge until all facts are known.
2. Refrain from sharing hurt feelings with others. They will pick up your offenses but may not be around when the situation is resolved.
3. Be proactive and communicate to the person your understanding of the matter and how you feel. Give this person a chance to explain his/her understanding of the issue and/or to ask your forgiveness.
4. When you need to address a concern to a teacher, please schedule an appointment as opposed to "catching" him/her in the parking lot, between classes, etc. when there won't be time for a meaningful conversation.

5. If the problems cannot be resolved, it is recommended that you present your concerns to the School Administration. Discussions at that level will most likely require everyone's continued input.
6. If you feel that the issue has still not been handled in a proper and fair way you may bring your concern to the School Board. All concerns given to the Board must be in writing explaining the issue you have, the steps that have been taken to resolve the issue, and explaining how your concerns were handled at the teacher and Administration level. Please make sure that you make clear your intent of the letter/concern. Anonymous letters or phone calls will not be considered or accepted. No surveys or petitions will be accepted unless approved by Administration.

## FINANCES

### FEES

It is our goal to offer the best programs, personnel, and services for our students and also to keep the costs to our school families to a minimum. This is only possible if we receive prompt payments of tuition and fees. Tuition payments are handled through an outside company (FACTS). Payments are due based on the option selected by your family when you sign up for FACTS (there are multiple options available). Billing fees are charged for all accounts not paid in full.

### TUITION ASSISTANCE

PCCA desires to serve all families who sincerely want a Christ-centered education for their child. For this reason we have established a need-based tuition assistance fund to help cover a percentage of the costs of educating a student. Interested parents should inquire in the Admissions Office.

PCCA may also offer a limited number of partial scholarships to students who have demonstrated that they can substantially further the mission of PCCA through their outstanding academic scholarship and/or Christian leadership.

### WITHDRAWALS & REFUNDS

If you must withdraw your child from Pine Castle Christian Academy once re-enrollment is complete (this is defined by completion of the re-enrollment form and payment of the re-enrollment fee) and at any time during the school year, the tuition will be assessed to the end of the month in which the withdrawal occurs. You must officially withdraw through the Admissions Office and complete the "withdrawal form". Tuition and fees will continue to accrue until the official withdrawal date is established. For payment purposes, the school year begins June 1 of each year. This also applies to students who are requested by the school to withdraw.

**No student records (whether a family withdraws or chooses not to return) will be released until the family's account is paid in full including all late fees. This includes fees that may be assessed through extended care, library, athletics, discipline fees, etc.**

Pine Castle Christian Academy is a non-profit organization setting each year's budget on students contracted for that year. Because early termination/withdrawal of student contracts will result in damages which are difficult to adequately assess. If a student is withdrawn before July 10, 100% of the refundable prepaid tuition will be reimbursed. Registration and school fees are non-refundable. After July 10, but before the eighth day of school, a family is responsible for 25% of their total tuition. Beginning the eighth day of school until the beginning of the second semester, a family is responsible for 50% of their total tuition. After the start of the second semester, a family is responsible for 100% of their total tuition. Withdrawal policies include expulsion from school.

## **DELINQUENT ACCOUNTS**

As a private institution, Pine Castle Christian Academy must rely on prompt tuition payment in order to operate efficiently. Late fees will be added to all past due accounts. Accounts not paid in the month due when school is in session could result in a suspension of testing, grade reporting, and participation in clubs and on athletic teams. If your tuition account is two months or more past due your child(ren) may be unable to attend classes. If your child(ren) is unable to attend classes for two weeks due to the status of your family's account your child(ren) may be withdrawn from PCCA.

## **RETURNED CHECK POLICY**

A service fee is added to your account for failed auto-debit and failed checks.

## **GENERAL INFORMATION**

### **ADMINISTRATIVE OFFICE HOURS**

Administrative office hours are from 7:30 AM-4:00 PM when school is in session.

### **MORNING DROP-OFF PROCEDURES**

Students should not arrive on campus before 7:15 AM.

### **EARLY PICK-UP PROCEDURES**

Please understand that removing a child early from school disrupts the learning process for the teacher and the entire class. Parents should only remove their children during the school day for a necessary medical appointment or an emergency. Advance notice (i.e. the day before) is greatly appreciated. Parents must check students out from the Main Office.

### **REGULAR PICK-UP PROCEDURES**

Elementary students who are not picked up by 3:20 PM will be taken to Extended Care and parents will be billed accordingly. For your child's safety, we cannot allow students to remain on school grounds unsupervised. Thank you for your understanding.

Middle and High School students should be picked up within 30 minutes of the closing bell unless participating in an organized after-school club meeting, tutoring/help class or athletic event.

### **VISITOR PROCEDURES**

**All visitors (everyone excluding students and employees) must sign in at the Main Office during school hours and receive a guest badge to wear while on campus.**

Students from other schools are not allowed on campus before, during, or immediately after school, unless they are attending a school-sponsored event that is open to the public. Exceptions to this policy must be requested in advance to the administration.

All lunch visitors must pre-arrange their visit with the Main Office and must check-in and obtain a visitor's badge upon arrival.

All individuals must uphold the standards of modesty and decorum in their appearance while on campus or attending a school function.

Parents who wish to observe a class need to make prior arrangements with appropriate Administration. Unscheduled visits interfere with student learning.

### **ATTENDANCE POLICY**

One of the major indicators of responsibility is the ability to fulfill one's obligations to be punctual and present. Not only is responsibility a character trait that we want to instill in every student, but also our ability to provide excellent academic instruction is dependent on every student being in the classroom on time. PCCA students must take this commitment seriously, and parents must do everything possible to support their efforts.

Parents, please do not enable your children by writing excuses to cover their irresponsibility. Training students to be responsible is an important goal of our school, and it is better for them to bear their consequences now than later in life.

Students who miss more than 3 consecutive days due to illness may be required to submit written documentation from a health care professional. Further, PCCA reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness.

### **PARENT RESPONSIBILITY FOR STUDENT ABSENCE**

If your son/daughter is absent from school please do the following:

1. Call the Main Office at 407-313-7222. If you call before 7:30 AM, please leave a message. (If unable to call, you must write a note for your child to bring to school on his/her return.)
2. Indicate your student's name, grade level, date of absence and the reason for the absence.

### **MIDDLE/HIGH SCHOOL STUDENT RESPONSIBILITY FOR ABSENCE**

Upon returning to school:

1. Report to the Main Office by 7:30 AM with or without a written excuse to secure an "Admit to Class" pass. (Note: Clearing an absence is not an excuse to be tardy for first period.)
2. Present the "Admit to Class" pass to the teacher of each class you missed.

### **GENERAL ATTENDANCE RESPONSIBILITIES**

It is the parent's responsibility to monitor student attendance through Sycamore.

The Florida Compulsory Attendance Law requires that every school age child attend school for 180 days per year or the hourly equivalent. The minimum of instructional hours for each grade level are as follows: K5 – 540 hours; Grades 1-3 – 720 hours; and Grades 4-12 – 900 hours. Parents are required to enforce this law.

To be marked "Present" for the school day, an Elementary School student must be in attendance for at least four (4) hours and a Middle/High School student must attend at least four (4) class periods.

Final authority for judging the legitimacy of an absence rests with the appropriate Administrator. PCCA and the State of Florida require that a student may not be absent (for any reason) 20 or more days during the school year. **Middle and High School students who miss eight (8) or more days in a semester course or 16 (sixteen) or more days in a full-year course may be placed on probation.**

Elementary School students who are absent 20 or more days may be retained in their present grade, depending on grades and appropriate documentation.

## **GENERAL ATTENDANCE POLICIES**

### 1) EXCUSED ABSENCES

- Personal illness or injury
- Serious illness or death in the family
- Medical or dental appointments which cannot be scheduled outside of school hours.
- Court-related appearances
- Pre-arranged absences that have been approved by teachers and Administration

### WORK MISSED DURING AN EXCUSED ABSENCE

- Students with an excused absence will be given days equal to the absence to make up assignments and assessments missed during the absence with no point reduction.
- Students must take the initiative to arrange for make-up work. This will take place either before or after school or at such a time prescribed by individual teachers.
- As a general rule, students who are absent only on the day of a quiz/test must take the quiz/test on the day of their return. If the missed quiz/test is not made up on the day of their return then the grade for the quiz/test becomes a zero/F.

