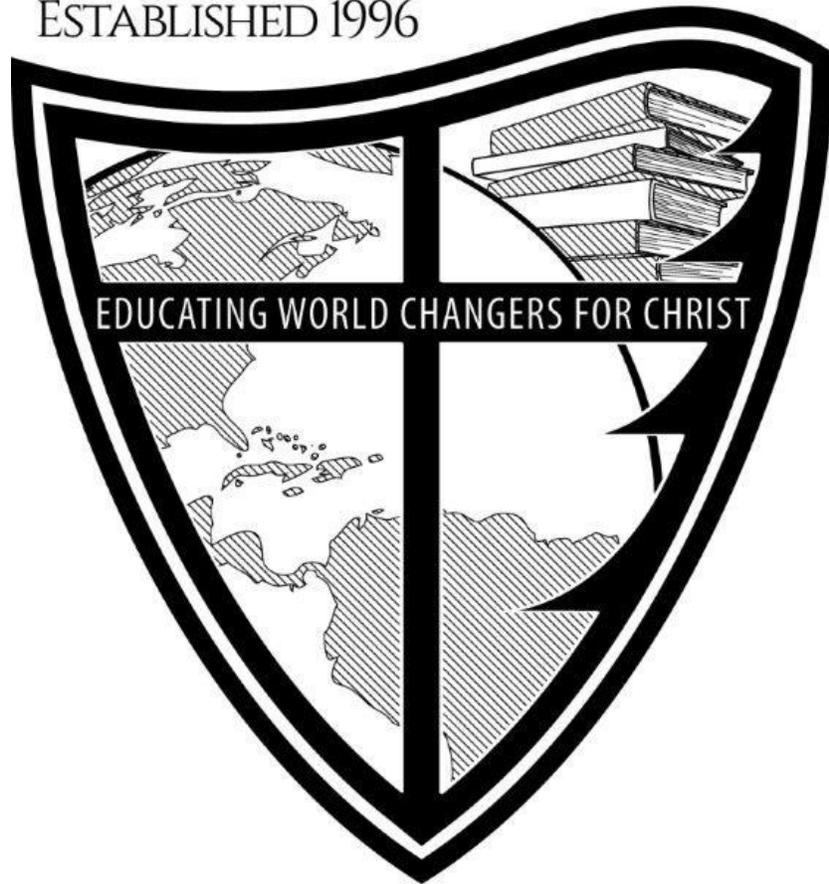


PINEWOOD
CHRISTIAN ACADEMY
ESTABLISHED 1996



2017-2018
Parent-Student
Handbook

198 Knight Boxx Road
Middleburg, FL 32068
(904) 272-6408
Fax: (904) 644-0566
Website: www.pcaknights.org
Email: academy@pinewoodpca.org

Office Hours

7:30 a.m. – 4:00p.m. Mon. – Fri.

School Hours

Pre-K	8:10 a.m. – 11:40 a.m.	Mon. - Fri.
K-7	8:10 a.m. – 3:10 p.m.	Mon. – Fri.

ACADEMY MINISTRY TEAM

Rick Henning (Chairman)
Reverend J.D. Funyak (ex-officio)
Head of School – Jason Borko (ex-officio)
Louise Martin
Dave Osbeck
Ashton Scott
Melissa Webber
Chris Wensell
Laurel Wing
Valeri Work

ADMINISTRATION

Jason Borko – Head of School
Martha Morrow – Director of Early Education & Dean of Students
Kristeel Barbuto – Office Manager
Joy Layman – Finance

INDEX

Academy / Homeschool Partnership	22
Admission Policy / Enrollment Procedures	4-5
Assessment of Student Performance	10-13
Attendance & Tardies	5-7
Chapel	9
Classroom Visits / Class Parties	14
Curriculum	8-10
Doctrinal Statemet	3-4
Drop-off, Pick-up, and Early Check-Out	7-8
Discipline Policy / Code of Conduct	19-22
Dress Code / Dress Down Days	16-18
Emergency Situations and Closing of School	23
Exceptional Student Education Policy	12
Extended Care Program	24
Field Trips	10
Formal Discipline Procedures	21-22
Gradelink	10
Health Care / Peanut & Nut Policy	15-16
Homework	9
Honor Roll	12
Lost & Found	14
Lunches & Snacks	14-15
Medications	15-16
Miscellaneous Tuition & Fee Policies	23
Organization / Accreditation / Educational Statement	2
Parent-Student Agreements	24-27
Parent-Teacher Conferences	11
Promotion / Retention Policy	12-13
Report Cards	11
Standardized Testing	12
Technology Policy	10
Vision, Mission, and Purpose	1
Volunteering & Parent/Teacher Fellowship (PTF)	13-14

VISION

Pinewood Christian Academy (PCA) develops Christian thinkers whose actions reveal the character of Christ, who live as disciplined, culturally wise yet Biblically relevant men and women, and who recognize that their destiny and purpose is to use their gifts to engage the culture and change the world.

MISSION

Pinewood Christian Academy partners with the Christian family to educate covenant children to be world-changers through a rigorous, Christ-centered, Biblically-based school program with excellence in academics, athletics, fine arts, and technology.

PURPOSE

The purpose of Pinewood Christian Academy is to serve Christian parents who desire to raise their children in the nurture and admonition of the Lord. It is to train the covenant child to seek and understand all of life through the teachings and principles of Scripture; to understand that we live in a God-centered universe; to develop and articulate a God-centered world-life view; and to be prepared for higher education, jobs, and life. We believe that the responsibility of educating and nurturing the child rests with the parents, and that the church and school are only extensions of the family to help in this process. The church, school, and family must work together.

When a conflict or question arises with a teacher or other staff member, parents are expected to practice conflict resolution in accordance with Scripture. If an offense cannot be overlooked, as described in Proverbs 19:11: "A man's wisdom gives him patience; it is to his glory to overlook an offense," go to the person who has offended you (Matthew 5:23-24: "[If] your brother has something against you...go and be reconciled;" Galatians 6:1: "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently;" and Matthew 18:15.

Follow these steps:

1. Call to arrange a private conference with the teacher or staff member.
2. If step 1 does not resolve the problem, arrange for a second conference with the teacher and an administrator.

Pinewood Christian Academy's purpose is one of discipleship for its students in partnership with their parents. Thus, we are open to anyone interested in securing a Christian education. Pinewood Christian Academy does not discriminate on the basis of race, color, and creed or national/ethnic origin; however, we do reserve the right to select students on the basis of academic performance, religious commitment, lifestyle choices and personal qualifications including a willingness to cooperate with school administration and to abide by its policies.

ORGANIZATION

Pinewood Christian Academy is a church-run, or parochial, school and is a ministry of Pinewood Presbyterian Church. The school is presided over by a Ministry Team appointed by, accountable to, and under the authority of the Session of Pinewood Presbyterian Church.

ACCREDITATION

Pinewood Christian Academy is a member of and accredited by Christian Schools of Florida (CSF) and holds membership in the National Council for Private School Accreditation (NCPSA). CSF provides an identity and protection for member schools and a significant voice influencing legal decisions which affect Christian schools at both the state and national levels.

