

# **Pine Castle Christian Academy**

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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 and in September, Pine Castle Christian Academy opened with a total enrollment of 194 students and 13 teachers in the school. In May 2010 we graduated our largest class of Seniors (67).

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) and Advanced ED formerly known as the Southern Association of Colleges and Schools (SACS). Memberships are also held with the National Association of College Admissions Counselors (NACAC), the Southern Association of College Admissions Counselors (SACAC), The College Board, and the Florida High School Activities Association (FHSA) and the National Institute for Learning Development (NILD).

### ALMA MATER

Hail to Pine Castle Christian,  
Teacher of our minds and souls.  
Wise and righteous, strong and true,  
You have taught us to be whole.  
Now and forevermore  
We will lift our wings and soar.  
Legacies we leave behind;  
Memories will hold our hearts.  
Looking to the future bright;  
We now pledge to do our part.  
Now and forevermore  
We will lift our wings and soar.

-Written by the Class of 1997

## **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. Within a strong community, we will develop Christ-centered character, instill a Biblical worldview with academic excellence, and inspire every student to reach their full potential in Christ with a heart to serve God and others.

## **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 who and what he/she is called to be for God's kingdom.

## **CORE VALUES**

1. Spiritual formation, emotional/social nurturing, and academic learning are interlocking components of Christian education.
2. These three components of Christian education are meant to operate in the context of Christian community (koininia).
3. A school community should be characterized by diversity, compassion, and honor among all its members – faculty, students, and parents.
4. Every Christian is uniquely called and gifted to fulfill a significant role as a servant leader in extending God's truth and grace to the world. In this we find dignity, meaning, and purpose.
5. The primary goal of Christian education is to inspire students to seek God's kingdom; to become life-long learners; and to possess the habits of mind to conduct research and analysis, evaluate with wisdom, and communicate with clarity.
6. Who we are as individuals is vital to our personal success and to our ability to be lights to the world. Character virtues should be a part of our identity, and the diligent pursuit of excellence should govern our actions.

## **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 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 scriptures.*

## **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 Administration (the Principal/Supervisor first, then the Headmaster if needed). 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.

\*Note: Anonymous letters or phone calls will not be considered or accepted.

## **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 (Smart Tuition). Payments are due based on the option selected by your family when you sign up for Smart Tuition (there are multiple options available).

### **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.

To be considered for financial aid the following must apply:

- Account must be current
- Student(s) must be in good standing academically
- Student(s) must be in good standing behaviorally and maintaining the standards set in the Student Agreement of Conduct

## **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 online re-enrollment process 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. Refunds are given on registration/enrollment or tuition only if you move more than fifty miles from your enrollment address. A student's records will not be released until the account is paid in full including all late fees. This includes fees that may be assessed through the cafeteria, extended care, library, bookstore, athletics, discipline, lab fees, band uniforms, 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, a \$750 fee as liquidated damages is agreed between the school and contracting party to be paid in the event of early termination of the contract, in addition to full regular tuition payment through the month of withdrawal of the student. Tuition payments made in June and July are not refundable.

## **DELINQUENT ACCOUNTS**

As a private institution, Pine Castle Christian Academy must rely on prompt tuition payment in order to operate efficiently. A \$30 late charge is automatically added to any account not paid by the date selected with Smart Tuition. Accounts not paid in the month due when school is in session could cause a suspension of testing, grade reporting, participation in clubs and on athletic teams. Accounts not paid by the end of the second month will be terminated and the student must be withdrawn from the Academy.

## **RETURNED CHECK POLICY**

A \$25 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**

Elementary students are not allowed to arrive more than ten minutes early to class unless they are enrolled in the Extended Care Program. Elementary School begins at 8:00 AM for K3-5th grades. Middle/High School students may arrive between 7:15 AM and 7:37 AM. Middle School and High School begins at 7:38 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 and Middle School students who are not picked up within 15 minutes of dismissal 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.

*Note: High School students should be picked up within 15 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 visitor's 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.

Visitors during lunch are not permitted except for immediate family and alumni.

All campus visitors and guests should uphold the standards of modesty and decorum in their appearance.

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 the Sycamore website.

The Florida Compulsory Attendance Law requires that every school age child attend school for 180 days per year or the hourly equivalent. 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 will be placed on probation and must attend a mandatory parent/student conference with the Attendance Advisory Committee to discuss ramifications that may apply if they continue to be absent. These include grade reduction for the current nine weeks, comprehensive final to assess content mastery and/or loss of course credit.**

Elementary School students who are absent 20 or more days may be retained, 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 the 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 test must take the test on the day of their return.

## 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.*

### WORK MISSED FOR UNEXCUSED ABSENCES

- Students will receive grades no higher than a “D” on missed assessments and assignments.

### THE STATE OF FLORIDA AND HABITUAL TRUANCY

A student between the ages of 6 and 18 who has 15 or more unexcused absences will be considered habitually truant. Days of suspension are not included in the number of absences when determining habitual truancy. Whenever a student attains 15 days of unexcused absences, the state may revoke the student’s driver’s license.

### PRE-ARRANGED ABSENCES

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

1. 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.
2. Submit the completed form a minimum of 5 days prior to the absence.
3. It is the middle/high school student’s responsibility to get missed assignments when you return. One day is given for each day missed to complete assignments.

### 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 AP 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

### HOMEROOM/MORNING ASSEMBLY TARDINESS

Students are required to be seated in assigned place no later than 7:38 AM. Failure to be seated in assigned place by 7:38 AM constitutes an unexcused tardy. The homeroom/morning assembly teacher will submit attendance form with tardies and absences to the Main Office to record.