### 2) UNEXCUSED ABSENCES

Absences will be deemed unexcused when they occur either by student choice (truancy) or for non-legitimate reasons such as oversleeping, caring for siblings, sleeping late after returning late from athletic or fine arts trips, staying home to complete school work, having out-of-town visitors, birthday celebrations, or unapproved pre-arranged absences.

*Note: Parents, we realize that sometimes absences are unavoidable even when children are not sick. We need to work together and agree when these absences are indeed necessary. Please refer to "pre-arranged absences" below.*

**Students will receive a lunch detention for each unexcused absence. After the fourth unexcused absence, a student will receive a one hour after school detention including a \$5.00 fee.**

### WORK MISSED FOR UNEXCUSED ABSENCES

- Middle and High School students with an unexcused absence will be given days equal to the absence to make up assignments, quizzes and tests missed during the absence with no point reduction.
- Students who are absent only on the day of a quiz/test must take the quiz/test on the day of their return.
- All students must take the initiative to arrange for make-up work.

### PRE-ARRANGED ABSENCES

When parents sincerely believe that an absence is necessary they should ask for a Pre-Arranged Absence Form in the Main Office. Please keep in mind the following:

1. A completed Pre-Arranged Absence form must be signed by a parent/guardian and submitted a minimum of 3 days prior to the absence.
2. Students who are struggling academically should not be missing school. Doing make-up work does not take the place of being in class, and future quizzes and tests will likely reflect the gaps in learning that take place during any absence.

3. The time of the year that a pre-arranged absence is requested will also be taken into account. Pre-arranged absences that are requested during final/semester exams will not be approved. (Concerts count as the final/semester exams in musical elective classes.)
4. It is the Middle/High School student's responsibility to get missed assignments when they return. One day is given for each day missed to complete assignments.
5. Projects/long-term assignments with a due date that falls during the pre-arranged absence must be turned in prior to the absence to receive credit.

### LONG-TERM ABSENCES

Long-term absences due to hospitalization or other verified medical reasons will be handled on an individual basis. This may affect course placement (i.e. Honors or Dual Enrollment classes).

### SCHOOL-RELATED ABSENCES

Absences due to participation in school-sponsored activities do not count as days missed.

### LEAVING CAMPUS DURING SCHOOL HOURS

Every student must report to the Main Office and sign out anytime he or she leaves campus during school hours, regardless if the parent has given prior permission. If returning to campus during the same school day, the student must report back to the Main Office and present proper appointment documentation.

### **TARDY POLICY – (MIDDLE/HIGH SCHOOL ONLY)**

A tardy is defined as a student not being in his/her assigned place at the time of the tardy bell. To help insure that students arrive to all classes punctually, the following procedures have been established:

#### TARDY PROCEDURES

##### MORNING TARDINESS

Students arriving after the beginning of first period (7:50am) are required to report to the Main Office.

- Morning emergencies occurring on the way to school will require a note on the following day.
- If a student is tardy without a note from parent/guardian, the tardy is considered unexcused
- Student missing half or more of any class period will be recorded as absent for that period.

A tardy student may be excused for the following reasons ONLY:

- Returning from a medical appointment with doctor's note
- Involvement in a car accident
- Illness related to a medical condition on file (physician's note required)

##### CLASSROOM TARDINESS

Students are expected to be in their seats, ready to work when the tardy bell rings. Students who fail to reach their next period class during the allotted time without a valid pass are tardy.

A student's tardiness will be excused only if the student presents a valid excused pass from a teacher, an administrator or the Main Office; all other reasons are considered unexcused.

##### CONSEQUENCES FOR UNEXCUSED TARDIES TO SCHOOL

After a student is tardy to school (unexcused) three times in a 9 weeks, detention will be assigned and the following fee will be assessed:

4 <sup>th</sup> Tardy	Parent notification and one (1) lunch detention
8 <sup>th</sup> Tardy	Parent notification and one (1) after school detention (with fee of \$5)
12 <sup>th</sup> Tardy	Parent notification and two (2) after school detentions (with a fee of \$5 each)

\*\* If additional tardies take place, further discipline will be administered.

## **LOCKERS**

Student lockers are the property of the school and are provided as a service for middle and high school students to secure their belongings. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by law or school rules.

A student who uses a locker that is the property of the school corporation is presumed to have no expectations of privacy in that locker or the locker's content. Any locker may be opened and its contents may be searched or examined by school authorities without the permission or presence of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so.

The school is not responsible for lost, stolen, or damaged goods belonging to students which are stored in or around lockers. We recommend that students do not bring items of value to the school or store them in their lockers.

## **PRIVACY**

The Administration reserves the right to conduct the following at will:

- Locker checks
- Backpack searches
- Purse checks
- Drug testing
- Vehicle inspections

## **DRIVING PRIVILEGES & RESPONSIBILITIES**

Student driving and parking on the PCCA campus are privileges and not rights. Operating a motor vehicle is a serious responsibility, and even more so in an area where there are many children present. Safety infractions cannot and will not be tolerated.

Speed must be kept **under 5 M.P.H.** on school property, and students must not quickly accelerate on the public roads around our campus. Spinning or squealing tires or playing loud music is not acceptable.

- Loitering in the parking lot is prohibited. Students may not visit or move cars during the school day without permission from Administration. This includes lunch and study halls.
- Reckless driving will result in loss of driving privileges.
- Student vehicles may be searched if there are reasonable grounds to suspect the presence of illegal substance, stolen property, or other contraband.
- Seniors receive the privilege of parking in a designated parking area.
- Students may not drive another student to or from a school-sponsored event, game or activity without parent permission.

Committing these offenses may result in loss of driving privileges.

## **SAFETY**

### **EMERGENCY PROCEDURES**

- Storm Days: PCCA will generally follow Orange County Public School's decision about suspending school on storm days. However, we determine when we reopen which may not be the same as OCPS. For return date following school closing do one of the following: 1) Listen to local television news, Z88.3 or WDBO (96.5FM); 3) Check PCCA's website ([www.PineCastleEagles.org](http://www.PineCastleEagles.org)).
- Fire Drills: When the signal is given, all class activities must cease and everyone is to walk out of the building as quickly and quietly as possible to a designated area. Students may return to the building with permission.
- Tornado Precautions: Tornado precautions are taken when tornado warnings are issued by the weather service. Students will assume the "duck and cover" position and wait for instructions from an administrator or teacher.

### **REPORTING CHILD ABUSE AND NEGLECT**

As a childcare provider, it is our duty and legal responsibility according to s. 415.504, F.S. to report any suspected case of child abuse and/or neglect to the Florida Abuse Hotline.

### **CLASS SIZE**

The following amounts are used as a guide for enrollment: Preschool – 16; Kindergarten through Second Grades – 18; Third through Fifth Grades – 20; Middle School – 18 students per teacher; High School – 20 students per teacher

## **LOST & FOUND**

We strongly advise parents to label all items of clothing, backpacks, jackets, lunch boxes, etc. with their child's name. All unclaimed school items are turned in to the Main Office.

## **EXTENDED CARE POLICIES**

### **ELEMENTARY SCHOOL**

After School Care is available for your convenience as well as for the safety and well-being of your child.

Pre-registration is required and there is an hourly/daily/weekly fee associated with this service. Regular hours of operation are 3:00 PM-6:00 PM, Monday through Friday, except on early dismissal days.

The schedule for after school care includes indoor play, outside play, tabletop games, arts and crafts, videos, homework time and other structured learning activities.

## **ILLNESS PROCEDURES**

If it appears that your child is unable to participate in classroom activities due to illness or injury, we will make every effort to contact you or those that you have designated as authorized to remove your child from school. You or your designee are expected to arrange to pick up your child within 30 minutes of being contacted. Students who are ill will wait in the Clinic, located in the Main Office, until they are signed out. Please keep all emergency contact information current through your family's profile in Sycamore.

### **ILLNESS**

No child should ever be brought to school ill. Should your child become ill during the school day we will make every effort to assist him/her. However, you will be required to pick your child up if the school staff feels it is appropriate or observes the following:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Runny nose (other than clear drainage caused by allergies)
- Rash of unknown origin
- Head lice or nits
- Pink teary, itchy, stinging, or burning eye(s)
- General illness or excessive fatigue which makes it difficult for the child to participate in classroom activities.

## INJURIES

Should your child be injured while at school, other than minor scrapes or bumps, we will make every effort to contact you immediately. If the injury is serious enough to warrant a doctor's immediate care, the EMS (Emergency Medical System) will be activated as well.