EDUCATIONAL STATEMENT

“The philosophy of the classroom today is the philosophy of the government tomorrow.”
Abraham Lincoln

Education must be applied to a person as a whole, whereby the individual learns, understands, and becomes committed to God’s truth, learning how to apply that truth to his life. Authentic Christian education also acquaints the student with the “non-Christian world- and life-view” found abundantly in the world, and equips him with tools necessary to confront and challenge these views, facilitating the development of the “Christian world- and life-view.” This educational process fortifies a student’s thinking, allowing him to “bring into captivity every thought to the obedience of Christ” (II Corinthians 10:5b).

In some cases, the school will use “secular” textbooks in its efforts to confront issues; but first the students will be taught to view the text from a Christian perspective. Because all truth is God’s truth, we gain much from the “secular” world, but ultimately it is to be screened and viewed through the eyeglasses of Scripture. We work to prepare the child, not merely for intellectual performance or for getting a job, but to develop his God-given gifts to advance God’s kingdom – whatever vocation he enters.

Using various teaching strategies based on the latest research in brain-based learning, PCA strives to meet the needs of every learner.

In planning lessons, goals, and objectives, teachers utilize multiple resources including textbooks, technology, hands-on experiences and the source of all truth, the Bible. Through incorporating different teaching models for higher level teaching skills and critical thinking, Christian values are developed at every grade level across the curricula in the context of Biblical truth.

DOCTRINAL STATEMENT

1. The Bible – the Word of God
 - a. The Bible is God’s written revelation of Himself to man that man may understand, know, believe, and follow after God.
 - b. The Bible is the inspired Word of God (II Timothy 3:16).
 - c. The Bible is not a human product, though man was involved (I Peter 1:20-21). God used the writers with their own style, personality, vocabulary, talent, and culture and so supervised and guided them that what they wrote was exactly what He intended to be written.
 - d. The Bible itself claims to be the Word of God: “Thus saith the Lord.” (Isaiah 1:2; Jeremiah 1:2; etc., over 2,000 times; Exodus 24:3, 4; Hebrews 1:1; Luke 24:44; the testimony of Jesus – Matthew 5:17, 18; and John 10:35).
 - e. Being the very Word of God, the Bible is our only authority for life – our rule of faith and practice (II Timothy 3:14-17).
2. The personal triune God of the Bible is the supreme and absolute controller of all that happens (Westminster C.O.F., III. I.) In all His works of creation, providence, and redemption God orders all things for His own glory (Romans 11:36; Ephesians 1:11-12; Matthew 10:29-31; Prov. 21:1; Romans 8:28).
3. The creation of all things out of nothing (Genesis 1:1; Hebrews 11:3; Isaiah 44:34)
4. The creation of man
 - a. The dignity of man – made in the image of God (Genesis 1:26, 27)
 - b. The purpose of man – to glorify and enjoy Him forever (I Corinthians 10:31; Colossians 3:23)
5. Sin has affected man throughout, even to the extent that he is unable to come to God. He is naturally sinful (Psalm 51:5; Genesis 6:5), defiled in his mind and conscience (Titus 1:15), unable to understand the truth of God (II Corinthians 2:14), deaf (John 8:42-43), and blind (II Corinthians 4:4). Man is not just sick with sin; he is dead in sin (Ephesians 2:1).
6. God’s gracious plan of salvation must be totally of the Lord (Jeremiah 13:23; Ephesians 2:8-9; Titus 3:4-7).
 - a. In His sovereignty, God chose to save some men from the penalty they deserve, namely death, which is separation from God (Romans 6:23). Being sinners, none deserve it (Romans 3:10-12), but God in His love and grace gives the gift of eternal life to a number which no man can count (Revelation 7:9-10; Romans 8:28-30; II Thessalonians 2:13; Ephesians 1:3-4).
 - b. Not only did God choose them, but He planned the means by which they would be saved; namely through the death of His Son Jesus, the Christ (Matthew 1:21; Acts 20:28; John 10:14-15, 26-28).
 - c. The Holy Spirit applies the work of salvation to those who were chosen by God. He performs a work of grace (regeneration) in the “dead” sinner, making him alive

and thus able to respond to Christ through repentance and faith (Ephesians 2:1-5; Acts 16:14; John 10:27; John 1:12-13).

7. The Work of the Holy Spirit—by the gracious working of the Holy Spirit, the believer is being continually and wholly conformed in the image of God and is enabled to die more and more unto sin and to live unto righteousness.

ADMISSION

According to the Bible, the primary responsibility for the education of children belongs to the parent. Pinewood Christian Academy has been founded to provide a distinctively Christian education for children. At PCA, an authentically Christian educational program has been developed, the main purpose of which is to facilitate an intimate relationship with Jesus Christ, in whom is found all wisdom. An excellent education is the logical result of the fulfillment of this purpose, and cannot be separated from it.

To be in harmony with this purpose, families who send their children to PCA should desire both an intimate knowledge of Christ and an excellent education for their children. Anything less puts the school and the home at cross-purpose, which can be detrimental to the child. Therefore, at least one parent must be a professing Christian, adhere to the basic precepts of historic, orthodox Christianity, and attend a local church regularly. A written endorsement on the application form from the local church is required.

Pinewood Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin. However, we do reserve the right to select students on the basis of a student's past academic performance, as well as the family's religious commitment, lifestyle choices, and willingness to cooperate with school personnel and to abide by school policies.

Requirements:

1. A child entering Pre-Kindergarten/VPK must have reached the age of four years by September 1 of the fall in which he/she would be enrolled. All Pre-Kindergarten/VPK students are admitted on a six-week trial basis and must be fully toilet trained.
2. A child entering Kindergarten must have reached the age of five years by September 1 of the fall in which he/she would be enrolled.
3. A child entering first grade must have reached the age of six years by September 1 of the fall in which he/she would be enrolled.
4. All children entering 2nd-7th grades must have successfully completed the previous school year, and his/her school work and behavior compare favorably to the standards at PCA, the child will be placed in the grade for which he/she is applying.

However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, he/she may repeat the previous grade.

With regard to academic considerations, if a child has exceptional abilities or needs, the Administration will determine if placement at PCA is appropriate. Each situation will be examined thoroughly after testing is completed. Exceptions to this policy can only be made by the Administration and/or the Academy Ministry Team.

ENROLLMENT

New Students

1. Contact the school office for an application, or download an application from the school website.
2. Return the completed application form along with the non-refundable application fee.
3. Complete a transfer of records request and, if needed, arrange a time for an academic evaluation of the student.
4. Participate in a parent interview.
5. Receive in writing the decision regarding acceptance.
6. Pay non-refundable enrollment fee and tuition, or arrange for monthly payments with FACTS Tuition Management Program.
7. Submit all requested records (health form, birth certificate, immunizations, school transcripts, etc.) by the first day of school.

Returning Students

1. Complete a re-enrollment contract and pay non-refundable enrollment fee.
2. Pay tuition in full by July 1, unless continuing with FACTS Management.