- If a student arrives at school after 7:38 AM but prior to the homeroom dismissal, the student must report to the Main Office to receive an “Admit to Class” pass to enter homeroom.
- The morning assembly door monitor retains the white copy and gives the yellow copy to the student who subsequently presents pass to the homeroom teacher.
- Students arriving after homeroom dismissal must report to the Main Office for an “Admit to Class” pass.

### MORNING TARDINESS

Students arriving after homeroom dismissal (7:53am) are required to report to the Main Office.

- If a student arrives at school after homeroom dismissal, the student must have a note from parent/guardian on the same day that provides a reason for the tardiness.
- 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 15 minutes 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 and subject to a Dean-assigned detention.

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 TARDY TO SCHOOL

After a student is tardy to school four times in a semester, the following penalties will be assessed:

4 <sup>th</sup> Tardy	Parent notification and after-school detention.
6 <sup>th</sup> Tardy	Parent notification, a 3-hour Saturday School (with fee of \$25), and an unexcused absence will be recorded on student attendance record.
9 <sup>th</sup> Tardy	Parent notification, a 3-hour Saturday School (with fee of \$25), and an unexcused absence will be recorded on student attendance record.
10 <sup>th</sup> Tardy	Parent conference, a 3-hour Saturday School (with fee of \$25), and another unexcused absence will be recorded on student attendance record.

## LOCKERS

All students in grades 6 – 12 will be assigned a locker and a lock. We cannot be responsible for lost or stolen items. Unauthorized entry may result in suspension from school. Posters, decorations, etc. on the inside of the locker should meet PCCA standards.

## PRIVACY

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

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

## 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 3 M.P.H.** on school property, and students must not quickly accelerate on the public roads around our campus. Spinning or squealing tires, or throwing dirt/gravel is not acceptable.

No students are allowed to loiter in the parking lot or around/in student cars. The student parking lot is off-limits during the school day, and students must be accompanied by a staff member to retrieve books or items left in a vehicle.

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) Continue to call school answering machine at 407-313-7222 until you get a recording with updated information; 2) Listen to Z88.3, WDBO (580AM) or Channel 2 News; 3) Check Sycamore website. Keep in mind that the website will be updated only if the power has not been affected.

- 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 are expected to walk silently in a single file line without playing or joking. No one may return to the building without 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.

## **LOST & FOUND**

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

## **EXTENDED CARE POLICIES**

### **ELEMENTARY SCHOOL**

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

Extended Care is provided for students who arrive before school starts and who need to stay after school is dismissed. Regular hours of operation are 6:45 AM-7:50 AM and from 2:30 PM-6:30 PM Monday through Friday. Hours of operation are 6:45 AM-6:30 PM on most holidays and during the summer.

You may bring breakfast for your children if they arrive before 7:15 AM and if the breakfast is already prepared. The schedule for after school care includes indoor play, outside play, tabletop games, arts and crafts, videos, homework time and other structured learning activities.

### **MIDDLE/HIGH SCHOOL**

Middle/High School students may arrive as early as 7:15 AM. We expect that all students will be off campus within 15 minutes of the closing bell unless they are involved in after-school activities or tutoring/help sessions. The school does not assume the responsibility for students who choose to remain on campus after school. Extended Care is available for middle school students after school.

## **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, must be brought to school in their original containers.
- No medication, prescription or non-prescription, may be carried by any student at any time. Non-compliance may result in disciplinary action. (See exception under Prescription Medications.)
- The child's teacher must 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, both the "Physician Statement of Need" and the "Parental Request for Medication Administration" forms must be completed and turned in to the Main Office.
- A separate set of forms must be completed for each medication. In addition, new forms must be filled out whenever changes are made in medication, dose or possible side effects. It is the parent's responsibility to assure that these forms are current and complete.
- Emergency medications may be carried by the student when both the "Physician Statement of Need" and "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 clinic.

## **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. For this reason, participation in all school-sponsored field trips is mandatory. 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. Middle/High School 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. Preschool through fifth grade students will normally wear the Academy field trip t-shirt or chapel uniform.

All field trips will be charged at cost. Some specific field trips are included in the bundle fee. \*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 and lunchtime.

### 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 \$24 fee paid by the volunteer/chaperone. Forms are available on the Sycamore 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 don't volunteer to chaperone if your motive is to spend quality time with your child. This is not what the field trip is about. Chaperones 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 \$100K. 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.
9. Have children exit a vehicle from the curbside unless the vehicle is in a protected parking area.
10. 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 order to graduate from PCCA, a senior must have performed 80 hours of community service (20 hours per year of high school attendance at PCCA). While middle school service hours are not required, they are beneficial to a student entering high school at PCCA, as 10 hours of community service performed in each middle school grade may carry over to the total required for high school. Thus, a high school student may enter 9th grade already having 30 hours of service.

Community service forms are available in the Main Office. 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 home bound

*Church* – Working in the church nursery, Sunday School, VBS, mission work or youth work in the community

*Community* – Habitat for Humanity, Red Cross, Salvation Army, Humane Society, etc.

NOT ACCEPTED: Service to family or relatives, babysitting or any service that receives compensation.

Please note: The Bright Futures Florida Academic Scholarship requires 75 hours of community service, all of which must be performed during the time a student is enrolled in grades 9 – 12.

## 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, maps, overheads, etc., are all merely tools and secondary resources compared to the faith, character and worldview modeled by the teacher.

