



**PINECASTLE**  
CHRISTIAN ACADEMY

**2021-2022**  
**Student**  
**Code of Conduct**  
*Levels of Infractions*

**7101 Lake Ellenor Drive**  
**Orlando, Florida 32809**  
**(407) 313-PCCA (7222)**

**LEVELS OF INFRACTION**

**LEVEL I INFRACTION**

*Level 1 offense is a minor act of misconduct that interferes with the orderly operation of the classroom, a school function, extracurricular program or approved transportation.*

*The PCCA staff involved should intervene in the misconduct. If further action is necessary, the staff member should refer the student to the administration office for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administrator will decide on disciplinary action.*

- A. Cheating
- B. Cell Phone/Electronics
- C. Classroom Disruption
- D. Disorderly Conduct
- E. Disrespect
- F. Dress Code
- G. Failure to Report to a Detention
- H. False and/or Misleading Information
- I. Insubordination
- J. Misconduct on Bus
- K. Profane, Obscene, or Abusive Language/Materials
- L. Repeated Misconduct
- M. Tardiness
- N. Unauthorized Absence from School or Class
- O. 3 unexcused tardy
- P. Other

**How the Administration Team may respond?**

- Parental contact recommended
- Visit to the Chaplains office
- Verbal Reprimand
- Special Work Assignment

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- Withdrawal of Privileges
- Return of property, payment for same, or restitution for damages
- After School Detention
- Lunch Detention
- Behavior plan/contract
- Warning of referral to Level II
- Confiscation of unauthorized materials/contraband

### **LEVEL II INFRACTION**

*Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others.*

*The misconduct must be reported to the appropriate school administrator for disciplinary action. The administrator will follow the procedure designated for minor violations (Level I) in investigating the situation and deciding on disciplinary action.*

- A.** Destruction of Property/ Vandalism (under \$100)
- B.** Physical Altercation
- C.** Disrespect
- D.** Fighting
- E.** Forgery
- F.** Gambling
- G.** Insubordination/ Open Defiance
- H.** Intimidation / Threats
- I.** Misconduct of field trips or bus
- J.** Repeated misconduct of a less serious nature
- K.** Stealing (under \$50)
- L.** Unauthorized Assembly, Publication, etc.
- M.** Bullying
- N.** Other Serious Misconduct
- O.** Gang Related
- P.** Harassment
- Q.** Plagiarism

## Student Code of Conduct

### How the Administration Team may respond?

- Contact the parents and hold a meeting with them
- Assign you to a special program
- Remove you from the school from 1 day to up to 10 days suspension
- Refer you to a prevention program or treatment
- Use any response from Level II
- Make you return property, make payment for same or restitution for damages.
- Assign you in-school Suspension
- Refer you to Level III.

### LEVEL III INFRACTION

*Level III Infractions are major acts of misconduct. They include repeated misconduct acts from Level II, serious disruptions of school order, threats to safety, and property of others; and other acts of serious misconduct.*

*The misconduct must be reported the immediately to the school administrator, who may remove the student from the school or activities immediately.*

- A. Battery
- B. Breaking and Entering
- C. Destruction of Property/ Vandalism (\$100-\$199)
- D. Disrespect
- E. Extortion
- F. Fighting
- G. Firecrackers/Fireworks
- H. Gross Insubordination/ Open Defiance
- I. Illegal Organizations
- J. Possession of Contraband Material
- K. Repeated Misconduct of More Serious Nature
- L. Smoking (and other use of tobacco products)
- M. Stealing (\$50-\$299)

## Student Code of Conduct

- N. Trespassing
- O. Violation of curfew
- P. Bullying
- Q. Other Serious Misconduct
- R. Possession of Other Instruments or Objects
- S. Other Major not fit within the other definitions
- T. Threats
- U. Gang Related
- V. Harassment
- W. Unsubstantiated Bullying
- X. Unsubstantiated Harassment
- Y. Vaping or similar

### How the Administration Team may respond?

- Contact the parents and hold a meeting with them
- Assign you to a special program
- Remove you from the school for up to 10 days suspension
- Refer you to a prevention program or treatment
- Use any response from Level II
- Make you return property, make payment for same or restitution for damages.
- Assign you in-school Suspension
- Refer you to Level IV.

### LEVEL IV INFRACTION

*Level IV acts of misconduct are the most serious. Any level IV act is grounds for expulsion and may result in a 10-day suspension with consideration for a recommendation for expulsion. Major acts of misconduct must be reported right away to the school administrator and may result in immediate removal of the student from the school*

*For students in K5 through 5<sup>th</sup> grade, the disciplinary response procedures is parental contact, up to a 10-day suspension from school and a written behavior contract that covers a period of probation. In severe cases or if the probation is violated, the administration may recommend immediate expulsion.*