After re-enrolling for the upcoming year, if a student is withdrawn after March 31, parents are still responsible to pay enrollment fee.

ATTENDANCE

Absences

Regular attendance is a key element of a quality education. Learning that takes place during the school day cannot be recaptured by simply making up work. Therefore, PCA enforces the following attendance policy:

1. All absences, should be explained via a written note with a reason stated and turned into the teacher or the office within three (3) school days of the absence. Please call the front office on the day of the absence.
2. The administration evaluates all absences and designates them as either excused or unexcused.

Absences are considered excused when

- a written note is provided by the parent or guardian (acceptable reasons may include illness or injury, family emergency, and/or doctor or dentist appointments that could not be scheduled after school)
- with the knowledge and consent of the administration

Absences are considered *unexcused* when

- a NO note is provided by the parent or guardian
- without the knowledge and consent of the administration

3. Make-up work may be provided for excused absences only. The responsibility rests upon the student to get the assignment(s) upon his/her return. One day of makeup time will be permitted for each day of excused absence (this grace period will not include long term projects and/or previously scheduled tests, which will remain due on the originally scheduled dates).
4. If a student misses multiple days in a row he/she should use the ***Extended Absence Form*** to keep track of all missed assignments and due dates. This form can be obtained from the homeroom teacher or the school office. All missed assignments will be due on the dates indicated by the teacher. If a student uses an ***Extended Absence Form***, projects due after the student's return to school will remain due on those scheduled dates unless there are extenuating circumstances which warrant additional time.
5. Family vacation times or "fun days" should not be scheduled on school days whenever possible (especially during SAT testing week).
6. Students may not be promoted if absences (whether excused or unexcused) exceed 15% of the total number of school days (26 days).
7. Absences due to extraordinary circumstances may not exceed 20% of the total number of school days (35 days). These circumstances may include:
 - hospitalization or illness of student or parent/guardian
 - death in the student's or parent/guardian's immediate family
 - court-ordered visitation with appropriate documentation
 - parent/guardian's unforeseen military deployment or exercise

8. Perfect attendance will be awarded at the end of the year if a student has no absences for the school year (please note: every 5 tardies will constitute an unexcused absence – see “Tardies” below*).
9. A student must be in attendance at school at least half of the day in order to be eligible to participate in any extra-curricular, athletic, or school-related social activities either after school or that evening.
10. If a student is dismissed or checked out of school early for sickness, they will not be permitted to participate in any extra-curricular, athletic, or school-related social activities either after school or that evening.

Tardies

When students are tardy, they not only miss important instruction, but also interrupt learning for the entire class. As such, there must be consequences for habitual tardiness. PCA does not wish to punish children for tardiness, especially if it is out of their control. Therefore, the school has established the following Tardy Policy:

- Students arriving after 8:10 a.m. are tardy and **must be checked in at the office by a parent or guardian**. Students may NOT be dropped off to check in by themselves as this compromises their safety. In the event that a parent violates this policy, the child(ren) will be held in the office until the parent returns to sign them in as required.
- Teachers will have a closed-door policy and students **will not** be admitted to class without a tardy slip from the office.
- Teachers will not be expected to make accommodations for students arriving late to school in regards to assignments due, tests or quizzes, or classwork in progress.
- The administration will not designate tardies as excused or unexcused. ****Every fifth tardy will result in an unexcused absence. Therefore, persistent tardiness may result in the forfeiture of a Perfect Attendance Award.***

DROP-OFF AND PICK-UP

To ensure the safety of our students, all cars must load and unload in the designated zone. Please protect our little ones and do not pass in the car pool line or use your cell phone – a few seconds of inattention can result in a terrible accident. In addition, all students are expected to follow the instructions of the safety patrols at all times.

Parents wishing to park during car line should do so in either the north lot (before getting into the car line) or in the south lot (after going through the car line). If you are escorting your child(ren) to class during morning car line, you should be extra vigilant and hold the child(ren)'s hand. *Students should be dropped off at the door; parents are not to enter the building without signing in at the school office and securing a visitor's pass.*

Drop-off Procedures

Car line will be open for drop-off from 7:50–8:10 a.m. ***Parents may NOT park and send their children to walk alone during morning car line!*** If the need arises for early drop-off, parents must sign their child into the extended care program and the parent will be charged accordingly. Any students arriving after 8:10 must be checked in by a parent or guardian through the office and will be considered tardy. *Students may NOT be dropped off to check in by themselves as this compromises their safety. In the event that a parent violates this policy, the child(ren) will be held in the office until the parent returns to sign them in as required.*

Pick-up Procedures

Students should be picked up promptly at school dismissal time: between 3:10 and 3:25p.m. After 3:25, students will be checked into the extended care program and the parent will be charged accordingly.

Children will be dismissed from school only to parents or someone designated by the parents as authorized to pick up their children. Parents wishing to have children ride home with someone other than themselves or an authorized designee must notify the child's teacher or the office. **This must be done in writing – i.e. send a note with the child.**

In the event of an emergency, please call the school office, and the teacher will be notified of the changes that need to be made that day.

Early Check-Out Procedures

If a student is to be checked out early from school, parents must send a note from home advising the teacher. At the appropriate time, parents must come to the school office to sign their child out before taking him/her off school grounds. Students will not be called to check out until the parent/guardian has arrived in the office and signed him/her out.

A student with an illness or other injury will be taken to the office and the parents will be notified. If the illness or injury is deemed serious, a parent will be called and arrangements made to have the child picked up.

No child may be checked out after 2:45 unless the parent makes a request in writing beforehand. In the event of an emergency, please call the school office as soon as possible.

CURRICULUM

Selection of Textbooks and Literature

“True religion affords government its truest support. The future of the nation depends on the Christian training of our youth. It is impossible to govern without the Bible.”

George Washington

Education in a Christian school must complement the efforts of the Christian home and the church in nurturing covenant children. Parents are encouraged to become familiar with the textbooks and literature used in the classroom as they are selected to support and enhance our approach to Christian education and to sensitize our children to both good and evil in the world. As such, PCA does not insulate its students against materialism, violence, racial intolerance, war, and hatred; rather, our goal is to teach our students to confront these issues from the Christian world view.

Homework

A substantial body of research has shown that practice is essential if students are to acquire certain study skills and achieve independence in the learning process. In many cases (especially in the higher grades) there just isn't enough time during the school day for sufficient practice. This is where homework becomes essential.

Homework also provides students with ample opportunities to develop responsibility as they transport their textbooks, materials, etc. to and from school; organize their assignments; and manage their time so they can get their work finished. Therefore, it is important for teachers to familiarize students with the demands of homework, and to teach them the study skills necessary for its successful completion. *Whenever possible, teachers will avoid assigning homework on Wednesday nights to allow for families' and students' attendance at church functions.*

Students will be assigned reasonable amounts of homework at the discretion of the teacher. A typical student might expect an average daily homework load of 30 minutes in grades K-2, 45-60 minutes in grades 3-4, and 60+ minutes in grades 5-7. Please note that this does not include long-term or ongoing assignments, such as reviewing math facts or spelling words, science/history projects, book reports, research papers, etc. If an issue arises because of the amount or difficulty of homework assignments, parents should contact the teacher.