### 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.

### GRADE LEVEL COORDINATION

The entire faculty at PCCA works together to fulfill our mission in the lives of our students. Team teaching is utilized in grades three through eight when we have two homeroom classes of the same grade. These teachers work together as a team on scheduling, curriculum and discussing student needs.

### CHAPEL/SMALL GROUPS

Weekly chapel is a special service for our students and faculty. Chapel provides an opportunity for worship, teaching, prayer and ministry. Chapel may also include small groups that will meet on a regular basis.

### 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.

### FLORIDA VIRTUAL SCHOOL

Florida Virtual School offers online Middle and High School courses which may be used to supplement PCCA's curriculum. It is not meant to replace courses taught on campus. Upon completion of a FLVS course, the grade received will be added to the student's transcript.

### SUMMER SCHOOL

PCCA offers several high school courses for advancement and credit during the summer.

## 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.

### ADVANCED PLACEMENT

PCCA offers Advanced Placement (AP) courses which allow High School students the opportunity to earn college credit by passing the AP exams.

### DUAL ENROLLMENT

Dual enrollment will allow PCCA students to enroll in selected Valencia Community College courses. The credits earned will be counted toward high school graduation and are also acceptable Valencia

Community College credits toward a baccalaureate degree. Grades earned under this dual-enrollment program will become part of the student's permanent PCCA high school transcript and a Valencia Community College transcript.

**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 (1<sup>st</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 2 through 12)**

Letter	Number	Regular Points	Honor Points	*AP/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			

\*Advanced placement weighting is only given to students who take the class and the AP exam in May.

GRADING SCALE (1 <sup>st</sup> Grade)	
I	Incomplete
V	Very Good
S	Satisfactory
M	Making Progress
N	Needs Improvement
U	Unsatisfactory

## **HONOR ROLLS**

### **MIDDLE/HIGH SCHOOL**

#### **Headmaster's Honor Roll**

Students who earn a 4.0 GPA or higher for the nine weeks without a grade of D or F will be placed on the Headmaster's Honor Roll. Students who earn Headmaster's Honor Roll for the first three (3) terms will receive the President's Gold Academic Award.

#### **Principal's Honor Roll**

Students who earn between a 3.75 and 3.99 GPA for the nine weeks without a grade of D or F will be placed on the Principal's Honor Roll. Students who earn Principal's Honor Roll for the first three (3) terms will receive the President's Gold Academic Award.

#### **Dean's Honor Roll**

Students who earn between a 3.5 and 3.74 GPA for the nine weeks without a grade of D or F will be placed on the Dean's Honor Roll. Students who earn Dean's Honor Roll for the first three (3) terms will receive the President's Silver Academic Award.

*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. Students with year-end averages of all A's will receive the President's Gold Academic Award.

#### **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. Students with year-end averages of all A's and B's will receive the President's Silver Academic Award.

## **ACADEMIC RECOGNITION/HONOR SOCIETIES**

### **National Honor Society**

The National Honor Society recognizes 10th, 11th and 12th grade students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service.

### **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.

### **Spanish Honor Society**

The Spanish Honor Society recognizes high school students enrolled in a minimum of three (3) semesters of Spanish and who reflect high academic achievement in the Spanish language.

### Quill and Scroll Society – International Honorary Society for High School Journalists

The Quill and Scroll Society recognizes outstanding sophomore, junior and senior student achievement in journalism and scholastic publication.

### 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> Grade 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 sent home 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 2-5

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 2-5

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 and/or Principal can make recommendation for retention based on the student's mental, physical, and social development. Kindergarten is the official start of schooling. Our goal is to be sure each child is academically and socially ready to be successful. Some children are not ready to be promoted.

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: Students with a year-end average of two (2) N's (needs improvement) and/or 1 U (unsatisfactory) will be conditionally promoted based on documented tutoring. Students with a year-end average of three (3) N's and/or two (2) U's will be considered for retention. Every effort will be made by the teacher to communicate all academic challenges to parents.

2nd-5th: 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
  - 4 Years of Social Science
  - 2 Years of Foreign Language
- Meets basic academic requirements of most 4-year colleges
- 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 3 credits of Honors courses

### 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 4 credits of Honors courses AND 2 Advanced Placement (AP) or Dual Enrollment (DE) courses
- One additional 4-year sequence in either Science or Foreign Language

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 each year of high school. Students must be enrolled full-time through their junior and senior year to be eligible for ranking.

## 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.

REMEDIAL SUMMER SCHOOL

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.

COMMUNICATIONREPORTING 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.pccaeagles.org](http://www.pccaeagles.org)) for more information.

### MID-TERM PROGRESS REPORTS

Although progress reports are given in K3-5th grades weekly, Mid-Term Progress Reports with grade averages are issued at the 4-5 week point for grades K3-12th. They are sent home in elementary school and are available on the Sycamore website for grades 6-12.

### REPORT CARDS

Report cards are issued at the end of each nine week period for grades K3-12th. They are sent home with Elementary School students and available for parent pick-up at the Main Office at the end of each semester for Middle/High School students. Grades are available online through the Sycamore website.

### PARENT-TEACHER CONFERENCES

Time has been set aside this year specifically for parent-teacher conferences. You also 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 Stanford Achievement Test (SAT10) during the spring of each school year to students in grades 1-9. Other tests and tools may be utilized when appropriate. The SAT10 is a series of comprehensive achievement tests designed to measure the outcomes of learning at different levels in the educational process. Students in grade 10 will take the PLAN (pre-ACT), and students in grade 11 will take the PSAT (pre-SAT). The ACT and SAT are both college entrance tests.

