

Introduction to School

PHILOSOPHY

Our philosophy is to love, discipline and educate children while developing the mind and promoting standards of excellence in academics, athletics, fine arts and behavior. We maintain a steadfast commitment to guiding the intellectual and personal development of children and a belief in the importance of educating all dimensions of students. While our philosophy encompasses an understanding of varying levels of academic ability, differences in learning styles, and multiple instructional strategies, our goal is firmly rooted in the college preparatory mode. We celebrate individuality within the communal life of family, community, church and state while encouraging the love of God in Jesus Christ, our Lord.

MISSION STATEMENT

The mission of Pinewood Christian Academy is to offer a quality education in a Christian environment by using strict academic standards and discipline to foster spiritual, intellectual and social growth.

SCHOOL ALMA MATER

Mr. Wayne Buffington, a former Pinewood faculty member, composed and introduced the school's *alma mater* which is entitled, "Pinewood Patriot Green" in 1971.

ALMA MATER

*At the most important times we sing to Pinewood Patriot Green
Of Christian ways we hold the truth to Pinewood Patriot Green
So help us now as we meet this day continue to be true
And n'er forget the kindredship between our God and man.*

SCHOOL COLORS

Pinewood's school colors are "Green, Orange and White".

SCHOOL MASCOT

Pinewood's mascot is the "Patriot".

SCHOOL MOTTO

The school's founding headmaster, O.H. Smith, Jr. introduced a motto which concisely explained the values which are stressed at Pinewood – "*Fides, Veritas, Hereditas*" which means "Faith, Truth, Heritage".

STATEMENT OF NONDISCRIMINATION

Pinewood admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

AUTHORITY OF THE HEADMASTER

The headmaster is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the Headmaster may undertake corrective measures which he believes to be in the best interest of the student and the school, provided any such action does not violate Board of Governors policy or procedures.

VISITOR ON CAMPUS

All visitors, including parents, must check in at the school office at all times and under all circumstances.

A visitor pass will be issued to all visitors and parents when signing in at the school office. This pass is to be returned when leaving the school.

Teachers have been instructed to send any visitor or parent who does not have a visitor pass to the office immediately.

Parents should never go directly to a classroom during the school day for any reason.

Trespassing on campus without specific permission is strictly forbidden. This regulation is designed to ensure the safety of students and personnel.

GRIEVANCES AND COMPLAINTS

Any grievance or complaint regarding the school should be presented in a professional and courteous manner to the appropriate school staff member. Every attempt should be made to resolve the concern first with the individual teacher or staff member. In cases where the concern cannot be resolved at that level, the next point of contact should be the lower or upper school assistant headmaster.

In rare cases where the matter has not been resolved by meeting with the teacher and the assistant headmaster, parents or guardians may request a meeting with the headmaster through the school secretary. Please explain to the secretary

what the meeting concerns. All appointments must be made in this manner. The headmaster will not schedule a meeting until appropriate steps in the process have been followed.

Should you have a concern that goes beyond what the school administration has offered as a solution, deliver your complaint in writing to the Chairman of the Board of Governors. Individual board members, though they may be long-time friends or associates, will not deal with grievances except through the board chairman. To do otherwise would put a board member in a very awkward position since the board has charged the headmaster with the management of the school.

PROTOCOL FOR CURRICULUM CHALLENGE

Parents or guardians wishing to challenge specific curriculum used within a course at Pinewood Christian Academy should submit their concerns in writing to the teacher of the challenged curriculum. A copy of the letter should also be submitted to the headmaster and the curriculum director. Phone calls and e-mails are not acceptable means of communicating concerns regarding challenged curriculum.

- The headmaster, curriculum director and teacher of the challenged curriculum shall devise a course of action concerning the challenge. The parents/guardians who submitted the challenge shall be notified of the intended resolution regarding the challenge.
- If the parents/guardians are not satisfied with the course of action recommended by the teacher, headmaster, and curriculum director, the parents/guardians may request to present their concerns to the Board of Governors at the next regularly scheduled meeting. The headmaster shall inform the Board of Governors of the attempt(s) to resolve the issue regarding the challenged curriculum. Parents/guardians should not contact any board member personally regarding their concerns.
- The Board of Governors decision regarding the challenged curriculum shall be final and all parties involved in the challenge shall be informed of the decision in a prompt manner

ATTENDANCE

MANDATORY ATTENDANCE

Absences are one of the largest problems we face at Pinewood. We cannot express the importance of your child being in class and the excessive amount of work placed upon a teacher when students are absent. Please read carefully the rules below in reference to absences.

Regular school attendance is required by law and is necessary for good scholarship. Georgia state law allows 10 absences per semester.

More than 10 absences per semester in any given class may result in non-credit for the class and/or a failing grade.