A student planner will be provided in grades 1–6. Students in grades 7-8 are encouraged but not required to have a planner; parents who feel it is beneficial may purchase one. Assigned homework can also be viewed online through Gradelink.

Chapel

This is a special service of worship for students, families, and faculty each Tuesday at 8:30a.m. in Pinewood's chapel. These weekly gatherings provide opportunities to:

- praise our Lord through song and instrumental music
- become more knowledgeable of His Word through the study of Scripture, dramatizations, and videos
- share testimonies, prayer, and fellowship together

Parents and siblings are welcome to attend chapel; if you would like your student(s) to sit with you, please have them join you in the rear rows in the chapel.

Field Trips

Because learning can sometimes best occur in places other than school, your child's teacher will arrange for field trips throughout the year. Permission slips for individual field trips will be sent home prior to each trip. Details will be announced in advance and an *Annual Field Trip Release & Emergency Medical Form* will be given at the beginning of the school year. If for some reason a parent does not want the child to go on a particular trip, please speak with the teacher to make other arrangements. If the teacher has not been contacted, an absence will be considered unexcused.

Parents must be SafeCARE approved and background checked 7 days prior to the field trip date to be approved as a driver and/or a chaperone on field trips. Parents planning on driving on a field trip need to supply a copy of their driver's license and current insurance card. Please call the school office for more information.

Chaperones will be responsible for appropriate supervision of an assigned group of students throughout the field trip. *If a chaperone cannot accompany the class for the entirety of the field trip, (s)he will NOT be approved as a chaperone.* Siblings are not permitted on field trips even if the parent is a driver or chaperone. Car assignments will be established by the teacher. Students are to sit in the same seats and/or ride in the same car coming and going on the trip.

Technology Policy

Students will utilize various forms of technology in the classroom, library, and technology lab. Before being permitted to access the Internet at school students (and parents) must read and agree to the *Internet Acceptable Use Policy* (see page 24). Any inappropriate use of technology may result in the loss of Internet privileges and/or disciplinary action including suspension or expulsion.

ASSESSMENT OF STUDENT PERFORMANCE

Weekly Folders

PreK – 3rd grade students will have folders containing their work sent home daily/weekly per your teacher's instructions. Included in the folder is a form designed for teachers to give comments and a weekly conduct report. Students are to review their folder with their parents, then return the folder with a parent's signature if necessary.

Gradelink

Third through seventh grade teachers will post grades weekly on Gradelink and will be viewable by parents online and/or through the app. Information will be provided to parents about the activation of their Gradelink accounts. It is the parents' responsibility to check to monitor their student's progress through each academic quarter (printed progress reports will only be issued by request).

Parent–Teacher Conferences

Awareness, sensitivity, and frequency are the keys to successful parent and teacher communication, and parent-teacher conferences serve to unite the school and home in the child’s best interest. Students may also be present at conferences, upon agreement of both the teacher and the parents. **If the child is present, please include him/her in the conversation and ensure that he/she sees parents and teacher working together for his/her benefit.** Information that is shared should be helpful, specific, and useful to the building up of the student, parent, and/or teacher. Communication should echo the spirit in I Thessalonians 5:11 which says, “Therefore encourage one another and build each other up . . .”

A *conference day* is scheduled at the end of the first grading period; this is a student holiday. This conference is mandatory and while both parents are encouraged to attend, either in person or via telephone. While only one parent is required, but both are encouraged to attend. First quarter report cards will be given at that time; no report cards will be distributed prior to the conference day. After the first quarter, teachers will request conferences only if they see a drastic change in a student’s behavior or performance, or if a student is in jeopardy of failing. Parents may request a conference at any time during the school year.

Report Cards

Report cards are sent home with each child at the end of 2nd and 3rd grading periods (first report card is given on *conference day* and the 4th is mailed home). Parents should sign and return report card envelopes within three days of receipt. If lost, a replacement report card envelope may be purchased from the school office for \$1. Subsequent report cards will not be sent home until the envelope is replaced. *The final report card will not be mailed home until all financial obligations have been met.*

Grading Scale

The evaluation of students’ achievements is one of the important functions of the classroom teacher. The following grading scale is used for students in grades 3-7:

ACADEMIC (including Bible)

90-100	A	Excellent
80-89	B	Very Good
70-79	C	Average
60-69	D	Below Average
59-Below	F	Failing

RESOURCE

90-100	O	Outstanding
80-89	S	Satisfactory
70-79	P	Progressing
60-69	N	Needs Improvement
0-59	U	Unsatisfactory

Honor Roll

“A” and “A/B” Honor Roll recognition is given at the close of each grading period in grades 3-7. Students must receive a B (80%) or above in the core subjects of Math, Social Studies, Science, Language Arts (including English, reading, and spelling), and Bible. Earning a P or below in any Resource class or in conduct, will disqualify a student from earning honor roll recognition.

Standardized Testing

Each spring students in grades K-7 are given standardized tests. Results are reported to the parents with the caution to use discretion when sharing them with their children. Every child is made in the image of God and is endowed by Him with various gifts and abilities. While this test is valuable as one tool for assessment of a student’s learning, it is not a measure of the value, worth, or intelligence of a child. Questions or concerns regarding interpretation of the results of this test should be directed to the teacher or the administration.

Exceptional Student Education Policy

At times, there may be a student who meets the school’s requirements for admission yet needs assistance beyond regular instruction in an academic area; this may include speech and/or hearing, a learning disability, or other health impairment. In such cases, parents should meet with the teacher and administration to discuss possible testing and/or accommodations.

While PCA desires that each child is placed in a classroom environment that meets his/her needs emotionally, academically, physically, and spiritually, PCA is not obligated to implement Individualized Education Plan (IEP) or 504 Plan accommodations. After conferring with the parents, the administration will decide if PCA can provide the appropriate accommodations for a student.

If a child has been previously tested, a copy of those test results and any recommendations for accommodations must be provided to the administration. If a child is suspected to have a disability, parents may consider having an evaluation done either through Clay County Schools or through a private provider. When requesting that teachers fill out paperwork related to such testing, parents should give all forms to the Office Manager, as well as a pre-addressed stamped envelope to each requesting organization.

Promotion

Pre-Kindergarten: promotion to Kindergarten is contingent upon overall mastery on year-end PreK readiness testing.

Kindergarten: promotion to first grade is contingent on overall mastery of Kindergarten skills.

Grades 1-2: promotion to the next grade level is contingent upon achieving a final grade of Progressing or above in the areas of Language Arts, Mathematics, and Bible.

Grades 3-7: Promotion to the next grade level is contingent upon successful completion of the required course work, and the student achieving

- a final average of **C** or above in Mathematics
- a final average of **C** or above in Language Arts (Reading, English, and Spelling)
- and an overall average of **C** in Science, Social Studies, and Bible

Retention

PCA reserves the right to recommend retention, or even dismiss a student, at the end of the year for failure to make satisfactory academic progress.