### 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.)

## 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 on campus during the school day (bell-to-bell). Cell phones must be turned off and out of sight.
- No other electronic devices, including laser lights, iPods, audio or video recording devices are to be used.
- No bullying (including cyber-bullying)
- No pranks
- No chewing gum on campus
- 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.

According to the Bible, parents are responsible for the training of their children. PCCA serves as partners with parents in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for godly training to take place (Deut 6:1-7; Prov. 22:6; Eph. 6:1-4). The student at Pine Castle Christian Academy is an ambassador for Christ as well as for the school. Therefore, the Family-School Covenant and honor code apply to and must be followed by the

student during school as well as outside of school. We seek to nurture development of the following essential character traits in the lives of our students.

**Eternal Values:** *Our focus should be upward.* The key to live each day with the realization that only what is done for eternity counts (James 4:14; Matt. 6:33, Matt. 6:19-21).

**Godly Living:** *A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.* Our standards are found in God's Word and our desire must be one with God and His holiness (Gal. 5:16-26; 2 Tim. 2:22; 1 Peter 1:13-16, 2:9-10; I Cor. 6:12-20; Phil. 4:8; Rom 8:6-8).

**Integrity:** *Maintaining a lifestyle that is above reproach.* A Christian should be honest, moral, and trustworthy in all dealings (Titus 1:7-9; Job 27:5, Prov. 11:3, 20:11; I Kings 9:4; Ps. 15).

**Obedience:** *The outworking of the attitude of respect.* We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and grateful as He has promised. (John 14:21; Eph. 6:1-4; Rom. 13:1-7; Prov. 6:23).

**Respect:** *An attitude that highly esteems those in properly placed authority.* God has placed parents, teachers, employers, governmental authority and church leaders in our lives. God gave us a biblical command to honor them for our own good (Rom. 13:1-7; Heb. 13:7; 1 Peter 2:13-21; 1 Thess. 5:12-13).

**Responsibility:** *Being dependable and accountable in all relationships and tasks.* We are accountable to each other to love, encourage, confront, comfort and forgive. Furthermore, initiative, intellectual integrity and excellence should be the marks of all tasks we attempt (1 Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eccl. 9:10).

**Self-Discipline:** *The ability to control one's thoughts and actions.* The goal is to have a life under control self-disciplined by the Spirit of God (Gal. 5:22-26; Job 5:17; Prov. 16:32, 25:28; 1 Tim. 4:7, 8).

**Service:** *A spirit of humility in focusing on the needs of others.* Christ is our example in living a life that is not self-centered but rather seeking ways to serve not rule (Eph. 5:21; Phil. 2:3-11; James 4:6, 10).

**Thankfulness:** *Developing an attitude of gratefulness.* We are to be thankful for everything God brings into our lives. Knowing that God's intentions for our lives are intended for "good" will help create an attitude of gratefulness for the things others do for us. (Phil. 4:6, 7; 1 Thess. 5:18; Col. 2:7; Eph. 5:20).

**Wisdom:** *Understanding what is true from God's perspective and doing what is right.* Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools and unable to attain wisdom. (Prov. 1:7, 20-23; Prov. 2:1-22; Prov. 4:7)

## **The Honor Code**

The Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, or remaining silent when I have knowledge of these actions. In the PCCA community, lying, cheating, defaming others and intentionally damaging the property of others cannot be tolerated.

**Lying:** A person lying or purposely misrepresenting the truth violates the Honor Code.

**Cheating:** A person giving or receiving unauthorized help on a test or graded assignment, or a person submitting the work of another as his/her own violates the Honor Code.

**Defaming Others:** A person writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.

**Intentionally damaging the property of another:** A person deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.

**Remaining silent when I have knowledge of these actions:** When someone has personal knowledge of the Honor Code being violated, they are obligated to inform the proper authority (teacher, coach, administration, etc.)

### **Commitments**

For a student to be considered for admission to Pine Castle Christian Academy the following commitments must be made and adhered to:

#### **The Parent Commitment**

We are in support of the educational philosophy, objectives, Family-School Handbook, standards of conduct, and the principles of this covenant. We will cooperate with the teachers in a spirit of partnership in the training of our child.

If at any time during the training of our child, we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child from Pine Castle Christian Academy. We understand that failure by our child to uphold these principles and guidelines of the Family-School Handbook may result in dismissal from PCCA.

#### **The Student Commitment**

I desire to attend Pine Castle Christian Academy and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at PCCA.

I understand that Pine Castle Christian Academy teachers are in partnership with my parents. I will strive to obey them also as they seek to train me according to God's Word.

With the help of the Holy Spirit, I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified.

I understand that failure to uphold these principles and guidelines of the Family-School Handbook may result in my dismissal from PCCA.

#### **The Honor Code Commitment**

Because I believe that honor towards God and man is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions.

### **Corrective Discipline**

Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are maintained at PCCA.

Students are expected to comply with the standards and regulations of the school with a positive attitude. They are encouraged to use "Yes Sir" or "Yes Ma'am" when conversing with a teacher or other adults. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected. A student who does not respond to corrective discipline and who displays an attitude which is consistently out of harmony with the spirit of the school, will be considered for dismissal.

Pine Castle Christian Academy reserves the right to suspend and, when circumstances warrant, to dismiss students whose behavior is disrespectful, disruptive, immoral, and illegal. PCCA also reserves the right to suspend or dismiss a student whose conduct is detrimental to the school community. This includes behavior at school activities and outside of the school campus or school related activities or events.