## MEDICATIONS

Parents may provide prescription and/or non-prescription medications for their children. We are happy to assist our students with storing and dispensing the medications they may need while at school. Please carefully read the following guidelines:

### GENERAL GUIDELINES

- A parent or guardian must bring in all medication to the Main Office.
- All medications, both prescription and non-prescription, should be brought to school in their original containers.
- No medication, prescription or non-prescription, should be carried by any student at any time. Non-compliance may result in disciplinary action. (See exception under Prescription Medications.)
- The Main Office and the child's teacher should be informed in writing of the need for the student to take medication during the school day. Please include the date to start, the date to finish, and the approximate time the student needs to take his or her medication.
- No medication will be sent home with a student.
- The Academy has the right to prohibit the administration of any medications or medical procedures that appear to be beyond the ability of the school personnel.

### PRESCRIPTION MEDICATIONS

- Before administration of any prescription medication by the school, a "Parental Request for Medication Administration" form must be completed and turned in to the Main Office.
- A separate form should be completed for each medication. In addition, a new form must be filled out whenever changes are made in medication, dose or possible side effects. It is the parent's responsibility to assure that the form is current and complete.
- Emergency medications may be carried by the student when the "Parental Request for Medication Administration" have been completed and indicate the need for the student to have medication on his/her person at all times. This applies to metered dose inhalers for asthmatics and rescue injectates for those that have severe allergic reactions.

### NON-PRESCRIPTION MEDICATIONS

- Before the administration of any non-prescription medication by the school, the parental "Request for Medication Administration" must be completed and filed in the Main Office.

## OFF CAMPUS TRIPS AND EVENTS

Field trips are considered an important part of the educational program at Pine Castle Christian Academy. All trips are carefully planned to give the students educationally enriching experiences that are not available in the confines of the classroom. Absences from field trips except for illness or family emergencies will be considered an unexcused absence. Students who do not attend may be required to complete a graded assignment that will be averaged into their quarterly grade.

Notes will be sent home in advance of field trips to notify the parents. All students are expected to follow school dress code for all field trips unless the trip involves a destination where other clothes would be more appropriate.

All field trips will be charged at cost including transportation costs. \*Once a payment has been made for a field trip, refunds are only possible if the school is reimbursed and arrangements can be changed which do not result in increased costs for others.

### SIBLINGS

Siblings of students may not attend field trips or on-campus events unless directed by classroom teachers, excluding chapel.

### VOLUNTEER/CHAPERONE GUIDELINES

We are thankful for our many volunteers who make our school program a success and who enrich the lives of our students. To help ensure the safety of our students and the success of their service, we ask our volunteers and chaperones to comply with the following guidelines:

1. All volunteers/chaperones must have a valid PCCA Release Authorization Form (background check form) on file at least two weeks prior to the date of event or first time which you plan to volunteer on campus. There is a **\$25** fee paid by the volunteer/chaperone. Forms are available on our website.
2. Please realize that you are representing the school and upholding its policies. While the school acknowledges that there are many different ways for families to express their faith and live the Christian life, the school has policies that try to be non-offensive to the greatest number. All adults (from employees to volunteer chaperones) who are serving on behalf of the school must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes and dress.
3. Only children enrolled in the class or activity may go. Siblings should be left at home so that chaperones may devote all their attention to the students under their care.
4. Please remember if you volunteer to chaperone, you will be assigned to oversee a group of students, and each child needs your attention and your supervision.
5. Please refrain from buying special treats for the students in your group unless all students will receive a treat. Children may have food allergies that you don't know about.
6. Each trip may have its own expectations and requirements for chaperones. While we are extremely grateful to all those who volunteer to chaperone, sometimes we may have too many volunteers, which can decrease the value of the trip for the students. Please understand that if this occurs, the teachers/administration must set limits.

### DRIVER GUIDELINES

All parent volunteers willing to drive on a school field trip are required to complete and submit a "Personal Driver Agreement" form. The purpose of this form is to reduce the liability of the school and driver by being proactive in our selection of drivers.

1. All chaperones transporting Academy students other than their own must sign the "Personal Driver Agreement" form validating their insurance coverage including liability insurance and uninsured

motorist insurance of \$100,000. This form as well as a copy of the valid insurance policy, insurance card and driver's license must be kept on file in the office.

2. The supervising teacher will assist in making vehicle assignments.
3. Arrive at school ten to fifteen minutes before departure.
4. Seat belts must be worn at all times.
5. Elementary children may not ride in seats with airbags unless they can be disarmed.
6. The teacher will provide directions.
7. It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
8. Students should return with the same person and vehicle that transported them to the event unless Event Coordinator gives permission.
9. A cell phone must be available in each vehicle. The phone number must be given to the appropriate office.

## **COMMUNITY SERVICE**

Preparing our students for service to others and to their community is a part of our educational program. Service is part of our calling and a mark of our character. In part, we serve God by serving others, and in doing so, we long to instill the practice of excellence in service. For this reason, a senior must have performed a minimum of 100 community service hours (25 hours per year of high school in attendance at PCCA) by May 1<sup>st</sup> of his or her graduating year as part of graduation requirements. The following is a list of how serving others and the community also benefits to the student:

- Service brings honor to God, blessings to others, and personal growth to the server.
- Service provides leadership opportunities.
- Service within certain areas could provide career or educational direction.
- The Florida Department of Education's Bright Futures scholarships require a minimum of 75 service hours for the Florida Medallion Scholarship (FMS) and a minimum of 100 service hours for the Florida Academic Scholarship (FAS).\*\*
- Other scholarships based upon service and leadership requires service hours (i.e., Prudential Spirit of Community Award, Wendy Heisman Award, etc.).

Community Service Report Forms are available in the Main Office and in the Guidance Office. In order for the service hours to get documented, students are to return completed forms into the Guidance Office at the completion of service. Service hours will only be documented with the **completion** of the Community Service Hour Report Form. Students may not document a service activity where there is no leader or responsible adult (other than a parent) on site to evaluate and confirm the student's performance. PCCA reserves the right to determine the validity of reported community service hours.

### **Community Service Examples:**

- Neighborhood: Lawn care, house cleaning for the elderly, ill, or homebound.
- Church: Working in the church nursery, Sunday school, Vacation Bible School (VBS), mission trips, or youth work in the community.
- Community: Habitat for Humanity, Red Cross, Salvation Army, Humane Society, etc.
- Other non-profit organizations: County public libraries, National Alliance on Mental Illness, YMCA, Nathaniel's Hope, etc.

**NOT ACCEPTED:** Service to family or relatives, babysitting, or any service that the student receives monetary compensation of any kind.

### **Middle School Community Service Hours:**

While middle school service hours are not required, they are beneficial to a student entering high school at PCCA, as 5 hours of community service performed in each middle school grade carry over to the total required for high school graduation. Thus, a student entering 9<sup>th</sup> grade may already have 15 hours of

service accumulated. Please be aware that middle school community service hours count towards high school graduation requirements, but do **NOT** count towards the Florida Department of Education's Bright Futures Scholarships.

**\*\*Please Note:** All community service hours required for The Florida Bright Futures Scholarships must be performed during the time a student is enrolled in grades 9<sup>th</sup> -12<sup>th</sup>.

## **CURRICULUM**

The curriculum at PCCA is much more than the textbooks we use; it also embodies the lives of our teachers and staff. We realize the most important qualities in education are transmitted from the life of the teacher to the lives of his/her students. Textbooks are tools and secondary resources compared to the faith, character and worldview modeled by the teacher.

The entire faculty at PCCA works together to fulfill our mission in the lives of our students. Teachers work together as a team on scheduling, curriculum and discussing student needs.

## **TEXTBOOK SELECTION**

In effort to provide the best Christian education for our students, PCCA utilizes both Christian and secular texts. While always careful to choose texts and resources that are age and developmentally appropriate, we believe a qualified Christian teacher can use a variety of materials to give our youth a knowledge of God's Word, an understanding of how God's way is different from the world's, and the wisdom to make right choices.

## **CHAPEL**

Weekly chapel is a special service for our students and faculty. Chapel provides an opportunity for worship, teaching, prayer and ministry.

## **MEDIA CENTER**

The school Media Center is an important resource in the educational process. Students are encouraged to use the Media Center for reading, researching topics and checking out materials. A parent library is also available for Academy families to checkout materials. Students accept financial responsibility for all checked out materials. Late fines are \$.10 per day.

## **ONLINE EDUCATION**

High School students beginning with the class of 2018, must have at least one online course to graduate.