Resource Classes

In addition to core academic courses, PCA provides resource classes for most grades including Spanish, Technology, Physical Education, Art, Music, and Library. While these classes are not considered when determining readiness for the next grade level (i.e. promotion), students are given grades for their participation and/or performance using the O,S,P,N,U grading scale as noted above.

Sports

Interscholastic student athletes must maintain a minimum of 70% in all academic subjects during the particular season in which the student is playing. Failure to meet these minimums will result in the student being declared ineligible to participate in his/her chosen sport. The student may be reinstated when the (s)he meets these minimums on subsequent progress checks. Student athletes are expected to maintain good behavior.

VOLUNTEERING & PARENT / TEACHER FELLOWSHIP (PTF)

All families are encouraged to participate in school activities. The best way to connect with the PCA community is to get involved in the Parent / Teacher Fellowship (PTF). PTF is an auxiliary organization that helps to integrate new families, promote the school, coordinate volunteers, and foster communication between the school and parents.

Opportunities to volunteer include:

- helping in a classroom
- helping at home (baking, preparing crafts, providing supplies, etc.)
- help in the school office or library
- helping at one of our four annual fund-raising events (Scholastic Book Fair, Golf Tournament, Family Dinner & Auction, and the Race for Education) – these events enable the school to meet its operating budget, and parents' involvement is vital and appreciated!
- any other general help as needed in the school

Each family is expected to contribute at least 20 hours of volunteer time annually. For every 10 hours that families volunteer, students receive a *Dress Down Day* card. Families can keep track of their volunteer hours via the Gradelink webpage or the Gradelink app.

Please note: all individuals who wish to volunteer to help on campus during the school day or at evening events, and/or as chaperones on field trips, must complete SafeCARE training to ensure the safety of our children. A copy of the completion certificate must be printed and submitted to the school office for a background check.

**All promotional materials or solicitation requests to be sent home with students must be submitted for approval to the school office.*

Classroom Visits

Parents are welcome at the school and may schedule a visit to observe a classroom in operation by calling the school office. It is understood that these visits are subject to approval by the classroom teacher and the administration, and that a visit may have to be rescheduled for a day other than that which was requested. On the day of your visit, please come to the school office and get a visitor pass before going to the classroom.

Should something need to be delivered to a child during the school day (e.g. lunch, homework, clothes, etc.), please have it marked clearly with his/her name and grade, and bring it to the school office. It will be delivered at a time that does not interfere with classroom instruction. Parents may not go directly to the classroom during the day.

Class Parties

Class parties will be scheduled at the discretion of the teacher, homeroom parent, and administration. Parties are generally held during the last hour of the school day and are 30-60 minutes in duration. Please make advance arrangements with the teacher to send special treats from home to celebrate a birthday. Birthday presents will not be exchanged at school. *Invitations to a private party outside of school and the school day must not be passed out during school unless there are sufficient invitations for the entire class.*

LOST AND FOUND

Parents and students are strongly urged to put names in clothing and on all belongings. Lost and Found items are kept in the school office but are cleared out on a regular basis. Parents and students who have lost items are encouraged to come and look over articles that have been turned in.

LUNCHES AND SNACKS

Lunches will be eaten in the picnic pavilion unless there is inclement weather, in which case other arrangements will be made. Parents may order hot lunches for their child(ren) from various local vendors online at tinyurl.com/pcalunchorders. Orders must be completed online in advance and paid for in the school office.

Hot lunches are only served Monday through Thursdays; students must bring their own lunches on Fridays. **There is no provision for any student in the academy or extended day program to warm up food in a microwave.** Sixth and Seventh graders may purchase carbonated beverages from the school office during lunch on Wednesdays.

Students are encouraged to bring a snack to eat during their morning break. Foods which are nutritious and healthy, such as carrot or celery sticks, fresh fruits, and cheese, is recommended. Water or juice boxes are acceptable drinks for snack; please do not send carbonated beverages.

HEALTH CARE

Parents are asked to cooperate with the school in minimizing the spread of communicable diseases among children. Children should not come to school if there is evidence of any of the following symptoms: fever, rash, persistent heavy cough, headache, diarrhea, or vomiting. No student with a temperature of 100 degrees or higher may be in school.

STUDENTS MAY NOT RETURN TO SCHOOL UNTIL THEIR TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS.

Students who become ill during the day or who sustain a significant injury will be taken to the office and their parents will be contacted. Students who are unable to participate in recess activities or Physical Education because of illness must have a note from home or a doctor. **A parent note is sufficient for a student to sit out of Physical Education for TWO days only; after that, a note must be provided by a doctor or the student's grade will be negatively impacted by non-participation.**

Medications

All medications are to be given at home when possible. In regards to prescription and/or non-prescription medications at school, the following procedures will be followed:

1. Parents must bring **all** medication to the school office which will be kept in locked storage. **All medication must be accompanied by a signed request from the parents, including administration directions.** Forms are available in the school. Any changes in the request or administration directions must be submitted in writing to the office and signed by the parent.
2. Students are not allowed to keep any medication in their possession during the school day. Exceptions include an inhaler or Epi-pen / Epi-pen Jr., which must be accounted for by a parent note kept on file in the school office.
3. Prescription medicine must be in the original prescription bottle as prepared by the pharmacist. The label must bear the student's name, the doctor's name, name of the drug, date, and the directions for the dosage and frequency of administration.

4. Non-prescription medications must be in the original packaging. Non-prescription medications may include ointments, lotions, creams, cold tablets, and cough medicine or lozenges.
5. Medication will be dispensed only by designated personnel; students will not be allowed to administer any medication to themselves (with the exception of aforementioned student inhalers or Epi-pen/Epi-pen Jr. which must be accounted for by a parent note kept on file in the school office).
6. Parents need to pick up their student's medication at the end of the school year. Any medications not picked up after the last day of school will be discarded.

Peanut & Nut Policy

Every classroom will have a peanut/nut-free area that will be cleaned daily. Teachers will monitor for cleanliness. Also, a peanut/nut-free lunch table is provided under the picnic pavilion for children with peanut/nut allergies. Classmates may eat at the peanut/nut-free table as long as they do not have peanut/nut products in their lunch.

Students will be encouraged to thoroughly wash their hands after eating to reduce potential cross-contamination of common surfaces in the school community including door knobs, computer keyboards, balls, playground equipment, etc. Students who have

eaten peanut butter, peanuts, or nuts before coming to school, should wash their hands to help prevent accidental cross-contamination of common surfaces.

A parent supplied Epi-pen/Epi-pen Jr. will be available in the office for each child with a known peanut/nut allergy. An *Emergency Action Care Plan* signed by both the parent and a physician should be kept on file in the school office which will then be presented to the child's teacher(s). All relevant staff members will be trained in the use of the Epi-pen /Epi-pen Jr.

DRESS CODE

PCA seeks to honor God by taking a serious approach to education. Research shows that the educational atmosphere of a school is enhanced when students' appearance is "uniform."

