



**PINECASTLE**

CHRISTIAN ACADEMY

*One Family. One Purpose.*

**2023-2024**  
**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 may the Administration Team respond?**

- Parental contact recommended
- Visit to the Pastor's office
- Verbal Reprimand
- Special Work Assignment
- 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
- If tardies continue student may be subject to expulsion

**\*Unexcused Tardies**

- 3 Tardies =1 Absence & 1 Afterschool Detention
- After 9 tardies (in a school year) and 3 detentions each detention will cost \$5.00
- After 12 tardies (in a school year) student will serve an ISS
- After 15 tardies (in a school year) student will serve an OSS
- If tardies continue student may be subject to expulsion.

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

**How may the Administration Team 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 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)
- 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 may the Administration Team 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 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
- 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 may the Administration Team 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.

**PCCA SCHOOLWIDE DRESS CODE 2022-2023**

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.

**School uniforms are available for purchase at:  
Foskett Sporting Goods  
3225 Curry Ford Rd., Orlando FL  
407-658-0594**

**Do's (acceptable)**

**Don'ts (unacceptable)**

**SHIRTS**

- Grey T-shirt with logo for Preschool
- Black PCCA polo shirt for K5-5<sup>th</sup> grade
- Grey PCCA polo shirt for 6<sup>th</sup>-8<sup>th</sup> grade
- Black or White PCCA polo shirt for 9<sup>th</sup>-12<sup>th</sup> grade
- Shirts must always be tucked in (except for PE and recess)
- Fridays-Spirit T-shirt or PCCA polo
- Long sleeve undershirts may be worn under the PCCA polo shirt. (Gray, white, cardinal red & black ONLY)

- Spaghetti strapped shirts
- NON PCCA shirts (except for dress down days)
- Shirts with obscene pictures or words
- Crop tops
- Backless shirts

**BOTTOMS**

- **Grades 6-12<sup>th</sup>** Pleated, flat-front pants, shorts or jeans in black only
- **Grades K5-5<sup>th</sup>** Pleated, flat-front pants, shorts or jeans in khaki colored only
- **Preschool-** Pleated, flat-front pants and shorts blue colored
- **Belts are required** if bottoms have a belt loop
- Girls may wear skirts
- 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).

- Faded black pants are not permitted
- Blue jeans are not permitted for preschool.
- Yoga or Spandex
- Athletic pants
- Jeggings
- Skinny pants
- Sweatpants
- Skorts, skirts, or shorts may be no more than 3" above the knee for girls.
- No cargo pants

## OUTERWEAR

- PCCA sweaters or jackets ONLY
- Hoodies are NOT allowed.
- During winter season coats may be worn upon arrival, however only sweaters can be worn during the school day.
- Outerwear can be purchased at Foskett Sporting Goods.
- Non PCCA sweaters
- Name-brand sweaters
- Sweaters with designs on them
- Non PCCA coats cannot be worn during the school day.

## FOOTWEAR

- Athletic shoes (sneakers)
- Boots
- Dress Shoes
- All footwears must be black with matching laces.
- Highschool-approved to wear black, white, grey, or red sneakers.
- 6<sup>th</sup>-12<sup>th</sup> grade athletic shoes must be worn for PE
- Girls may wear solid-colored black leggings or tights under bottoms
- Sandals
- Slides
- Crocs
- Heels
- Open-toe shoes
- Backless shoes

**Do's (acceptable)**

**Don't's (unacceptable)**

## GENERAL ITEMS

### Boys (hair)-

- Must be neatly maintained.
- Man-buns must be used if hair is beyond the shoulders.
- Face must always be visible.
- Facial must be neatly trimmed and maintained (high school only)
- Hair color must be conservative and natural-looking,

### Boys (hair)-

- No extreme colors such as blue, purple, pink, etc.
- Extreme styles are not permitted including tall hair styles or extremely bushy hair.

### Boys (hair)-

- 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)-**

- Hair should be neat and attractively maintained.
- Hair color must be conservative and natural-looking.
- Headbands

**Girls (hair)-**

- No extreme colors such as blue, pink, purple, etc.
- Hats may not be worn during the day.
- Hats, head coverings, durags, bonnets, or scarves.
- Bandanas of any color. Students cannot use them on their head backpacks, clothing or visible.

- No student is permitted to wear facial piercing (nose rings, nose piercings, cheek studs, etc.) jewelry at any time on campus or at a school-sponsored activity
- Only small stud earrings are permitted for boys no hoops, gages, or the like will be accepted.
- Clothing accessories may not be added to the uniform shirt (i.e., tie, vest).
- 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 with markers.
- Boys are not allowed to wear makeup, fingernail polish, or color on their fingernails.
- Girl's makeup should be natural looking. Extreme colors are not permitted.
- Gages are not permitted
- Smartwatches may be used in class if the teacher permits it.

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

**Dress Down Days**

**Approved Tops:**

- PCCA Uniform top or PCCA Spirit-wear (must be sized appropriate-nothing too tight fitting or oversized).
- Regular non-PCCA t-shirts must not have obscene pictures or words. (Discretion of administration).

**Not Approved Tops:**

- No spaghetti straps, sleeveless shirts, tank tops, open backs, or halter tops
- Must be sized appropriately not too tight fitting or oversized.
- Girl's tops that are worn untucked must not show any midriff when sitting, standing, or raising hands.
- Low-cut shirts that show cleavage



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- Hoodies are NOT allowed
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**Approved bottoms:**

- Uniform pants
- Jeans (No holes or tears) must have skin covered
- Joggers (loose fitting only)
- Sweatpants (loose fitting only)
- Leggings can only be worn under a skirt

**Not Approved Bottoms:**

- Pants excluding loose fit sweatpants/joggers are required to have back pockets
  - Jeans with holes or tears
  - Tight joggers or sweatpants
  - Yoga pants, spandex, or leggings
  - Basketball shorts or athletic shorts
  - Mini skirts
  - Bottoms may not have writing across the backside
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**Approved shoes:**

- Sneakers of any color
- Black Crocs

**Not approved shoes:**

- Flip flops, heels, slides, and footwear that resembles slippers or sandals.
- Any color Crocs (ONLY BLACK APPROVED)

**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.

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**ACKNOWLEDGEMENT OF RECEIPT**

**Student Agreement**

I, \_\_\_\_\_ (print student's name) have received and read the Student Code of Conduct (SCC) for Pine Castle Christian Academy. I am aware of my rights and responsibilities under the SCC. Furthermore, I understand that inappropriate student behavior or any violations of the SCC and the dress code will result in interventions and consequences as stated above.

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Student Printed Name	Student Signature	Date
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**Parent/Guardian Agreement:**

Dear Parent or Guardian:

Pine Castle Christian Academy believes that you should be informed regarding our efforts to create and maintain a safe and secure learning environment for all students. Please read the Student Code of Conduct (SCC) and sign the document below to acknowledge your receipt and understanding of the SCC.

I am the parent or guardian of the above-named student. I have received and read the SCC. I understand that by signing this document, I agree to support and promote the goals of the SCC and make every effort to work with the school in resolving all disciplinary matters.

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Parent/Guardian Printed Name	Signature	Date
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