# **ACADEMICS**

## **PHILOSOPHY**

PCCA believes that a Christian's call to steward truth requires the continual search for knowledge, understanding, and wisdom in all branches of academics. We desire to instill in our students a desire for life-long learning, the skills to conduct inquiry and research, the ability to think both biblically and critically, and the skill to communicate effectively. While we hope all our students make high marks in their academic work, we especially honor a student's perseverance to learn according to the best of his/her ability.

## **ACADEMIC HONESTY**

PCCA students are expected to do their own work and to give credit when citing the work of others. It is dishonest to:

- Copy someone's homework or allow others to copy yours
- Give or receive test answers
- Turn in another person's work as your own
- Copy material from another source without using quotation marks and citing the source
- Rewording specific ideas from another source and not citing that source

Penalties for dishonesty may range from failing that assignment to dismissal from PCCA.

## **INTERNET ACCEPTABLE USE POLICY**

PCCA is committed to safe internet usage, including the safe and appropriate use of social networking sites and chat rooms. One goal in our computer classes is to provide instruction to students concerning their behavior when interacting with others on social media sites.

The Internet user, therefore, is held responsible for his/her actions whenever using the Internet. Unacceptable use of the network will result in the suspension or revocation of these privileges. The use of our school computers, access to the school network and/or internet is a privilege not a right. Some (but not all) examples of unacceptable use are:

1. Using the network for any illegal activity
2. Using the network for financial gain or initiating any financial transaction
3. Degrading or disrupting the equipment performance. (Any security problems must be reported to the technology coordinator and not shared with other users.)
4. Vandalizing the data of another user
5. Wastefully using finite resources after being warned and instructed of proper use
6. Gaining unauthorized access to resources, which includes attempting to get around the censorware installed on a computer with Internet access
7. Invading the privacy of individuals, including reading mail that belongs to others without their permission
8. Using accounts owned by other users, with or without their permission
9. Posting personal communications without the author's consent or posting information not meaning to be made public.
10. Posting rude or inappropriate messages; harassing or threatening others
11. Downloading viruses or attempting to circumvent virus protection programs
12. Violating the spirit of PCCA's Mission Statement
13. Students shall only use software, including but not limited to, e-mail applications, web browsers and wi-fi access that is supplied by the school.
14. Any outside wi-fi source is not to be used on PCCA campus by students.

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions above, PCCA cannot assume responsibility for:

1. The reliability of the content of a source received by another user. (Student must evaluate and cite sources appropriately.)
2. Costs that the students incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in a lack of resources. Though every effort will be made to ensure a reliable connection, there will be times when the Internet service is down or scheduled for use by teachers, classes, or students.
4. Guaranteeing privacy of mail. Though we support privacy of Email, users must not assume that this is guaranteed. The technology coordinator and the Administration reserve the right to investigate possible misuse or to monitor any Email that comes through PCCA computers.
5. Use of personally-owned computers on campus is subject to the same rules and expectations as we have for PCCA-owned equipment. We expect all students to abide by our Acceptable Use Policy whether using school computers or personal computers. Failure to abide by the Acceptable Use Policy may result in loss of computer privileges at school.
6. PCCA will not be held responsible for any physical damage, loss or theft of a personally-owned device.
7. PCCA will not be held liable for any damage that may occur to a personally-owned device as a result of connecting to the school's Wireless Network or any electrical power source.
8. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse PCCA for any damage that their student may cause arising out of and relating to the use of the PCCA Wireless Network with his/her personally-owned device.

## **DUAL ENROLLMENT**

### **SOUTHEASTERN UNIVERSITY**

PCCA's joint venture with Southeastern University (based in Lakeland) began in the 2012-2013 school year. The dual enrollment classes that PCCA students will take will be on our own campus and a part of the students regular daily schedule. The classes will fulfill their high school credit towards graduation and will also count as college level credit towards a student's college degree of choice. These courses are fully transferable to any college the student chooses to attend. These courses are weighted on a 5.0 GPA scale. PCCA students will not have to attend any other classes off campus or on the campus of Southeastern University. **Students will be assessed a fee charged by the university to PCCA starting at \$25 per course per semester.**

Students must meet the following requirements to be admitted to Dual Enrollment:

- Have at least a 3.0 unweighted (state) cumulative GPA for high school
- Be a rising junior.
- Demonstrate **college readiness in Reading, Writing, and Math and have strong teacher recommendations**
- Must maintain a minimum unweighted high school cumulative GPA of 3.0, If you fall below the requirements, you will no longer be allowed to participate in the program.

## **DISCOVERY AND LEARNING STRATEGIES**

Discovery/Search and Teach – Discovery in an intensive one on one therapy program for students with learning differences. This program focuses on strength-building techniques for the student’s deficit areas. Search and Teach is geared towards students in grades K-2<sup>nd</sup>. The Search portion screens students for academic areas where they may encounter difficulties. Teach utilizes many techniques to target these weak areas and strengthen them before the student experiences frustration in the classroom.

Learning Strategies (6<sup>th</sup>-12<sup>th</sup> grades) – This program is designed to equip students with strategies that enable them to be successful, independent learners. Qualified teachers in a small group environment will assist students with test preparation and with completing class work and projects in addition to helping them learn positive study habits.

### **GRADING SCALE AND GRADE POINT ASSIGNMENTS (Grades 1 through 12)**

Letter	Number	Regular Points	Honor Points	Dual Enrollment Points
A+	97-100	4.0	4.5	5.0
A	94-96			
A-	90-93			
B+	87-89	3.0	3.5	4.0
B	84-86			
B-	80-83			
C+	77-79	2.0	2.5	3.0
C	74-76			
C-	70-73			
D+	67-69	1.0	1.0	1.0
D	64-66			
D-	60-63			
F	<60	0	0	0
I	Incomplete			

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## **HONOR ROLLS**

### **HIGH SCHOOL**

#### **Administrator’s Honor Roll**

Students who earn a 4.00 GPA or higher for the nine weeks without a grade of D or F will be placed on the Gold Honor Roll.

#### **Honor Roll**

Students who earn between a 3.5 or higher GPA for the nine weeks without a grade of D or F will be placed on the Honor Roll.

## MIDDLE SCHOOL

### Administrator's Honor Roll

Students who earn a 4.00 GPA or higher for the nine weeks without a grade of D or F will be placed on the Administrator's Honor Roll.

### Honor Roll

Students who earn a 3.25 or higher GPA for the nine weeks without a grade of D or F will be placed on the Honor Roll.

*A student who receives a suspension, either in-school or out of school, will not be eligible to receive Honor Roll recognition for that quarter.*

## ELEMENTARY SCHOOL

### Superior Honor Roll

Students in grades 2-5 who earn A's in all subjects will be placed on the Superior Honor Roll.

### Meritorious Honor Roll

Students in grades 2-5 who earn A's and B's in all subjects will be placed on the Meritorious Honor Roll.

## ACADEMIC RECOGNITION/HONOR SOCIETIES

### National Honor Society

The National Honor Society Chapter at PCCA is a duly chartered and affiliated Chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: ***scholarship, leadership, service and character***. Standards for selection are established by the national office, and have been revised to meet our local Chapter needs.

The National Honor Society recognizes 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. In order for a student to be initially eligible (eligibility does not guarantee the student will be chosen) for membership, he or she must attend PCCA for one full semester, have a minimum GPA of 3.5 or higher, a history of leadership experiences and participation in at least two student activity organizations each year (i.e. sports teams, chorus, performing arts, clubs, etc.) and documented service hours in accordance with grade level requirements.

#### **Scholarship**

Students must have a cumulative high school GPA of 3.5 or higher. Only students in grades 10 through 12 and who have attended PCCA for one full semester are qualified for selection. This is the first requirement to be met by a student though each of the four requirements will be weighed equally.

#### **Leadership**

Leadership, both within and out of the school, is considered highly important for membership selection by the Faculty Council. Holding office in Student Government or another school or community organization is one of many ways a student can demonstrate leadership. The student who exercises leadership:

- Demonstrates initiative
- Exercises positive influence on peers
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative

- Successfully holds offices or positions of responsibility; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is willing to uphold scholarship and maintain loyal school attitude

### **Service**

Service activities are those which are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed. The Faculty Council will look at the student's heart toward service and the desire to serve beyond the yearly requirements. The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others
- Cheerfully and enthusiastically renders any requested service to the school
- Participates in some activity outside of school, for example, Girl or Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students in other schools
- Shows courtesy by assisting visitors, teachers, and students

### **Character**

Through the *Character Counts! Coalition* guidelines, NHS supports a multi-faceted definition of character including the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, a student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Demonstrates perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

All PCCA faculty members help evaluate the students throughout the year by following the above mentioned guidelines. Their recommendations are given to the NHS Faculty Council, which then must vote by majority rule on whether or not to admit the student into National Honor Society. Students who qualify in all areas will be given the Student Information Form to fill out and return to the NHS adviser. The students must fill out the information sheet, submit a letter of recommendation, and write a short essay. This information is used to support a student's candidacy for selection.