The PCA dress code is based on a "menu" format. Students choose from the clothing items indicated below for their normal school dress every day of the week. Please select clothes for comfort and freedom of movement. Denim fabrics are not appropriate. Shirrtails must be tucked in. Belts are required if the garments have belt loops (with the exception of Pre-K students). Clothing required by the PCA dress code can be purchased at most department stores including Target, Walmart, Kohl's, etc.

Boys may wear solid navy or khaki slacks or shorts; and solid white, red, dark green, yellow, or navy collared long- or short-sleeved knit shirts or collared white oxford style shirts long enough to be tucked in.

Girls may wear solid navy or khaki slacks, shorts, jumpers, skirts, or culottes / capri pants; and solid white, red, dark green, yellow, or navy collared long- or short-sleeved shirts long enough to be tucked in, or collared blouses. Sleeveless tops are inappropriate. Shorts, skirts, etc., must be below mid-thigh. Shirts must be buttoned appropriately without showing undershirt, tank-top, or bodice.

***Seventh Grade Dress Code Exception**

Students in 7th grade may wear short- or long-sleeved collared shirts (can be button-down or polo style) of any solid color (no stripes, patterns, checks, or polka-dots) as part of their regular uniform. Brand logos should be minimal.

Winter Wear

Solid white, red, dark green, yellow, or navy turtlenecks and solid colored navy or khaki corduroy slacks, skirts, and jumpers are acceptable during cold weather. **The only acceptable outerwear to be worn in class is PCA logo outerwear, such as a PCA sweatshirt, PCA hoodie, or other PCA logo outerwear.** Non-logoed coats are for outside wear only. Leggings may only be worn under shorts or skirts which meet the length requirements; jeggings, skinny jeans, and/or yoga pants are not to be worn.

Footwear

Proper footwear, fully laced or fastened securely on the feet, is necessary for safety. Sandals, Croc-style shoes, high heels, open-toed or open-backed shoes are not acceptable.

Hair and Jewelry

Boys' hair must be neatly groomed and out of the eyes and must not touch the shoulders. Girls' hair must be neatly groomed and out of the eyes and face. Students must have no fad cuts or fad coloring. Students may not wear jewelry to school that pierces the body with the exception of girls wearing earrings.

Required Chapel & Field Trip Attire

Monogrammed dark green field trip shirt and khaki bottoms must be worn on Chapel days (Tuesdays) and on field trips, unless otherwise indicated.

Physical Education Attire

A P.E. uniform for first through seventh grades is mandatory on P.E. days. The P.E. uniform consists of a PCA Knights t-shirt (purchased from the school) and solid black or hunter green athletic shorts (which may be purchased at any store, or from the school). All shorts must conform to normal dress code length: mid-thigh).

First through third grade students may wear their P.E. uniforms to school the day they are scheduled for P.E. Fourth through seventh grade students must bring their P.E. uniforms and change at school on the days they are scheduled for P.E.

In addition, socks and supportive athletic shoes are to be worn on PE days. Solid colored sweats may be worn for P.E. only in the winter for warmth.

Dress Down Days

There are special times when students may have *Dress Down Day* privileges. Students who have *Dress Down Day* cards are permitted to use those each Friday. Also, all students may dress down every other Wednesday (“Hump Dayz”) with a \$3 contribution to end-of-year activities fund.

Guidelines for clothing that may be worn on *Dress Down Days* are as follows:

- For safety reasons, shoes and socks should be the same as on regular school days. No sandals, Croc-style shoes, high heels, open-toed or open-backed shoes.
- Shirts may be untucked if designed for this, although the length may not pass the fingertips. Shirts must be long enough to cover the stomach when arms are raised. Shirts that are sheer or embroidered may be worn only with an appropriate layer underneath. No sleeveless shirts or tank tops. Shirts should not display inappropriate slogans, images, or language.
- Denim pants are acceptable; skinny jeans, jeggings, and/or yoga pants are not to be worn. Leggings may only be worn with shorts or skirts which meet the length requirements. Pants/shorts must be worn securely around the waist and must not drag on the ground.
- Ripped clothing is not acceptable.
- Hats are not acceptable.

Dress Down Day cards are transferrable among immediate family members and **NOT** transferrable among other students.

Attire for Extracurricular Activities

Clothing worn for extracurricular activities should be modest and appropriate for the activity.

Dress Code Non-Compliance

We recognize that families have different convictions about the specific interpretation of neatness and modesty. However, the school reserves the right to make judgment calls regarding dress code compliance and expects support from students and parents. Parents are responsible to send their children to school wearing clothing that conforms to the spirit and guidelines of the dress code.

If a student's attire does not adhere to Dress Code guidelines, the student's teacher will document the infraction in Gradelink as a discipline incident; students will not be sent out of class for dress code violations. **After three non-compliance incidents in one quarter, the student will be referred to the administration for disciplinary action.**

DISCIPLINE

Philosophy

PCA believes that the Bible clearly instructs believers to bring their children up in the "discipline and instruction of the Lord" (Ephesians 6:4). Therefore, discipline at PCA is intended to teach God's commands, in love, to accomplish good for the person being disciplined.

The primary concern at PCA is the hearts of students, as God has clearly revealed in His Word that behavior is a mirror of the heart (Luke 6:45). Commendable behaviors are encouraged by using positive reinforcement and inappropriate behaviors are corrected, as often as possible, by applying natural consequences of the student's conduct and attitude.

And, just as Christ has reconciled us to God, all discipline is intended to be restorative in nature (Hebrews 12:11), offering grace to students when they make poor choices and teaching them how to behave differently in the future.

The majority of discipline will be handled informally in the classroom and teachers will always attempt to communicate with parents whenever possible, either in person or by telephone, when a student's behavior becomes disruptive of learning or detracts from the teacher's ability to effectively teach. In cases where disruption is persistent and/or correction in the classroom fails to produce a change in behavior, it may be necessary to refer the student to an administrator.

In order to maintain consistency between school and home, parents are encouraged to support teachers and administrators with the understanding that proper student behavior is instrumental in developing good character and establishing a positive learning environment.

Code of Conduct

It is the aim of Pinewood church, the Academy Ministry Team, the school administration, and the faculty to promote the highest possible standard of conduct to sustain an atmosphere conducive to learning. As such, PCA students are expected to behave in a manner that reflects well upon their Christian faith, as well as the school and their families.

The following is a brief guide to which students can look to as they endeavor to achieve self-discipline. Please note that not all possible behaviors are included here, and the administration reserves the right to confront issues which may not be specifically listed.

In addition, while this guide may refer to specific behaviors, it is desirable that all students conduct themselves according the “spirit of the law” rather than the “letter of the law.”