The disciplinary process of the school is designed to support the members of the school community and the school's mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. PCCA will, however, separate the student from the school when actions or behaviors, whether involved with school events, activities, or during the school day or not, determine that continuation damages the community or the ability of the school to pursue its goals.

### **Behavior and Conduct**

One of the chief components of discipline at Pine Castle Christian Academy is the understanding that the school is not the primary discipline provider of any student. The parents are the primary discipline providers for their own children. However, by attending Pine Castle Christian Academy and agreeing to uphold the philosophy, mission, and policies of the school, each student has placed himself/herself under the school's authority, rules, and policies. When students enroll at Pine Castle Christian Academy, they agree to abide by the standards of the school on and off campus.

Therefore, with this understood PCCA desires to use the following framework in dealing with students who break the behavior guidelines the school has adopted. PCCA will:

- **Confront the student and the sin, understanding the issues.**
- **Punishment - this can take many different forms, but care is taken in handling the student as an individual.**
- **Restore the student - this process can also take many different forms, because we are looking out for the best interest of the student and the school.**

There is a direct correlation in the body of believers between failure to exercise Christian discipline and the prevalence of gossip. Relationships within the school will become strained at times and people will be offended. If the process of Biblical discipline is not understood and owned by parents, students, and school employees, the probable outcome of such tensions will be disunity, backbiting, gossip, and broken relationships. Exercising Biblical discipline may be painful at times, but the alternatives are much more painful – and contain none of the healing potential of Biblical discipline. Biblical discipline protects a community from gossip and restores relationships.

With all this understood, we have organized a framework that we will use in determining the infraction and its consequences. This list is not inclusive but will give clear ideas of the expectations of the school.

### **Discipline Levels and Consequences**

Misconduct has been classified and divided into three levels, depending on the severity of the violation. The level and the consequences are at the discretion of the teachers, and/or the administration.

#### **Level I**

Activities that violate Level I rules: Any other minor disturbances that prevent classroom order and instruction, such as, but not limited to the following:

- Passing notes in class
- Dress/Hair code violation
- Talking or disrupting class
- Tardy to class
- Public display of romantic affection
- Chewing gum
- Food or drink (other than water) in class or non-designated areas
- Using a cell phone
- Horseplay

**Consequences:** Offenses may result in additional work, lunch detention, after-school detention, note home, student-Administration conference, suspension of extra-curricular activities or Level II consequences for recurrent offenses.

## **Level II**

Activities and attitudes that show a lack of respect for authority. Violations of specific Level II offenses and/or frequent and repeated violations of Level I offenses, such as, but not limited to, the following:

- Cheating
- Plagiarism
- Leaving school grounds without permission
- Using profanity
- Misconduct
- Disrespect of authority
- Destroying school property or personal property
- Cutting class, truancy
- Lying
- Not attending scheduled detention
- Reckless driving on campus

**Consequences:** Offenses may result in one or more of the following: Student-Administration conference, Parent-Administrator conference, multiple-day detention or Saturday detention, suspension, suspension of extra-curricular activities or Level III consequences for recurrent offenses.

## **Level III**

Violation of US, state, or city laws. Activities that seriously threaten the safety of the student or classmates. Activities that show gross lack of respect for authority or property. Activities that violate Biblical moral codes or conduct of frequent and repeated violation of Level II rules, such as, but not limited to, the following:

- Fighting/Bullying/Cyber-Bullying (this includes postings on the internet, i.e. Facebook, YouTube)
- Threats of any kind: verbal, written, or implied. PCCA adheres to a policy of zero tolerance for this behavior.
- Stealing
- Using or possessing a weapon at school or at a school activity
- Blatant disrespect of authority and/or school policy
- Fornication
- Sexual misconduct
- Destroying school property or personal property
- Using or possessing drugs, alcohol, or tobacco

**Consequences:** Offenses may result in suspension or expulsion/withdrawal.

## **DRUG TESTING**

PCCA reserves the right to require drug testing for students exhibiting suspicious behavior or 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. At the beginning of the school year, all parents of middle and high school students must sign a statement giving their permission for the school to conduct a drug test under the above conditions.

## **Definitions of Consequences Concerning Conduct and Discipline**

### **Additional work**

Work assignments to be completed during playtime, before, or after school.

### **Detention**

Detention takes place after school for 30 minutes (60 minutes for a skipped detention). Appropriate work will be given and expected to be completed by the student during this time. Manual labor may be given; this may include cleaning classrooms, facilities, etc. Multiple detentions may result in Saturday School or suspension. Failure to attend the detention at the appointed time will result in an additional detention being required. The second and subsequent failure to attend the detention will result in a suspension for

each detention missed. The charge for each detention is \$10; the charge for each Saturday School is \$25.

#### Expulsion

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or if that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Level II or III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admission. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the Headmaster.

The school reserves the right to dismiss any student who does not, or the parents who do not, cooperate with the educational process at PCCA as determined by the administration. If the discipline at home and in school is not effectual and disobedience is continued, you will be required/asked to withdraw your child.

#### Lunch Detention

Students will be isolated during the normal lunch break. The student will be allowed to eat or study. He/she will not be allowed to talk to other students during this time.

#### Referral Forms

All referral forms which are a report of misconduct are to be signed by the parent or guardian and returned to the office within two days of issue. Failure to comply will result in further consequences.