Administration may require a doctor's note prior to excusing an absence if the student has a history of an attendance problem.

ABSENCES

It is the students responsibility to make up all work missed during an absence. We will work very hard each year as a staff in teaching our students the importance of responsibility. Teachers are not required to re-teach material missed during an absence but are encouraged to help as much as possible.

Students signing in late must sign in prior to 11:45am to be counted present and students signing out early must remain in class until 11:45 am to be counted present for the day. If a student leaves school before 11:45 am, he is counted absent for the day, even on half days.

In grades 7th through 12th, roll will be taken during each class. A student must be present in four complete classes to be counted present for the day.

After each absence, parents must submit a signed note the day a student returns to school.

If a student is absent from school because of school-related activities, he/she is not counted absent and is afforded an opportunity to do makeup work.

If a student is sent home for a school policy violation, any missed work will not be allowed to be made up (suspension, length of hair, facial hair, dress code violations).

GRADES 7TH THROUGH 12TH EARLY DEPARTURES

Students checking out early must be signed out in the main office. A sign-out record is maintained in the school office. Students will not be called out of academic classes to sign out until the parent has arrived at the school.

A note is required when it is necessary for someone other than a parent to pick up a student: the note must list that person by name.

All notes must be given to the office at the time of checkout and the student or parent or parent designee must sign the student out in the office before leaving school.

Leaving school grounds during school hours is prohibited unless a parent signs his/her child out or a parental note is furnished to the office allowing the student to sign him/herself out.

Signing a student out early is discouraged, especially during 7th period. Every effort should be made to schedule doctor and dental appointments outside school hours.

More than 10 absences in any given class per semester may result in non-credit for that course for the year.

Period attendance is recorded specifically for final exemptions and does not pertain to perfect attendance for the school year.

Students leaving before half of any class will not receive credit for that class for that day. Students are to remain in class until called by the office for early departures.

Students in grades 7th – 12th with five UNEXCUSED early departures from school per semester may result in 1 absence assigned; therefore, the student will not be eligible to receive perfect attendance.

It is the student's responsibility to take the initiative in making up any class assignments or other work missed due to excused early departures. All work missed must be turned in upon return to school unless special permission is obtained from the administration. Student illness will be taken into account.

Students who become ill during the school day are to report to the school secretary and parents will be contacted.

Pinewood reserves the right to verify all parent permission notes for early departure.

EXTRACURRICULAR PARTICIPATION ATTENDANCE

Students must attend 4 classes or have a doctor's excuse or have a note due to a death in the family to be eligible to participate in extra-curricular (athletic or literary) competition or practice on that particular day.

Students are required to turn in all work missed, due to an extracurricular absence, the day they return to school. If a test is given the day after an extracurricular absence, the student will not be responsible for any new material on the test or will be allowed to take the test at a later date. This decision will be at the discretion of the teacher.

LOWER SCHOOL EARLY DEPARTURE

When parents come to pick up their children, they are required to check their children out at the school office, rather than going directly to a classroom or other area.

Teachers have been instructed to send all parents coming directly to their classrooms to pick up students prior to the dismissal bell to the office.

Parents are reminded that the dismissal bell for both the upper and lower school is 3:28 pm. Parents picking up students in grades K4 – 6th grades are not to enter the school building before 3:28 pm to pick up their child.

Do not email your child's teacher with departure changes. All changes must be called in to the office.

Students in grades K4 – 6th with five UNEXCUSED early departures from school per semester may result in 1 absence assigned; therefore, the student will not be eligible to receive perfect attendance.

Early pickup on a daily basis is discouraged.

Students should not be signed out after 3:00pm unless there is an emergency. The office becomes a hectic place after 3:00 due to sign-outs that appear to be simply for convenience to avoid departure. Please understand that we have one office that takes care of all our students; therefore, we can no longer allow students to sign out after 3:00pm unless there is a valid excuse (i.e. dental/doctor appointments) or an emergency.

Lower school classes are difficult to locate in the afternoons. Students may be on the playground, in the outdoor classroom, or in another class-setting. Trying to locate a child for a last minute change in the way he/she is to go home becomes

very difficult. Please make necessary arrangements before your child's scheduled lunch.

Lower school lunches vary between 11:00 a.m. and 1:00 p.m. There are to be no changes in the way your child gets home after these times unless there is an emergency.

Tardiness

It is disruptive to the learning atmosphere to have class attention directed to a student entering a class late.

TARDY TO SCHOOL ~ ALL STUDENTS

Students who repeatedly arrive late to school due to sickness or not feeling well may be asked to furnish a medical statement from their doctor.

Five UNEXCUSED tardies to school per semester will result in 1 absence assigned. Therefore, the student will not be eligible to receive perfect attendance.