### **National Junior Honor Society**

The National Junior Honor Society recognizes 7th and 8th grade students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service and citizenship. The requirements are in keeping with the National Honor Society of PCCA. If a student is accepted into the NJHS and his/her academic standing falls below 3.0 and/or there are discipline issues that involve detentions or suspensions, he/she will be placed on probation for one quarter. If at the end of the probationary period the student has improved his/her academic standing to 3.5 and has a good standing in conduct, he/she may be reinstated into the NJHS.

## **Spanish Honor Society**

The name of this organization is *Sociedad Honoraria Hispanica* (Spanish Honor Society). The purpose of the National Spanish Honor Society is to recognize high achievement in Spanish and to promote the continuity of interest in the study of Spanish language, literature, and civilization. The society is for high school students enrolled in Spanish and Portuguese and is classified as a National Honor Society, which is sponsored by the American Association of Teachers of Spanish and Portuguese. The chapter at Pine Castle Christian Academy is named "*Mas Que Vencedores*" (*More Than Conquerors*). Our local chapter was founded by Mrs. Vazquez in 1993.

### **Qualifications for Membership**

Our top criteria for selection into the Society are seriousness of purpose and interest in studying the language. Additionally, to be eligible for membership in the Society, students must meet all of the following criteria:

- Student must be actively enrolled in Spanish class.
- Student must be in at least Spanish III level class.
- Transfer students must have spent at least one year in the program before eligibility.
- Student must have maintained a cumulative GPA of 3.6.
- Student must have a minimum GPA of 3.6 in Spanish.
- Student must complete and hand in their "Spanish Portfolio".
- Student must exhibit Leadership, Service, Character, and Christian Maturity qualities as defined by the National Honor Society.
- Student must meet all of the requirements for the local National Honor Society in addition to the Spanish Honor Society.
- Student must be nominated by a Spanish teacher.
- Student must be approved by their subject teachers, guidance counselors, and Dean through the Inductee Teacher Evaluation Form.

The Spanish teacher will invite the nominated students to apply after the first semester grades are published. Potential members must fill out an application for admission and complete their portfolio. These items must be turned in within the deadline as determined by the Sponsor.

## **National Merit Scholar**

The National Merit® Scholarship Program is an academic competition for recognition and scholarships that began in 1955. High school students enter the National Merit Program by taking the Preliminary SAT/National Merit Qualifying Test (PSAT/NMSQT®) – a test which serves as an initial screen of approximately 1.5 million entrants each year – and by meeting published program entry/participation requirements.

## **4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Grade Duke T.I.P.**

The Duke University Talent Identification Program is a global leader in identifying academically gifted students and providing them with innovative programming to support their development. Duke T.I.P., a non-profit educational organization, conducts two annual talent searches and offers summer programs, online courses and independent learning resources. Since 1980, Duke T.I.P. has served more than 1.9 million students.

## **ELEMENTARY ACADEMIC GRADING POLICIES**

### Elementary Academic Policy

Progress reports with grade averages are available on Sycamore at the mid-point in each nine-week grading period. Parents are always encouraged to contact their child's teacher with questions pertaining to academics.

### Academic Agreement Grades 1-5

When a student receives two D's and/or one F on his/her report card, the school will schedule a conference with his/her parents to discuss the student's difficulties and agree together on solutions and expectations. If the child fails to improve in these classes when the next report card is issued, he/she will be placed on Academic Probation.

A child may be placed on Academic Agreement consecutively if the two D's and/or one F occur in different subject areas.

### Academic Probation Grades 1-5

When a student receives two D's and/or one F on his/her report card in consecutive nine weeks in same subject area(s), he/she will be placed on Academic Probation. A parent-teacher conference will result in a revised "contract" that specifies solutions and expectations. In addition, parents must agree to have their child tutored to assist in improving grades in these courses.

In the rare instance when all our efforts do not lead to academic improvement, parents may be asked to withdraw their child from PCCA.

### Elementary Promotion Policy

K3 & K4: The teacher can make recommendation for retention based on the student's mental, physical, and academic development. Our goal is to be sure each child is academically and socially ready to be successful.

K5: Focus is to build a firm academic foundation through successful mastery of subject matter. Recommendations for promotion or retention are based on report card grades, end of the year tests, and progress in reading, writing and math. Students with satisfactory report card grades and end of the year tests, but who require extra assistance to be on grade level, may be conditionally promoted based on documented tutoring. Students with unsatisfactory report card grades, end of the year test results and/or progress in reading, writing and math will be considered for retention.

1st-8<sup>th</sup>: Students with a year-end average of two (2) D's and/or one (1) F will be conditionally promoted based on documented tutoring. Students with a year-end average of three (3) D's and/or two (2) F's will be retained.

### PERFECT ATTENDANCE

Elementary students are eligible for perfect attendance if no school days are missed and there are no more than three (3) tardies (excused or unexcused) per nine weeks. In order for a student to be considered present, he/she must be in attendance at least four (4) hours.

## **HIGH SCHOOL ACADEMIC POLICY**

### **Standard College-Prep Diploma**

- Traditional college preparatory curriculum
  - 4 Years of English
  - 4 Years of Math (beginning with Algebra I)
  - 3 Years of Science (2 with lab)
  - 3 Years of Social Science
  - 2 Years of Foreign Language (same language)
  - 1 Online Course
- 26 credits
- 2.0 cumulative weighted GPA

### **Honors Diploma**

- Traditional college preparatory curriculum (see Standard Diploma)
- Expected to apply and enter a 4-year college or university
- 27 credits
- 3.0 cumulative weighted GPA
- Minimum 6 credits of Honors courses (graduating class of 2016 and beyond)
- Spanish III

### **High Honors Diploma**

- Traditional college preparatory curriculum (see Standard Diploma)
- Expected to apply and enter a 4-year college or university
- 28 credits
- 3.5 cumulative weighted GPA
- Minimum 8 credits of Honors courses
- One additional 4-year sequence in either Science or Social Science
- Spanish IV

As a general policy, we do not accept credits from other schools after a student has enrolled at PCCA. Exceptions may be made for approved online courses, Driver's Education, and H.O.P.E. (Health/Physical Education).

Graduation requirements may be slightly modified for transfer students.

### **CLASS RANKING**

Class rankings are calculated at the end of Junior and Senior year of high school. Students must be enrolled full-time through their junior and senior year to be eligible for ranking.

### **VALEDICTORIAN AND SALUTATORIAN**

To qualify for Valedictorian and/or Salutatorian, students must have been enrolled as a full-time student in High School at PCCA for at least their Junior and Senior years.

### **MINIMUM GRADE POINT AVERAGE**

The minimum of a 2.0 Grade Point Average (GPA) is required for graduation from PCCA. Therefore, any high school student whose annual GPA falls below 2.0 will not be guaranteed admission for the following year and will be placed on Academic Probation Contract.

# **STUDENT ACADEMIC PERFORMANCE & ACADEMIC REVIEW BOARD**

## **PURPOSE & PROCEDURES**

The staff of Pine Castle Christian Academy believes in holding students accountable for their academic achievement. It is PCCA's desire to fully support and equip each student to fulfill all graduation requirements and to qualify for the broadest range of colleges and universities. Students who do not maintain good academic standing are at risk of not meeting graduation requirements. Such students may enter a period of academic probation. Academic probation is not punishment, but is a tool to assist students to improve their academic performance and maintain grades that will ensure their graduation from PCCA.

## **CRITERIA FOR ACADEMIC PROBATION**

Students will be placed on academic probation if, in any 9-week grading period, they fail to achieve a 2.0 GPA or have earned a grade of "F" in one subject or a "D" in two or more subjects.

## **INITIATION OF ACADEMIC PROBATION**

A conference will be scheduled with the student, parent(s), teacher(s), and Administration. The purpose of the conference will be to review the reason(s) for the student's poor academic performance and to outline strategies for improvement.

A letter documenting the reasons for placing the student on academic probation and the remediation program will be distributed at the conference. Student and parents will co-sign the letter of probation agreeing to abide by the stipulated conditions.