#### Saturday School

This will be served on an appointed Saturday for a period of three hours. The student will be charged a \$25 administrative fee. Appropriate work will be given and expected to be completed by the student during this time. Manual labor may be given; this may include cleaning classrooms, facilities, etc.

#### Suspension – In School

In-School Suspension (ISS) isolates the student from any form of social contact. The hours are the same as school hours. It is served in a designated room with an adult supervisor. The parents may be required to reimburse the school \$50 for the cost of the supervision of their child while attending In School Suspension. 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. Lunch may be eaten in the lunchroom. The lunch period must be either before or after the students' normal lunch period. Being tardy for ISS will be the same as being tardy to school.

#### Suspension – Out of School

Suspension may be assigned as a result of Level II or III offenses for a period of time to be determined by the administration. It may also be assigned if In School Suspension has been used and not proved effective in producing an obedient response. Suspension is often a last stop before requiring expulsion. Suspended students may earn no grades higher than an 85% for work they make up which will be determined at the discretion of the administration. All work missed must still be completed to receive credit for the course.

### **Responsibilities**

#### Responsibility for Campus Cleanliness

Keeping Pine Castle Christian Academy's campus clean is everyone's job. We believe that Christ would want us to have a servant heart and one that is responsible toward our facility and take care of not only personal belongings and classrooms, but also to keep all other areas of the building clean. It is important that our facility maintain a clean and orderly appearance not only for ourselves but for those who come to visit. Their first impression of Christ and Christians could be based on how our school looks.

Respecting our community and neighborhood is an important value. It is important for all students to work toward building up the area in which we live, learn, and work. God calls Christians to respect the community where we live, and to impact it for Him.

Food and drink are allowed in designated areas only. All food and drink brought from home for lunch should be stored in the appropriate container and not taken out until your designated lunch or break time. No open food or drink in classrooms.

#### Responsibility for School Property and Materials

All students at Pine Castle Christian Academy are expected to take good care of the equipment, materials and school property used during the school day/year. This is true of big (and often expensive) items such as computers, cameras, camcorders, VCR's/CD/DVD players, etc., as well as small items. This is being a good steward of what God has given our school. Should a student behave irresponsibly with any of the school's materials or equipment and as a result break, lose, or destroy the equipment or material, the student will be required to replace the item.

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 by 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. If withdrawal is necessary, 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.

#### ATTITUDE AND CONDUCT

As a component of each course, Middle School students will receive a grade of S, N or U noted on their report card each quarter in student citizenship, which is comprised of teacher evaluation in three areas:

- 1) Desire to learn – Comes to class prepared, pays attention, takes notes, asks questions, completes assignments, gives best effort.
- 2) Self-control and maturity in the classroom – Does not distract the teacher or other students by acting in ways that interrupt the learning process.
- 3) Support of the PCCA mission and core values – Respects teachers, honors fellow students, willingly complies with rules, participates in chapel, etc.

Since these three areas cover the core foundations to success at PCCA, parents will have further (and even advanced) insight into any academic or disciplinary difficulties their children may be experiencing.

## PROBATION AND BEHAVIORAL CONTRACTS

The goal of a 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. Students on probation or who have been suspended may not be allowed to participate in extra-curricular activities and elected positions.

## ATHLETIC ACADEMIC & DISCIPLINE PROCEDURES

### PCCA GRADE & STATE REQUIREMENTS/PROCEDURES

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

### PCCA DISCIPLINARY ATHLETIC PROCEDURES

- If a student athlete receives a Detention, he/she will be referred to the Athletic Office for possible further disciplinary action.
- If a student athlete receives a Saturday School, he/she will be referred to the Athletic Office for further disciplinary action that could include not be able to dress out for one to three games.
- If a student athlete receives an Out of School Suspension, he/she could be suspended from athletic participation for up to two weeks or removed from the team.

## DRESS CODE

In order to promote a Christ-like environment of academic excellence and personal safety, Pine Castle Christian Academy requires students to adhere to a dress code. Our goal is to provide structure and continuity so that we can immediately identify our students from on-campus visitors. Though we believe enforcement begins at home, PCCA wishes for students to develop standards for appropriate grooming and dress within our students.

Students, parents, and faculty all must remember that PCCA is foremost an educational community and not a forum for self-expression. Our standards of dress and appearance are designed to create both a relaxed and respectful environment free from distractions and fashion statements.

### PCCA ELEMENTARY SCHOOL DRESS CODE POLICY 2010-2011

#### FOR THE SAFETY AND CONSIDERATION OF ALL STUDENTS

- Students may only wear closed toe and closed back shoes (including dress down days). Students may not change shoes.
- Jewelry to be worn may include one pair of post/no dangle earrings (girls only), one modest/conservative necklace and one watch/bracelet. Jewelry should not be worn to P.E.
- Nail polish must be clear or light colors only (must not attract attention).
- Hair accessories must be in school colors (black, white, burgundy and grey) and should not be large or hanging.
- No visible permanent or temporary markings or tattoos.
- No hats or sunglasses unless approved for a field trip.
- No clothing is permitted to be tied and worn around the waist.
- Hair must be trimmed and neat at all times. Shaggy/unkept hair will require a cut.
- Shoes must be tied at all times. Velcro suggested for students in first grade and below.
- Waist bands and hems may not be rolled.

## **BOYS**

Hair may not cover more than half the ear. It may not be below the top of the collar in the back. Eyebrows must be fully visible. Hair may not be colored, dyed or bleached. **Students needing a haircut must comply within two days.** Fad haircuts (shave marks, pony tails, etc.) and trendy styles will not be permitted.