- A. Alcohol

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- B. Arson
- C. Threats to Employees, Volunteers or Students
- D. Battery of Employees, Contracted Personnel, Volunteers, or Students
- E. Bomb Threats/Explosions
- F. Drug/Possession/Use
- G. False Fire Alarm
- H. Firearms
- I. Inciting, Leading or Participating in Any Act which Substantially Disrupts the Orderly Conduct of a School or School Function
- J. Larceny/Theft (\$300 or over)
- K. Other Weapons
- L. Repeated Misconduct of a More Serious Nature
- M. Robbery
- N. Sexual Battery
- O. Sexual Harassment
- P. Sexual Offense
- Q. Violation of Early Re-entry Plan
- R. Motor Vehicle Theft
- S. Vandalism (\$1000 or over)
- T. Other
- U. Drugs/Distribution/Selling/ Buying
- V. Bullying
- W. Harassment

### **How the Administration Team may respond?**

- Contact your parents and hold a meeting with them
- Referral to substance abuse program for first time drug or alcohol violations
- Immediate Expulsion from School
- Grades K5-5<sup>th</sup>: Remove from school for up to 10days suspension. Write a behavior contract and place you on probation. In severe cases the principal may recommend expulsion.

**E-Learning Student Code of Conduct**

Although some of our student's classroom environment is a virtual class (e-learning), the standards of behavior are as important as they are in a brick and mortar school. In other words, our virtual classrooms and on campus classrooms expect an appropriate behavior that is conducive to an appropriate learning environment.

1. Please remember e-learning is the same as being in school.
2. Students are not allowed on their cell phone unless otherwise authorized by their teacher.  
Texting or on social media during class is **unacceptable**.
3. Student must use an iPad or tablet with a microphone and a working camera.
4. Student must use headphones during e-learning.
5. All communication with other students enrolled in our e-learning classes must be course-related.
6. All communications with other students in any forum, course related email, discussion post, etc. must be polite, courteous, and respectful.
7. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet could result in removal from our courses with a failing grade. Students are expected to abide by an academic integrity.
8. Do not collaborate with other students (work with) on your e-learning assignments unless directed to do so by the teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
9. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communication with other students, or PCCA staff. These actions are prohibited.
10. Students are required to logon at their scheduled time with their camera on. If the camera is not on the student will be considered absent.
11. Appropriate attire is required for all our student. Our e-learning students must wear their uniform throughout the day.
12. Appropriate attire for any household members that are seen on camera is required.
13. Students must maintain a "C" or 2.0 average to continue e-learning.

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14. Students must be in regular attendance and failure to do so may result in dismissal from e-learning.
15. Students must be in a quiet area that is not distracting to themselves or other e-learning students.
16. If you are unable to logon to a class, you must immediately email [onlineadvisor@pccaeagles.org](mailto:onlineadvisor@pccaeagles.org) and/or call 407-313-7222 so we may notify the teacher.
17. Hybrid students MUST bring all their curriculum on Tuesdays and Thursdays failure to do so may result in a zero "0".
18. Students are NOT allowed to use virtual backgrounds during their e-learning class.
19. If a student is misbehaving on camera, or violating any of the rules mentioned in this Code of conduct, or if there is excess noise in the background the teacher has the right to disconnect you from the class and you will receive a zero "0" for the day.
20. After your 3<sup>rd</sup> unexcused tardy your teacher will not allow you in the class until a parent teacher conference has taken place. If this issue continues administration will be notified and the student is subject to further consequences such as dismissal of e-learning option.
21. If you have chosen to be a hybrid or e-learning student, you are unable to change your learning option without approval from administration.
22. On campus students that chose to stay home (due to sickness or other) must have prior approval to attend their classes, and proper documentation will be required.

All behavior issuers or if a student is in violation of PCCA's Student Code of Conduct a referral will be sent to our Vice Principal Mrs. Rosado, our lead teachers Mrs. Woods secondary department, and/or Mrs. Frias Elementary department.

Upon violation of our e-learning Code of Conduct student may be subject to dismissal of e-learning option and/or enrollment at Pine Castle Christian Academy.

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_



**PCCA SCHOOLWIDE DRESS CODE 2021-2022**

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 any dress code item listed below on campus and at all PCCA events. PCCA Administration reserves the right to change or excuse any of the dress code policies.

**SHIRTS: (Purchased through Foskett Sporting Goods – 3225 Curry Ford Road/407-658-0594)**

- All students must wear a PCCA shield logo collared-Polo shirt Monday through Thursday, Preschool wears grey t-shirt, K-5<sup>th</sup> wear black polo shirts; 6<sup>th</sup>-8<sup>th</sup> wear gray polo shirts; 9<sup>th</sup>-12<sup>th</sup> wear black or white polo shirts. **Shirts must always be tucked in** (excluding PE)
- Undershirts in PCCA uniform school colors only (gray, white, cardinal and black) may be worn under long or short sleeve shirts.
- Black, cardinal red, gray or white PCCA shield logo **t-shirts** may be worn on Fridays only.