TARDY TO SCHOOL ~ LOWER SCHOOL

All students must be in homeroom in the morning by the 8:05am bell; otherwise, they are tardy to school. Any K4-3rd grade student tardy to school must have a parent sign the tardy register in the office and receive a tardy pass before being admitted to class. Any student 4th -6th grade that is tardy to school must sign the tardy register in the office and receive a tardy pass before being admitted to their homeroom. Any parent/student that does not abide by this procedure may result in the student being counted absent for the day.

TARDY TO SCHOOL ~ UPPER SCHOOL

All students must be in homeroom in the morning by the 8:05am bell; otherwise, they are tardy to school. Any student 7th -12th grade that is tardy to school must sign the tardy register in the office and receive a tardy pass before being admitted to their homeroom. Any student arriving after Homeroom must have a note signed by their parent stating their knowledge of their child's tardiness. If a student does not have a note, he/she will be asked to call a parent before he/she can be admitted to class. A student who arrive late to school without a valid excuse will not be allowed to enter a class already in progress if he/she has missed over ½ of the class.

CONSEQUENCES FOR UNEXCUSED TARDIES

Students who repeatedly arrive tardy to school will be disciplined as described below:

<u># Tardy</u>	<u>Penalty</u>	<u># Tardy</u>	<u>Penalty</u>
1-3 rd	No Penalty	9 th	Parent must sign student in at office prior to 7:45 am for 1 week/ISS/Corporal Punishment/After-School Detention
4 th	Written Warning		
5 th	Morning Detention/ Corporal Punishment	10 th	Suspension from school – 1 day for each new tardy
6 th	Morning Detention/ Corporal Punishment		
7 th	ISS/Corporal Punishment/ After-School Detention		
8 th	ISS/Corporal Punishment/ After-School		

Tardy to Class ~ UPPER SCHOOL

Students will be given sufficient time to change classes. Students will be considered tardy when the bell begins to ring. See above tables for tardy discipline.

ACADEMIC GUIDELINES

STUDENT RESPONSIBILITIES

All assignments must be completed and turned in on time. Failure to do so will result in academic penalties, including non-credit when appropriate. Maximum effort is expected at all times; it could mean the difference between passing or failing a given course.

It is the student's responsibility to seek assistance when having difficulty in a subject area. Teachers are willing to help, but they will not force a student to seek extra assistance.

Students in grades 9th – 12th must enroll in **seven** courses per year and must earn 24 prescribed Carnegie Units in order to graduate.

MAKE-UP WORK

All assignments should be obtained from InfoDirect. When desired, parents may request books to be sent home for their child. Request must be made to the school office before 9am and picked up after 2:45pm. Under no circumstances should a parent disrupt the classroom during the school day to request books or assignments directly from the teacher.

Students are allowed to make-up missed assignments. In the event of an absence, it is the student's responsibility to determine what test, assignments, or other work have been missed and to take the initiative in making up work within the prescribed time limit. Failure to do so will result in a zero for any work missed.

A student has the number of days absent plus one additional day to make up and turn in missed work. (Example: student is absent Monday, Tuesday & Wednesday – student will have Thursday, Friday, Monday & Tuesday to complete missed work and turn in.)

Students are required to turn in all work missed, due to an extracurricular absence, the day they return to school.

If a test is given the day after an extracurricular absence, the student will not be responsible for any new material on the test or will be allowed to take the test at a later date. This will be up to the discretion of the teacher. No work will be accepted after this time limit without permission of the administration.

CHEATING

Cheating is considered a serious offense, and those found guilty will be dealt with accordingly. Teachers will give an automatic zero for any assignment, test, quiz, or exam in question. Parents will be notified of each offense: repeat offenders are subject to suspension. Cheating is defined as either RECEIVING or GIVING information on any assignment, test, homework, quiz or exam without the express

permission of the teacher. See technology use policy for additional information pertaining to this topic.

Students may be expelled from academic or Christian based clubs for this offense. (i.e., Honor Society, Jr. Honor Society, Interact, PALS, FCA, GRITS or any other academic or Christian based club.)

Plagiarism (copying or taking credit for another's work) is also considered cheating.

GRADES

Pinewood will assess student progress on a 9-weeks basis. Parents have daily access to their student's grades through Info Direct. Genuine and concerted effort is always taken into account when students are assigned grades.

Parents will be reminded to check Info Direct at the half way point of the 9 weeks. A nine weeks, semester or yearly average yielding a fraction of 0.5 or greater will be rounded up to the next whole number. The yearly average will consist of the average of the first and second semesters.

A student who receives a preponderance of grades below 70 at any grade level will be subject to retention.

Any students in the 7th or 8th grades who fail more than one subject must repeat the respective grade.