## **GIRLS**

Hair should be worn so that the eyebrows are fully visible. Hair color must be conservative and natural.

## **REGULAR DRESS CODE**

**All dress code clothing including outerwear must be purchased from Sunshine School Fashions.**

## **SHIRTS**

Burgundy or white polo (long or short sleeve) or heather grey (short sleeve) with PCCA logo. **Shirt must be tucked in at all times.** White PCCA logoed turtleneck or white PCCA logoed mock turtleneck are the only long sleeve shirts that may be worn under the long or short sleeve polos. Short sleeve polos may not be worn with long sleeve undershirts. Appropriate undergarments must be worn.

## **PANTS**

Black or khaki. Pants must be worn no lower than top of hip bone.

## **JUMPER**

Plaid with matching white shirt and black shorts. Must be worn no more than 2 inches above the top of the knee.

## **SHORTS**

Black or khaki. May fall no lower than the bottom of the knee for boys. Must be worn no more than 3 inches above the top of the knee for girls.

## **SKORT**

Plaid, black or khaki. Must be worn no more than 3 inches above top of the knee.

## **SWEATER/SWEATSHIRT/JACKET**

Burgundy cardigan, black sweatshirt, burgundy sweatshirt and black fleece jacket. Coats may be worn in any color outside the building when the temperature falls below 45 degrees. **No hooded outerwear, including dress down days.**

## **SHOES**

Athletic or dress shoes in school colors (black, white, burgundy and grey). Accent stripes must also be in school colors as well as matching shoelaces. No boots, sandals or ballerina style shoes without a strap across the front may be worn, including dress down days. Athletics shoes with wheels (“heelys”) should not have the wheels at school. Heels may be no more than 1 inch. Shoes may not have hanging decorations. **Athletic shoes must be worn for PE.** Kindergarten and first grade students may wear slip-on style shoes unless they are able to tie their own shoes. Shoes should not have metallic colors, patterns, sparkles, glitter or cartoon characters on them. Shoes which cause a distraction will require a change. No light-up shoes.

## **BELT**

Solid black or brown with no ornamentation on buckle or belt.

## **SOCKS**

Black or white. May have brand name logo.

## **TIGHTS**

Grey, white, black or burgundy. **Leggings may not be worn even during cold weather.**

**Students may wear PCCA sponsored athletic or fieldtrip shirts with dress code bottoms on Friday.**

## **CHAPEL DAY**

### **GIRLS**

Plaid skort with burgundy crested (shield) polo OR age appropriate jumper with matching blouse and black shorts. Culottes are approved chapel dress for K3 and K4.

Black long pants (not capris) with burgundy crested (shield) polo may be worn on days when temperature falls below 45 degrees.

### **BOYS**

Black pants or shorts with burgundy crested (shield) polo.

## **DRESS DOWN DAYS**

### **Shirts/Dresses**

- No spaghetti straps
- No sleeveless, tank tops, open backs or halter tops
- All shirts must be tucked in unless a ruffle or lace is part of the bottom
- No tight fitting clothing
- No oversized shirts
- May not promote anything other than Christian values

### **Pants/Shorts/Skirts**

- Clean with no holes, tears or frayed edges
- No baggy styles
- No tight fitting clothing
- Pants and shorts may fall no more than 3 inches above the knee. **Skirts or dresses may fall no more than 2 inches above the knee**
- Belt **MUST** be worn with belt loops
- No sweatsuits or sweatpants
- May not have writing across the back side

### **Shoes**

- No sandals
- No boots
- No ballerina style shoes without strap across the front

**Any deviations and/or interpretations of the dress code are at the discretion of the Administration.**

## **PCCA MIDDLE/HIGH SCHOOL DRESS CODE POLICY 2010-2011**

## **GENERAL INFORMATION**

### **HAIRCUTS**

Hair must be trimmed and neat at all times. Boys' hair may not cover more than half the ear. It may not extend below the top of the collar in the back. Shaggy/unkept hair will require a cut. Eyebrows must be fully visible. Fad haircuts (shave marks, pony tails, etc.) and trendy styles will not be permitted. No facial hair is permitted. Girls' hair should be neat and attractively maintained and must be worn so that the eyebrows are fully visible. Hair color must be conservative and natural. Students are required within two (2) days of notification to be in compliance with the PCCA hair policy, or they will not be admitted to class. Hats may not be worn during the school day.

### **JEWELRY/TATTOOS**

No jewelry that requires body piercing, other than the ear, is allowed. Boys may not wear earrings or plastic studs at school. Jewelry must not be excessive, and no non-Christian symbols are allowed. Students should not wear jewelry during P.E.

In general, tattoos should not be visible. This includes temporary tattoos and other forms of body markings (pens, markers, white-out etc). This applies to fingernails as well. Boys are not allowed to wear fingernail

polish in any form at any time, including markers, white-out and any other nail discoloration. Girls' fingernail polish must be appropriate.