1. Students are to demonstrate respect in all interactions with teachers and staff. *This applies also to interactions with others regarding teachers and staff (including when communicating via email, text messaging, social media, etc.).*
2. Students are to treat all fellow students with dignity, courtesy, kindness, and consideration. *This applies also to interactions with others regarding fellow students (including email, text messaging, social media, etc.).*
3. Good manners should be displayed at all times. Spitting, littering, chewing gum, and other such actions are not acceptable.
4. Students are not to engage in inappropriate physical contact, including horseplay or public displays of affection at school or school-related functions.
5. Students are to remain outside of classrooms unless/until there is an adult present in the room.
6. Care of school property is expected; therefore, students (and by extension, parents) are responsible for the replacement of, repair of, or payment for non-accidental damage to school property.
7. Students are expected to keep the school facilities and grounds in an orderly state.
8. Students are to dress properly at all times (i.e. follow Dress Code).
9. Gambling in any form is prohibited.
10. Writing, reading, and/or the passing or receiving of personal notes in class is disruptive to the learning process and will not be tolerated.
11. Student initiated “clubs” are not allowed as they are often discriminatory (whether intentionally or not) and can result in hurt feelings.
12. Any behavior which may be construed as harassment or bullying will not be tolerated. This may include (but is not limited to) persistent teasing, social isolation, intimidation, and humiliation.

In cases where such behavior occurs among PCA students outside of school, whether in person, or via social media or the Internet, the administration will work with parents to resolve the issue.

13. Toys and electronic devices are not permitted at school during the school day, during extended care, or on field trips. If these items are seen by teachers or staff, they will be taken away and sent to the office where they must be picked up by a parent.
14. The school strongly discourages students having cell phones at school. However, if you feel your child must have a cell phone at school, it must be turned off and stored in a secure place out of sight at all times. If a student has a cell phone out during the school day, during extended care, or on field trips it will be taken away and turned in to the office where it must be picked up by a parent. *PCA will not be responsible for lost or broken cell phones.*

Formal Discipline Procedures

There may be extreme situations that necessitate a student's referral to the office for discipline by the administration, rather than the teacher.

These behaviors include:

1. **Persistent disrespect** shown to any teacher, staff member, or fellow student.
2. **Persistent dishonesty** including lying, cheating, and/or plagiarism.
3. **Rebellion** – purposeful disobedience in response to instructions.
4. **Fighting** – striking in anger with the intention to harm another person.
5. **Obscene, vulgar, or profane language or gestures** including taking the name of the Lord in vain.
6. **Threatening, harassing, or bullying** whether in person, in written notes, on the Internet, in text messages, or through social media.
7. **Theft** of any kind.
8. **Possession** of illegal items such as weapons or facsimiles thereof, alcohol, tobacco, incendiary devices, narcotics, etc. at school or during school functions will result in disciplinary action as well as referral to the proper authorities as appropriate.

When a student is referred to an administrator because of persistent or extreme inappropriate behavior, the following process will be used:

- The Dean of Students will notify the parent of the initiation of a formal disciplinary process, and issue to the student a written notice to participate in an after-school anakainosis session. *Anakainosis* is the Greek word meaning “spirit of renewal” (as in Romans 12:2). The intent of *anakainosis* is to “take captive every thought to make it obedient to Christ” (2 Corinthians 10:5), which will have a transforming

effect upon the conduct and life of a PCA student. The student will bring this notice, signed by a parent, to the scheduled *anakainosis* session.

- The *anakainosis* session will typically consist of a one-on-one conference between the Dean of Students and the student, including counseling and prayer.
- A second referral to administration (for any offense) will result in another after-school *anakainosis* session, and will include campus clean-up duties.
- Upon a third referral to administration (for any offense) within a school year, a conference will be scheduled with the parent(s) and the student, the teacher(s), the Dean of Students and/or the Head of School.
- Upon the fourth, and each subsequent referral to administration (for any offense), the student will progress from in-school to out-of-school suspensions. This will also include another parent conference to discuss how to avoid additional suspensions and/or expulsion. **Please note: while *anakainosis* sessions are documented and kept on file in the office, suspensions and/or expulsion become part of the student's permanent record.**

A student on any kind of suspension may not participate in any extra-curricular, athletic, or school-related social activity during his/her suspension period.

If a child is dismissed for disciplinary reasons, parents will still be responsible for payment of tuition due for the remainder of the semester.

Misconduct Outside of School-Sponsored Events or Activities

PCA believes that the primary responsibility for children's behavior outside of school rests solely with the parents. Therefore, the administration will defer consequences for reported student misconduct outside of school-sponsored activities or events to the student's parents or guardians unless the misconduct is illegal, is potentially damaging to PCA's testimony and/or reputation, or would normally result in automatic expulsion as outlined above. If the Head of School concludes the reported misconduct should result in expulsion, he will immediately initiate, with appropriate parental involvement, an inquiry to determine the severity of the misconduct and the appropriate disciplinary action.

Corporal Punishment

PCA does not administer corporal punishment.

ACADEMY / HOMESCHOOL PARTNERSHIP

Pinewood Presbyterian Church believes that each family has the right and responsibility to determine the best methods and/or setting for educating their children. As such, we support families whether they choose to send their children to public school, private school, Christian school, or homeschool.

As a ministry of Pinewood church, Pinewood Christian Academy was established to provide its members with an authentically Christian educational program. Historically, the Academy has partnered with homeschool families to provide access to its excellent resource classes and extra-curricular activities. As the school has grown, it has become necessary to formalize that partnership. If you are, or know of, a homeschool family that would like to participate in the Academy's resource classes or after-school programs, please pick-up a copy of the policy from the school office, or encourage that family to do so.

EMERGENCY SITUATIONS AND CLOSING OF SCHOOL

In an emergency situation during school hours, appropriate measures will be taken to ensure the safety of all students. **No students will be released to parents during a lock down or tornado warning.**

There may be times when weather conditions make it impractical or even dangerous for students to come to school; in such cases parents will be notified through the school's Instant Phone / Text Messaging System which will call all families simultaneously with a recorded message from the administration. In addition, PCA will follow any closing of schools announced by the Clay County School District.

TUITION AND FEE POLICIES

FACTS Tuition Management

A 10-month payment plan may be set up with FACTS. Tuition through this plan will be automatically deducted from your checking account on the 5th (beginning July 5) or the 20th (beginning July 20) of each month. There is a \$46 annual enrollment fee with this company. **Please notice tuition payments begin in July 2017 and run through April 2018.

At any time during the year, if changes need to be made to the FACTS account, a form must be completed and signed in the school office before the change can be made.

Delinquent Payments

All returned checks will be charged a **\$20** processing fee. Returned checks will be run a second time through the bank; if returned a second time, parents must pay with a certified check, cash, or money order in the school office. Delinquent tuition is grounds for dismissal from the school. When a student's tuition payment or other fees, including extended care, is 45 days in arrears the student may be dismissed until all accounts are current. No report cards, grades, transcripts, or school records will be transferred or provided until all past due accounts are settled. Summer care fees must be paid in full prior to the first day of school.

Any family having sudden or unexpected financial difficulties should contact the school office as soon as possible to work out an alternative payment schedule and/or apply for financial assistance.

Student Withdrawals or Dismissals

Tuition will be assessed each semester. If a child is withdrawn or dismissed for disciplinary reasons, parents will be responsible for the remainder of tuition due for the semester. Records will not be released until all checks have cleared the bank and/or all accounts are up to date.