**BOTTOMS: (Purchased at the location of your choice)**

- Uniform Bottoms
  - **Grades 6-12<sup>th</sup>** Pleated, flat-front pants, shorts or jeans in black only (faded jeans are not permitted)
  - **Grades K5-5<sup>th</sup>** Pleated, flat-front pants, shorts or jeans in khaki colored only (faded jeans are not permitted)
  - **Preschool-** Pleated, flat-front pants and shorts blue colored (*blue jeans are not permitted*)
- Yoga, athletic pants, spandex, sweatpants, jeggings, skinny pants, joggers or similar styles are not permitted.
- **A black belt must be worn at all times if the bottoms have a belt loop (excluding Fridays and Dress Down Days)**
- Girls may also wear skirts or skorts.
- Shorts may not fall below the bottom of the knee for boys.
- Skorts, skirts, or shorts may be no more than 3' above the knee for girls.
- All students must wear clothing with proper fit and a black belt (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: (Purchased through Foskett Sporting Goods – 3225 Curry Ford Road/407-658-0594)**

- Outerwear (sweaters, Jackets, etc.) in solid school colors (black, cardinal red or

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gray) with **PCCA logo only**.

- Hoods may not be worn inside the buildings at any time.
- Outwear with NO LOGO must be SOLID BLACK ONLY.

### SHOES:

- All students must wear athletic shoes, boots, or dress shoes in solid school colors only with matching laces. Athletic shoes must be worn for PE.
- Sandals, Crocs, Heels or open toe or backless shoes may not be worn.

### SOCKS/TIGHTS/LEGGINGS:

- Girls may wear **solid** colored black leggings or tights under uniform bottoms.
- Socks must fall below the knee.

### GENERAL ITEMS

#### HAIR:

##### **Boys:**

- Hair may not go below the top of the shoulder. It may not extend below the eyebrows in the front. Bangs/hair should not go below the eyebrows if extended. Face must always be visible.
- Must be neatly maintained.
- Facial hair must be neatly trimmed and maintained (High School boys only)
- Hair color and cut must be conservative and natural-looking (no extreme colors such as blue, purple, pink, etc.). Extreme styles are not permitted including tall hair styles or extremely bushy hair. *Students needing a haircut must comply within two days.*
- Hats, head coverings, durags, bandanas (of any color), or scarves may not be worn on campus.
- Bandanas of any color are NOT permitted. Students cannot use them on their head, hanging from the backpacks/clothing or visible.

##### **Girls:**

- Hair should be neat and attractively maintained; hair color must be conservative and natural-looking (no extreme colors such as blue, purple, pink, etc.).
- Hats may not be worn during the school day (Hats are allowed for Dress down days only).
- Hats, head coverings, durags, bandanas (of any color), or scarves may not be worn on campus (*Headbands are allowed*).
- Bandanas of any color are NOT permitted. Students cannot use them on their head, hanging from the backpacks/clothing or visible.

### JEWELRY/TATTOOS/ACCESSORIES:

- No student is permitted to wear facial piercing (nose rings, cheek studs, etc.) jewelry at any time on campus or at school sponsored activity
- Only small stud earrings are permitted for boys no hoops, gages or the like will

be acceptable.

- Clothing accessories may not be added to uniform shirt (i.e. tie, vest).
- No student is permitted to display tattoos or any size or type on campus or at any school sponsored activity. This includes temporary tattoos and other forms of body markings with markers.
- Boys are not allowed to wear makeup, fingernail polish, or color on their fingernails.
- Girls makeup should be natural looking. Extreme colors are not permitted.
- Gages are not permitted
- Smart watches may be used in class if teacher permits it,

**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/DRESSES (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 the 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/DRESSUP DAYS):**

- Clean with no holes, tears or frayed edges; Capri jeans are allowed.
- Must be sized appropriately (nothing too tight fitting or oversized) – no jeans legging/jeggings
- Same length requirements as “regular” dress code
- Yoga, athletic pants, spandex, sweatpants, jeggings, skinny pants, joggers or similar styles are not permitted
- Sweatshorts, sweatpants, athletic/basketball shorts are not permitted.
- Bottoms may not have writing across the backside.

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

- No flip-flops, Crocs, Heels, slides, footwear that resemble slippers; no sandals for boys

**\*\*Every Friday will be a Dollar Dress Down Day for any student without disciplinary actions. Students may dress down following the above guidelines if they pay one dollar. Dollar dress down does not include the use of hats an additional \$1.00 fee will be charged for hats.**

**DRESSY OCCASIONS (HOMECOMING AND PROM)**

Sleeveless, spaghetti strap, strapless and halter top dresses are acceptable if they are modest. Elementary students must wear a jacket or shrug. 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 worn than 1" above the top of the knee. Boys attire must be viewed by Administration as dressy and appropriate.

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_



**PINECASTLE**  
CHRISTIAN ACADEMY  
*One Family. One Purpose.*

## 2021-2022 Student Code of Conduct & PCCA School Wide Dress Code 2021-2022

### Acknowledgement Form

By signing this form, we acknowledge that we have received and read the 2021-2022 Student Code of Conduct and School Wide Dress Code.

Student Name \_\_\_\_\_  
Grade Level \_\_\_\_\_  
Student Signature \_\_\_\_\_

Student Name \_\_\_\_\_  
Grade Level \_\_\_\_\_  
Student Signature \_\_\_\_\_

Student Name \_\_\_\_\_  
Grade Level \_\_\_\_\_  
Student Signature \_\_\_\_\_

Student Name \_\_\_\_\_  
Grade Level \_\_\_\_\_  
Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_