## **REGULAR DRESS CODE**

**Dress code clothing including outerwear must be purchased from Sunshine School Fashions. All clothing must be sized appropriately.**

### **SHIRTS**

#### *Middle School Options:*

- Burgundy, black, grey or white solid polo with PCCA logo
- Tri-color polo
- Rugby shirt
- **CHAPEL:** white oxford (long or short sleeve);  $\frac{3}{4}$  sleeve blouse; white solid polo. **ALL SHIRTS (EXCEPT THE  $\frac{3}{4}$  SLEEVE BLOUSE) MUST BE WORN TUCKED-IN ON CHAPEL DAY.**

#### *High School Options:*

- Burgundy, black, grey or white solid polo with PCCA logo
- Tri-color polo
- Rugby shirt
- Tri-color collar polo (**HS only**)
- **CHAPEL:** white oxford (long or short sleeve);  $\frac{3}{4}$  sleeve blouse; white solid polo. **ALL SHIRTS (EXCEPT THE WHITE SOLID POLO &  $\frac{3}{4}$  SLEEVE BLOUSE) MUST BE WORN TUCKED-IN ON CHAPEL DAY.**

White logoed turtleneck or white logoed mock turtleneck may be worn alone or under the long or short sleeve polos. Short-sleeve undershirts in school colors only (black, white, burgundy and grey) 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 the undershirt in.**

### **PANTS**

Black, khaki or stone. Pants must be worn no lower than top of hip bone.

### **SHORTS**

Black, khaki or stone. May fall no lower than the bottom of the knee for boys. Must be worn no more than 3 inches above the top of the knee for girls.

### **SKIRTS**

Black, khaki or stone. Must be worn no more than 2 inches above top of the knee.

### **SKORTS**

Black, khaki or plaid. Must be worn no more than 3 inches above the top of the knee. **Skorts may be hemmed but not rolled at the waist to achieve appropriate length.** To help our students meet this requirement, Sunshine School Fashions stocks a longer-version skort for our Middle and High School girls.

### **JACKETS/SWEATERS**

Varsity jacket, black fleece or PCCA sweatshirt. No hooded sweatshirts (change announced in the 2009-2010 PCCA High School Dress Code).

### **SHOES**

Athletic or dress shoes. Girls may wear dress sandals (closed-toe or open toe) and backless shoes. No flip flops or sandals made of rubber or plastic. No Crocs. Dress-style boots are allowed; Uggs (or similar style boots) are not permitted. Shoes must have a hard sole and no footwear is allowed that resembles slippers. Shoes that cause a distraction will require a change. Heels on shoes must not be higher than 2".

### **BELTS**

Solid black or brown leather with no ornamentation on buckle or belt. No studs. Belts are required on Chapel Day.

### **SOCKS**

Black or white. May have brand name logo.

## **HOSE**

Solid flesh tone, white or black. Tights may be worn in grey, white, black or burgundy. Leggings in solid school colors (white, black, burgundy or grey) may be worn under uniform bottoms. Leggings may not have lace, designs/patterns or be multi-colored.

## **UNDERGARMENTS**

Must be white, flesh toned or in colors that cannot be seen through outer clothing and appropriate undergarments must be worn at all times. Undergarments (including undershirts on both boys and girls) should not be visible at anytime (and must not be worn longer than the uniform shirt) or the student will be asked to tuck in the undershirt.

## **CHAPEL DAY**

### **GIRLS**

Black skirt or pants with belt and white Oxford shirt with PCCA crest (shield), white  $\frac{3}{4}$  sleeve blouse or white solid polo. **Middle School girls must wear their shirts tucked in on Chapel Day (with the exception of the  $\frac{3}{4}$  sleeve blouse). High School girls must tuck in the oxford shirt on Chapel Day; the solid white polo and white  $\frac{3}{4}$  sleeve blouse may be worn untucked.** No skorts, capris or shorts.

### **BOYS**

Black pants with belt and white Oxford shirt with PCCA crest (shield) or white solid polo. **Middle school boys must wear their shirts tucked in on Chapel Day. High School boys must tuck in the oxford shirt on Chapel Day; the solid white polo may be worn untucked.**

## **SPIRIT DAYS & DRESS DOWN DAYS**

### Spirit Day Shirts

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

### Dress Down Day Shirts

- 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 slacks/jeans. 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

### Pants/Shorts/Skirts (Spirit Day or Dress Down Day)

- Clean with no holes, tears or frayed edges; Capri jeans are allowed
- No baggy styles
- No tight fitting clothing (including skinny jeans)
- Same length requirements as "regular" dress code
- No sweat suits or sweatpants
- May not have writing across the back side

### Shoes (Spirit Day or Dress Down Day)

- No sandals for boys
- No Uggs (or similar style boots)
- No flip-flops

## **ATHLETIC TEAM DRESS**

Team dress should reflect the spirit of PCCA Eagles. Uniform shirt or designated shirt may be worn with school dress code pants. Athletic shirts are to be worn day of game but not on Chapel Day. Chapel Day requires Chapel Day dress code attire.

## **DRESSY OCCASIONS**

Students need to dress according to the appropriate level of formality. Students' appearance must not compromise our Christian values in accordance with the below guidelines.

Sleeveless dresses, spaghetti strap dresses, strapless dresses (approved by the Dean or a representative of Administration), halter top dresses (without plunging necklines) are acceptable. Dress length can be no more than 2" above the knee. Midriffs may not be showing. Plunging necklines (showing cleavage) and open backs (below the waist) are not permitted and are unacceptable. Boys shirts need to remain tucked in and ties worn throughout the event. Boys may wear tuxedos or jacket & tie.

**Any deviations and/or interpretations of the dress code are at the discretion of the Administration.**

<sup>3</sup>*Make every effort to keep the unity of the Spirit through the bond of peace.* Ephesians 4:3 (NIV)

**PCCA Handbook 2010-2011**

**I have read and understand the policies and procedures contained in the handbook.**

Student Name \_\_\_\_\_

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

Date \_\_\_\_\_