## **RESPONSIBILITIES**

Student, parent(s), teachers and guidance counselor are responsible for several aspects of the probation program. To help the student to become more successful, parents, student, teacher and guidance counselor will meet during the next midterm to discuss the progress that has been made and the need, if any, of further assistance.

### **Student Responsibilities:**

The student must make every effort to:

1. Complete homework promptly
2. Seek out-of-class tutoring as he/she feels the need
3. Meet on a weekly basis with the teacher(s) in whose class the student earned a "D" or below (student is responsible for making arrangements for the weekly meeting with his or her teachers)
4. Attend Academic review meetings with parent/guardian, counselor and teacher(s)

### **Parent(s)/Guardian(s) Responsibilities:**

The parent(s)/guardian must make every effort to:

1. Monitor out of school activities to focus on academic success
2. Provide an environment at home conducive to study
3. Encourage and pray with your student
4. Maintain close communication with school staff regarding student's progress
5. Attend Academic review meeting with student, counselor, and teacher(s)
6. Consider feasibility of out-of class tutoring for your student
7. Contact teacher if there are questions about the content of a progress report

### **Teacher Responsibilities:**

The teacher must make every effort to:

1. Meet with the student on a weekly basis as initiated by the student

2. Communicate with the student, parents, and Administration
3. Attend Academic Review Meeting with parents, counselor and student

#### **Administration Responsibilities:**

Administration must make every effort to:

1. Provide the communication link between all of the participants in the probation program
2. Meet regularly with students on probation
3. Communicate concerns if problems develop with the probation program
4. Report summary of student's case and course of intervention to the Academic Review Board

#### MONITORING OF PROGRESS

A student on academic probation for the first time in a year should be monitored by parents through the Sycamore website. There will be a follow-up communication at the end of the probationary period to assess the student's progress and academic level.

#### PROBATION OUTCOME

When the probationary period is over, students who have achieved a minimum GPA of 2.0 and who have no grades of "F" and not more than one grade of "D" will be released from academic probation.

In cases of students who fail to meet the goals of the academic probation contract, an Academic Review Committee will determine if sufficient progress has been made to continue with the contract goals, or if Pine Castle Christian Academy is the best educational setting for the student.

If a student is placed on academic probation two times during the academic year, including the fourth nine weeks, the student may be withdrawn from Pine Castle Christian Academy.

#### FLORIDA GRADE FORGIVENESS POLICY

According to Florida Law, a student may only repeat a course for credit if a final grade of D or F is earned. High school students who fail a required course must retake the course at PCCA or through an approved program. Off campus summer school classes need to be approved by the Administration. Transcripts of students who repeat a course approved by Administration will reflect the higher of the two grades earned.

#### COMMUNICATION

##### REPORTING PROCEDURES

We desire to keep parents well informed. We encourage voice mail, e-mail and written notes whenever there is a question or concern. All staff members have access to a computer and check their e-mail throughout the day. All staff are accessible by typing their last name first initial followed by pccaeagles.org. For example, if you want to e-mail Cindy Center, Office Manager, you would type [CenterC@pccaeagles.org](mailto:CenterC@pccaeagles.org). Please visit our school website ([www.PineCastleEagles.org](http://www.PineCastleEagles.org)) for more information.

##### REPORT CARDS

Report card grades are available online through Sycamore for all students K3-12<sup>th</sup> at the end of each quarter for families whose accounts are current.

##### PARENT-TEACHER CONFERENCES

Parents have the option of requesting a conference with a teacher whenever you choose. Unscheduled conferences at the start or end of the school day must be avoided, for they interfere with the teacher's daily responsibilities and result in incomplete communication.

## **ACHIEVEMENT TESTING**

We evaluate student's progress by administering the standardized testing during the spring of each school year to students in grades 1-8. Other tests and tools may be utilized when appropriate. Students in grades 9-11 will take the PSAT (pre-SAT). The ACT and SAT are both college entrance tests. In order to pick-up the test results for the PSAT, parents/guardians must meet with the Guidance Director.

## **HOMEWORK**

PCCA believes that homework can be an integral part of education by reinforcing lessons learned at school and by helping children learn the skills and develop the character necessary for independent work. We will make every effort to make homework assignments meaningful and not excessive. High school students in honors level, Advanced Placement and Dual Enrollment classes should expect significantly more homework. Homework may be given on weekends or over extended holidays at the discretion of the teacher.

If you have any concerns regarding your child's homework, please schedule an appointment with your child's teacher. Our teachers need to know how their assignments affect their students, and parents need to know if their child's behavior at school (ex. not paying attention, misuse of work time) may be contributing to frustration at home.

One of the factors frustrating many students is a lack of organization. All of our teachers are trying to help their students learn organization skills that will help them with their school work and with the added responsibilities that come with maturity. You can help your child with homework by:

- Scheduling a consistent time for homework each day
- Providing a quiet place in the house where your child can work uninterrupted
- Giving supervision and limited help if needed
- Checking to see that the assignments are completed and neatly done
- Seeing that your child returns the assignments to school by the due date
- Providing oral drill practice (math facts, memory work)
- Reviewing material for a test
- Ensuring that your child is successfully using organizational tools (list of assignments, completed work put into a particular place, etc.)
- Making sure your child is practicing their instrument for any Elective music classes

## **DISCIPLINE**

### **CHARACTER AND EXPECTATIONS**

At PCCA, we believe that a quality education can only be provided in an atmosphere of faith, respect, and responsibility. Thus, all faculty, parents and students are expected to:

- Respect the mission and purpose of the school
- Respect staff, parents, and other students
- Respect the PCCA campus and the property of others
- Be honest and truthful in word and deed
- Use appropriate oral, written, and body language
- Obey the civil laws and school policies pertaining to drugs, tobacco, alcohol, and weapons
- Refrain from engaging in inappropriate sexual behavior
- Honor the Dress Code Policy
- Be punctual to class/school

Most of the specific rules governing our behavior according to these principles are self-evident. However, students should also note the following:

- No possession or use of drugs, tobacco or alcohol is permitted at any time or place while student is enrolled at PCCA
- No cell phones may be visible or used at any time in the building or at pick up by Elementary or Middle School students. Cell phones should be TURNED OFF and out of sight.
- High School students may have their phones out during Lunch ONLY and even then should only use them to text, play games or access the internet.
- Students may use the phone in the Main Office for important phone calls. Parents who need to contact their child during the school day should do so by calling the PCCA Main Office.
- Laptops and tablets may be used on campus in the following areas only: classroom (at teacher's discretion), computer lab and lunchroom (High School students only). Laptops and tablets used in a classroom without teacher permission, in unauthorized area or at an unauthorized time may be held by Administration for the remainder of the school day.
- No bullying/cyberbullying
- No pranks
- No littering
- No skateboards are to be used on campus at any time
- No public displays of romantic affection are allowed on campus
- No weapons may be brought on school campus. Administration reserves the right to determine what is a weapon.

## **PHILOSOPHY OF DISCIPLINE**

PCCA establishes its standards of discipline to help train students to strive for excellence in all they say, think, and do. Some of our standards are based on biblical morality and manners, some support current civil laws, and others reflect what may be considered the common standards of our diverse school community. We want our students to realize that there is a time and place for individuals to express diversity and uniqueness, but that is not the main objective of PCCA. In other words, what may be suitable for us to do in our homes or wear at the mall, may not be suitable for PCCA. It is often not a question of right or wrong, but of purpose and priorities. We trust that all those who are members of our school community will understand and fully support our school standards.

Consequences for inappropriate actions will follow the guidelines below. However, we will always seek to treat each child as an individual and to choose consequences that will accomplish our goals of showing love/forgiveness, teaching that wrong actions have negative results, ensuring that the misbehavior is not repeated, and securing the safety of other students. Our goal is to encourage every student to adopt standards of excellence and to develop self-discipline. In order to achieve this goal, we are guided by the following principles:

- Work with each student individually -recognizing differences in maturity levels, distinguishing between an impulsive act and a motive to hurt, and treating first-time offenders more leniently than those who have already been corrected for the same offense. In all cases we want to understand and train the child's heart and not just fix the behavior.
- Form a partnership with the home – developing a mutual understanding and a common plan to address any academic, behavioral, or emotional need their child is experiencing.
- Never give up on a child – asking a family to withdraw a child because PCCA cannot effectively meet his/her need at that time is a last resort. We will continue to pray for that child, help him/her any way we can, and consider his/her re-admission to the school if circumstances change. PCCA always distinguishes between addressing a need and rejecting the person. PCCA cannot meet every need, and sometimes leaving the school for a season may be in the best interest of all parties.
- Administration reserves the right to enforce consequences deemed appropriate.