EXTENDED CARE PROGRAM

All regularly enrolled students of PCA may use this program on drop-in or regular basis. Fees are as follows:

Enrollment Fee	\$40.00 for the first child and \$15.00 for each additional child (this fee will be applied upon first use of Extended Care).
Hourly Fees	<u>\$5.50</u> per hour, with a one-hour minimum charge. After the first hour, the time will be accounted for in ½ hour increments (any time from 5 minutes to 30 minutes will be considered a ½ hour).
Morning	6:30 a.m. – 8:00 a.m.
Afternoon	12:00 p.m. – 3:30 p.m. (Pre-K only) 3:30 p.m. – 6:00 p.m. (Pre-K through 7 th grade)
Late Fees	<u>\$1.00 per minute for each minute after 6:00 p.m.</u> On the third time of picking up a student after 6:00 p.m., the privilege of utilizing PCA's extended care program may be revoked.

TECHNOLOGY / INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

As part of our continuing effort at Pinewood Christian Academy to offer high quality education from a Christian worldview, we are pleased to bring various technology opportunities, including filtered internet access, to all students in our technology lab. We teach responsible use of all technology, and misuse of the internet or other technology at school will not be tolerated.

It is our hope that parents will similarly monitor internet usage at home. In order for a student to access the internet at school and enjoy the privilege of access to technology, both student and parent must read and agree to the following:

Terms and Conditions of Use

- All Internet access must be consistent with the educational objectives of Pinewood Christian Academy.
- Participating in chat rooms, sending or receiving personal email, and instant messaging are **NOT** authorized use of the Internet at school.
- In accordance with the PCA Parent-Student Handbook's Code of Conduct, students are to respect school staff and other students in **all** interactions, including email, messaging, and Internet activities.
- In using Internet information found during research, students are to **give credit to their sources** in order to avoid plagiarism.

- Students are **never to post personal contact information** (including name, address, telephone number, or credit card information) about themselves or anyone else on a site.
- Students are **not to install or download** software or make any changes to the system.
- Students are **not to attempt to access** any site that is profane or obscene, that advocates illegal activity, or that encourages violence. If a student should ever mistakenly access an inappropriate site, he/she is to turn off the monitor and tell the teacher immediately, without showing the information to other students. This will protect the student against a claim that he/she has intentionally violated this policy.
- Just as it is not acceptable for students to go into another student's personal belongings like backpacks or a wallet, **it is not acceptable for students to access another student's Internet folder or files without that student's permission.**
- **The use of the technology and the Internet at school is a privilege not a right.** Inappropriate use may result in loss of this privilege, and could result in further discipline, including suspension and expulsion.

MEDIA AND WEB PUBLISHING RELEASE

Photographs/videos taken of Pinewood students may be used by Pinewood Christian Academy media (yearbooks, newspapers, newsletters, website, closed social media pages, other publications, television, radio and other communications and advertising media) for the purpose of advertising or publicizing events, activities, facilities and programs of Pinewood Christian Academy. The school may also publish student work for the purpose of showcasing and recognizing high achievement and good examples of student learning.

From time to time representatives of the news media are invited to campus to cover events at our schools. When this happens, there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Pinewood Christian Academy is not responsible for photographs or videos taken by other parents during field trips or campus events and published on that parent's social media site.

By law, Pinewood Christian Academy protects the privacy of its students and is prohibited from releasing personal information, including students' names, home address or telephone number, in the public arena.

Parents must complete a form and return it to the child's teacher, notifying Pinewood Christian Academy **if they do or do not want** their child(ren) identified in any official publication or **they do or do not want** their child(ren)'s work to be published.

FIELD TRIP GUIDELINES

It is a privilege to be able to travel as part of our educational program. Teachers will arrange for stimulating field trips throughout the year. To provide the best experience for all students, proper behavior is expected.

Purpose

1. Field trips add variety to the regular instructional program.
2. They tend to be special learning experiences that help develop positive attitudes toward related classroom activities.
3. They help students appreciate the relevance and importance of what they learn in the classroom.
4. They provide an opportunity to involve students, parents, and the community in the instructional program.

Student Rules

1. Students are reminded that they are representing PCA and our Lord. Behavior and conversation on the trip should reflect this. Remember to use your "inside voice." Refrain from inappropriate physical contact, including horseplay and public displays of affection during the field trip.
2. Dress code for most field trips is the green PCA crest shirt (i.e. chapel shirt) with khaki bottoms. Changes to this requirement will be determined by the teacher and communicated via the permission slip form sent to parents.
3. **Students are not permitted to bring any toys, phones, or electronic games.**
4. All music and movies enjoyed on field trips **must be pre-approved by the teacher.**
5. Students are to respect and obey the chaperones as if they were the teacher.
6. Students are to stay with their assigned chaperone while on the trip.
7. Students are to sit in the same seats and/or ride in the same car coming and going on the trip.
8. Students should go to the restroom in groups of at least two with a chaperone accompanying them.
9. Field trips are a privilege we enjoy. In the event that a student refuses to abide by these guidelines while on any PCA field trip, the following could occur:
 - a. The school may contact the parents to pick up the student.
 - b. The student will be responsible to proper authorities (e.g., shoplifting).
The student may lose the privilege of participating in future field trips.

Chaperone / Driver Requirements

1. All chaperones must be SAFECare approved, and all drivers (for K-7) will have their driving record checked. Parents who have not submitted their SAFECare certificate to the school office 7 days prior to the filed trip will **NOT** be approved as chaperones.
2. All drivers must submit proof of current auto insurance and a copy of his/her driver license to the school office.
3. All Chaperones must show good judgment in dealing with children.

Chaperone / Driver Guidelines

1. Chaperones will be responsible for appropriate supervision of an assigned group of students throughout the field trip. If a chaperone cannot accompany the class for the entirety of the field trip, (s)he will NOT be approved as a chaperone.
2. Upon return to the school, the chaperone must wait with the students in the classroom until the teacher arrives.
3. Family members or others in the care of the chaperone / driver are not permitted to attend the field trip.
4. State law requires the use of seat belts (and booster seats where appropriate) by all passengers / drivers in personal vehicles.
5. All chaperones / drivers should be at the school 10 minutes prior to the designated departure time so riding assignments and directions can be distributed. All drivers are to follow the same designated route on the field trip, which could include driving on the interstate.
6. Students are to sit in the same seats and/or ride in the same car coming and going on the trip.
7. Chaperones / Drivers should refrain from using cell phones (especially while driving), unless the call is regarding the field trip.
8. At least two students and one chaperone should go together in public restrooms.
9. All music and movies enjoyed on field trips must be pre-approved by the teacher.
10. Students are not permitted to bring any toys, phones, or electronic games.
11. Remind students that they are representing PCA and our Lord. Their behavior and conversation on the trip should reflect this.
12. Students have been told to respect and obey the chaperones as if they were the teacher. Chaperones should immediately inform the teacher if there is a child in your group that is disrespectful or disobedient.
13. Chaperones are asked to refrain from giving their own child spending money if others were not allowed to do so.