## **MIDDLE/HIGH SCHOOL CLASSROOM DISCIPLINE**

While each offense carries a specific consequence as a guideline, other factors may influence the actual punishment a student receives. These other factors include a student's willingness accept responsibility for his or her behavior, his or her attitude of repentance, etc.

We reserve the right to discipline students for their off-campus behavior as well, especially if it is something illegal or involves the dishonoring of PCCA students and staff. This includes all inappropriate material posted on social media.

These and other like offenses may be handled by the classroom teacher on an individual basis:

- Tardiness
- Not prepared for class
- Excessive talking
- Inattentiveness
- Dress code violations
- Failure to follow classroom rules
- Disruptive behavior
- Use of profanity
- Display and/or use of digital devices, i.e., cell phones, laptops etc. during school hours (other than designated times/areas for High School students)

These and other like offenses may result in a student conference, parent contact and a detention:

- Persistent offenses listed above
- Defiance of authority
- Numerous dress code infractions
- Inappropriate displays of romantic affection
- In unassigned area without permission i.e. unattended classroom
- Pranks in an attempt to be amusing
- Insubordination to adult authorities
- Dishonesty
- Leaving class/school without permission

These and other like offenses may result in a student/parent conference, multiple lunch and/or after-school detentions and possible in-school suspension:

- Disrespectful behavior
- Forgery
- Pranks of a malicious nature
- Reckless driving on campus

These offenses may result in a student/parent conference, multiple after-school detentions and possible in-school suspension:

- Repeated offenses listed above
- Gross defiance of adult authority
- Misuse of computers
- Defacing/destroying school/personal property
- Stealing, being in possession of stolen property
- Harassment/hazing
- Bullying (including cyberbullying)
- Fighting/harming another individual
- Plagiarism/cheating
- Pranks of a destructive and malicious nature

These will result in expulsion and possible police contact since these behaviors are against civil laws and threaten the safety of others. Expelled students/families may appeal to Administration and then the School Board. During the appeal process, the student will not be allowed on campus while serving out-of-school suspension. Some examples of these offenses are:

- Possession of a firearm
- Possession of an illegal substance
- Malicious destruction of private (individual or school) property

The above lists are not meant to include all possible infractions. They are meant to be used as examples.

## **DISCIPLINARY PROCEDURES**

### **DETENTION**

Discipline will be administered in the form of a lunch or after-school detention. The Supervision Fee for the after school detention will be \$5. Detentions will range from 30-60 minutes.

### **IN-SCHOOL SUSPENSION**

In-School Suspension is served in a designated room on campus with an adult supervision. The student is assigned work from each class to complete for turn-in at the end of the day. Work is to be accomplished quietly and without assistance. The student may visit the restroom only when regular classes are in session. Being tardy for In-School Suspension is the same as being tardy to school.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension requires students to stay away from school and all school functions including away games and off-campus activities during the time of suspension. Before returning to school, the student and parents must conference with school administration.

### **EXPULSION**

Expulsion may result when past corrective actions have been unsuccessful in changing a student's attitude and/or behavior. Certain serious behaviors, whether done on or off-campus, that indicate that a student's lifestyle choice is in major conflict with the mission and objectives of PCCA, may be asked to withdraw from PCCA or be expelled at the discretion of the Administrator.

### **DRUG TESTING**

PCCA reserves the right to require drug testing for students suspected of illegal drug use. The school has an arrangement with Workers Occupational Resource Center, and a school administrator will drive the student to WORC where the drug test will be conducted.

## **SEXUAL HARRASSMENT POLICY**

PCCA has a strong commitment to maintaining a safe, nurturing, Christ-centered environment for our students. This commitment includes keeping our classrooms and campus and school activities, whether on or off campus, free from sexual harassment. The responsibility for doing so rests with each member of our school community. Any form of sexual harassment is absolutely prohibited. Sexual harassment will not be tolerated and is subject to discipline, including dismissal.

**Definition:** Sexual harassment includes any inappropriate or unwanted sexual comment, display or conduct. This includes but is not limited to the following: 1) student to student; 2) staff to staff; 3) staff to student; 4) student to staff; 5) staff/students to outsiders (including student families); and 6) outsiders (including student families) to staff/students. All members of these groups are responsible for their own comments/displays/behavior.

Conduct/activities considered to be sexual harassment include but are not limited to the following:

- Spreading sexual gossip
- Inappropriate sexual comments, gestures or displays
- Sexual or dirty jokes
- Pressure for sexual activity/favors
- Sexually suggestive telephone calls or other communication (including but not limited to e-mail and instant messages on computer)
- Any offers of or requests for sexual favors or advances to secure favorable academic conditions or other reward
- Any physical contact of a romantic or sexual nature occurring between an adult and a student
- Touching of the sexual nature
- Sexual “cat calls” or name-calling
- Graffiti of a sexual nature
- Clothing that depicts sexual subject matter
- Talking about sexual activity in front of others
- Spreading rumors about others as to sexual activity

Note: Not all physical contact would be considered sexual in nature. Some examples are a high school athletic coach hugging a student who made a goal, a kindergarten teacher’s consoling hug for a child with a skinned knee, or one student’s demonstration of a sports move during an official practice or game.

#### PROBATION AND BEHAVIORAL CONTRACTS

The goal of the probationary contract is to help students concentrate on key steps for improving in an area of weakness that may ultimately result in them being asked to leave PCCA unless the improvement is made. It also unites parents and teachers and clearly defines for them how they can best help the student succeed. Our expectation is that every student on probation will continue at PCCA and be an example to others of perseverance. Students on probation or who have been suspended will not be allowed to participate in most extra-curricular honors, activities and elected positions.

### **ATHLETIC ACADEMIC & DISCIPLINE PROCEDURES**

#### PCCA GRADE & STATE REQUIREMENTS/PROCEDURES

- Florida High School Athletic Association requires each student athlete to maintain an accumulative GPA of a 2.0. PCCA follows the FHSAA guidelines which can be found at their website, [www.fhsaa.org](http://www.fhsaa.org).
- Students are also expected to meet the Academy’s guidelines to be eligible to participate in athletics.

#### PCCA DISCIPLINARY ATHLETIC PROCEDURES

- If a student receives an In School Suspension, he/she must attend practice and may not play in a game.
- If a student receives an Out of School Suspension, he/she may not attend practice, play, or attend a game.

## DRESS CODE

### ELEMENTARY SCHOOL DRESS CODE 2016-2017

PCCA faculty, students and parents will dress in a manner that does not present a distraction to the learning environment and demonstrates Christ-honoring modesty. PCCA Administration has the final authority to decide the appropriateness of an outfit on campus and at all PCCA events.

**\*\*\*This is the last year for all uniform shirts to be grandfathered in that have a logo other than the shield logo.\*\*\***

#### HAIR:

##### **Boys:**

- Hair may not go below the bottom of the ear. It may not extend below the top of the collar in the back and not below the eyebrows in the front.
- Hair color and cut must be conservative and natural-looking. Extreme styles are not permitted.  
**Students needing a haircut must comply within two days.**
- Hats may not be worn during the school day.

##### **Girls:**

- Hair should be neat and attractively maintained; hair color must be conservative and natural-looking.
- Hats may not be worn during the school day.

#### JEWELRY/TATTOOS:

- No student is permitted to wear piercing jewelry at any time on campus or at a school sponsored activity (with the exception of pierced ears for girls). Girls earrings may be post only; no dangle earrings.
- No student is permitted to display tattoos of any size or type on campus or at any school sponsored activity. This includes temporary tattoos and other forms of body markings.
- Boys are not allowed to wear fingernail polish.

**All uniforms must fit properly (not too tight or too baggy) and be in good condition (no holes, frayed edges, tears, etc.)**

#### TOPS: (Purchased through the school)

- Must wear a PCCA logoed shirt. Gray, black, burgundy or white solid polo with PCCA logo; tri-color polo, tri-color collar polo, rugby shirt and white oxford shirt/blouse may be available from Eagle Exchange. **New cardinal red, gray, or white non-collared uniform shirts with the shield logo are available for purchase this year through the Main Office. It may be worn to school every day.**
- White logoed turtleneck or white logoed mock turtleneck are the only long sleeve shirts that may be worn under the long or short sleeve polos.

#### BOTTOMS: (May be purchased from Eagle Exchange or retail store)

- Pleated or flat-front pants, capris and walking shorts for boys and girls (Dockers style - cotton twill, not denim, spandex, etc.) in black or khaki.
- Girls may also wear black, khaki skorts or plaid skorts (the plaid skort must be purchased through Eagle Exchange).
- Shorts may not fall below the bottom of the knee for boys.
- Skorts and shorts may be no more than 3" above the top of the knee for girls.
- All students will wear clothing with a proper fit (not too tight or too baggy) and in good condition (no holes, frayed edges, tears, marks or writing).
- No cargo bottoms (i.e. pocket on the side).

**OUTERWEAR: (May be purchased from Eagle Exchange or retail store)**

- Burgundy cardigan, varsity jacket (gray with contrasting sleeves), black fleece jacket or PCCA sweatshirt.
- Outerwear in solid school colors (black, white, burgundy, cardinal or gray with small logo or PCCA spirit wear may be worn.
- No hooded outerwear, including dress down days.

**SHOES:**

- Students may wear athletic or closed toe and closed back shoes. Heels may be no more than 1".
- Athletic shoes must be worn for PE.
- **Boots may be worn by fifth grade students only.**
- Crocs, rubber shoes, footwear that resembles slippers and toe shoes are NOT PERMITTED.
- Shoes which cause a distraction will require a change.

**SOCKS/TIGHTS:**

- Girls may wear solid colored tights in PCCA uniform family colors only (gray, white, burgundy, black) under uniform bottoms.

**SPIRIT DAYS, DRESS DOWN & DRESS UP DAYS**

**TOPS (SPIRIT DAYS):**

- PCCA uniform top or PCCA spirit-wear (must be sized appropriately - nothing too tight fitting or oversized)

**TOPS (DRESS DOWN/DRESS UP DAYS):**

- No spaghetti straps, sleeveless shirts, tank tops, open backs or halter tops
- Must be sized appropriately (nothing too tight fitting or oversized)
- The shirrtail of shirts worn untucked should not fall below the bottom of the front pockets on shorts/pants.
- Girls tops that are worn untucked should not show any midriff when sitting, standing or raising hands.
- May not promote anything other than Christian values

**BOTTOMS (SPIRIT DAYS, DRESS DOWN/DRESS UP DAYS):**

- Clean with no holes, tears or frayed edges; Capri jeans are allowed
- Must be sized appropriately (nothing too tight fitting (absolutely no jean leggings/jeggings) or oversized)
- Same length requirements as "regular" dress code
- No sweatshorts, sweatpants, soffeas; no athletic/basketball shorts.
- Bottoms may not have writing across the back side.

**SHOES (SPIRIT DAYS, DRESS DOWN/DRESS UP DAYS):**

- No flip-flops; no sandals for boys; no boots; no crocs, rubber shoes or toe shoes.
- Heels on shoes must not be higher than 1"

**DRESSY OCCASIONS**  
**(SPECIAL CHAPELS, 5<sup>TH</sup> GRADE GRADUATION)**

Sleeveless, spaghetti strap, strapless and halter top dresses must be worn with a jacket or shrug. Dress length can be no more than 3" above the knee. Midriffs may not be showing. Open backs are not permitted. Boys' attire must be viewed by Administration as dressy and appropriate.

## **MIDDLE SCHOOL/HIGH SCHOOL DRESS CODE 2016-2017**

PCCA faculty, students and parents will dress in a manner that does not present a distraction to the learning environment and demonstrates Christ-honoring modesty. PCCA Administration has the final authority to decide the appropriateness of an outfit on campus and at all PCCA events.

**\*\*\*This is the last year for all uniform shirts to be grandfathered in that have a logo other than the shield logo.\*\*\***

### **HAIR:**

#### **Boys:**

- Hair may not go below the bottom of the ear. It may not extend below the top of the collar in the back and not below the eyebrows in the front.
- Facial hair must be neatly trimmed and maintained (High School boys only; facial hair is not permitted in Middle School).
- Hair color and cut must be conservative and natural-looking. Extreme styles are not permitted. Students needing a haircut must comply within two days.
- Hats may not be worn during the school day.

#### **Girls:**

- Hair should be neat and attractively maintained; hair color must be conservative and natural-looking.
- Hats may not be worn during the school day.

### **JEWELRY/TATTOOS:**

- No student is permitted to wear piercing jewelry at any time on campus or at a school sponsored activity (with the exception of pierced ears for girls).
- No student is permitted to display tattoos of any size or type on campus or at any school sponsored activity. This includes temporary tattoos and other forms of body markings.
- Boys are not allowed to wear fingernail polish.

### **TOPS: (Purchased through the school)**

- Must wear a PCCA logoed shirt. Gray, black, burgundy, or white solid polo with PCCA logo; tri-color polo, tri-color collar polo, rugby shirt and white oxford shirt/blouse may be available through the Eagle Exchange. White logoed turtleneck or white logoed mock turtleneck may be worn alone or under the long or short sleeve polos.
- **New cardinal red, gray, or white non-collared uniform shirts with the shield logo are available for purchase this year through the Main Office. It may be worn to school every day.**
- Short-sleeve undershirts in PCCA uniform family colors only (gray, white, burgundy and black) may be worn under long or short sleeve polos. During cold weather only, long sleeve undershirts may be worn under short sleeve polos as long as the undershirt color matches the color of the polo.
- Undershirts must not be worn longer than the uniform top or the student will be asked to tuck in the undershirt.

### **BOTTOMS: (May be purchased from Eagle Exchange or retail store)**

- Pleated or flat-front pants and walking shorts for boys and girls (Dockers style - cotton twill, not denim, spandex, etc.) in black, khaki or stone.
- Girls may also wear black, khaki or stone skirts, skorts or plaid skorts (the plaid skort must be purchased from Eagle Exchange).
- Shorts may not fall below the bottom of the knee for boys.
- Skirts, skorts and shorts may be no more than 3" above the top of the knee for girls.
- All students will wear clothing with a proper fit (not too tight or too baggy) and in good condition (no holes, frayed edges, tears, marks or writing).
- No cargo bottoms (i.e. pocket on the side).

**OUTERWEAR: (May be purchased from Eagle Exchange or retail store)**

- Varsity jacket, black fleece or PCCA sweatshirt.
- Outerwear in solid school colors (black, white, burgundy, cardinal or gray with small logo or PCCA spirit wear may be worn.
- Hoods may not be worn inside the buildings at any time.

**SHOES:**

- Students may wear athletic shoes or dress shoes.
- Girls may wear dress sandals (closed-toe or open toe) and backless shoes.
- Students may wear boots.
- Flip-flops, Crocs, footwear that resembles slippers and toe shoes are NOT PERMITTED.

**SOCKS/TIGHTS/LEGGINGS:**

- Girls may wear solid colored leggings or tights in PCCA uniform family colors only (gray, white, burgundy, black) under uniform bottoms.

**SPIRIT DAYS, DRESS DOWN & DRESS UP DAYS**

**TOPS (SPIRIT DAYS):**

- PCCA uniform top or PCCA spirit-wear (must be sized appropriately - nothing too tight fitting or oversized)

**TOPS (DRESS DOWN/DRESS UP DAYS):**

- No spaghetti straps, sleeveless shirts, tank tops, open backs or halter tops
- Must be sized appropriately (nothing too tight fitting or oversized)
- The shirttail of shirts worn untucked should not fall below the bottom of the front pockets on shorts/pants.
- Girls tops that are worn untucked should not show any midriff when sitting, standing or raising hands.
- May not promote anything other than Christian values

**BOTTOMS (SPIRIT DAYS, DRESS DOWN/DRESS UP DAYS):**

- Clean with no holes, tears or frayed edges; Capri jeans are allowed
- Must be sized appropriately (nothing too tight fitting (absolutely no jean leggings/jeggings) or oversized)
- Same length requirements as “regular” dress code
- No sweatshorts, sweatpants, soffeas; no athletic/basketball shorts.
- Bottoms may not have writing across the back side.

**SHOES (SPIRIT DAYS, DRESS DOWN/DRESS UP DAYS):**

- No flip-flops; no sandals for boys

**DRESSY OCCASIONS**

**(INDUCTION/AWARD CEREMONIES, SPECIAL CHAPELS, HOMECOMING AND PROM)**

Sleeveless, spaghetti strap, strapless and halter top dresses are acceptable as long as they are modest. Dress length can be no more than 3” above the knee. Midriffs may not be showing. Plunging necklines (showing cleavage) and open backs (below the waist) are not permitted and are unacceptable. On a long dress, slit may not be more than 1” above the top of the knee. Boys’ attire must be viewed by Administration as dressy and appropriate.