No student who fails a course during the senior year will be allowed to graduate.

K4 & K5

Students in K-4 & K-5 will be assigned grades according to the following scale:

G = Good

N = Needs to Improve

S = Satisfactory

U – Unsatisfactory

Student promotion or retention in K-4 is based on results of readiness tests, teacher evaluation and consultation with parents and headmaster.

Those students in K-5 who make unsatisfactory marks for the year in a subject will need to be evaluated, and grade placement will be determined by teacher evaluation and consultation with parent and Headmaster.

PCA Grade Scale: Grades 1-12

A - 100-93

B - 93-86

C - 85-78

D - 77-70

F - Below 70

Grades 9 – 12

Numeric grades will be converted to the following GPA scale on high school transcripts:

4.0 - 90-100

3.0 - 80-89

2.0 - 70-79

1.0 - 60-69

0.0 - 59 and below

HONOR GRADUATES/VALEDICTORIAN/SALUTATORIAN

In order to be eligible for honor graduate status, a student must take the highest level college prep courses available.

An honor graduate must have an overall 93.0 average, or higher. The final average will not be rounded. Five (5) points will be added to the final average of each Advanced Placement and Dual Enrollment class before averaging to determine class ranking.

Valedictorian and Salutatorian must both have earned all high school credits from Pinewood and have taken the highest level courses available to him/her, including AP classes. Students transferring to Pinewood during or after the 9th grade will not be eligible. To be eligible for Valedictorian and Salutatorian a student must take ½ of all AP classes offered at Pinewood to be eligible for Valedictorian and Salutatorian.

HONOR AND ACHIEVEMENT ROLLS

Honor Roll is awarded to students in grades 1st - 12th who have a 93 or above in every course for the 9-weeks period.

Achievement Roll is awarded to students who have an average of 90 or above with no grade below 85 for the 9-weeks period.

Grade averages will include all course grades with the exception of weight training and teachers assistants.

MID TERM AND FINAL EXAMS

Mid-term exams are required of all students in all classes for grades 7th - 12th. These exams are comprehensive and are designed so that the average student will need all of the time allotted in the exam period. Final exams are required of all students in all classes for grades 7th – 12th UNLESS exemption requirements are satisfied.*

If a student is to be absent from a mid-term exam, the parents must communicate with the office and the teacher in question to make alternative testing arrangements prior to the regular test time. Failure to contact the teacher or administration may result in a zero on any missed exams.

****Final Exam Exemptions for High School Students***

Students in grades 7 through 12 will be allowed to exempt any final exam if they have a 93 average in that class at the end of the year. Students may also exempt any final exam if they have missed four (4) days or less in a class for the year. Final exam exemption DOES NOT apply semester courses.

Any other exam exemptions will be decided by the Headmaster only.

SEMESTER GRADES

Semester grades are averaged in the following manner:

Double 1 st 9 weeks	40%
Double 2 nd 9 weeks	40%
Semester Exam	20%
Total	100%
Divide by 5	Semester Avg.

The final average is determined by averaging semesters 1 and 2.

CORE CURRICULUM REQUIREMENTS

Pinewood Christian Academy offers a College Preparatory Diploma. Listed below are the required core courses for obtaining any PCA diploma. All students are required to complete these units. A PCA diploma requires the successful completion of 24 units. Completion of diploma requirements DO NOT qualify students for the HOPE Scholarship Program. An asterisk (*) denotes courses of rigor as required by State Department of Education.

ENGLISH – 4 units required

<p><u>Required courses:</u></p> <p>English I or Honors English I English II or Honors English II English III or Honors English III English IV or AP Literature/Composition*</p>	
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MATHEMATICS – 4 units required

<p><u>Required courses:</u></p> <p>Algebra I Geometry or Honors Geometry Algebra II</p>	<p><u>Plus one from the following:</u></p> <p>*Analysis *Advanced Algebra & Trigonometry *AP Calculus</p>
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SOCIAL SCIENCES – 3 units required

<p><u>Required courses:</u></p> <p>World History U.S. History or *AP U.S. History Economics/Government</p>	
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SCIENCE – 4 units required

<p><u>Required courses:</u></p> <p>Biology *Chemistry or *Honors Chemistry Physical Science or *Physics</p>	<p><u>Plus one from the following:</u></p> <p>*AP Chemistry *Human Anatomy & Physiology Environmental Science or *AP Environmental Science *Physics</p>
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OTHER REQUIRED COURSES

Bible

Computer Applications

*Foreign Language: Spanish or Latin – 2 units in the same language

Health & Personal Fitness (1/2 unit of each)

Areas of Study	College Prep
English/Language Arts	4 Units
Mathematics	4 Units
Science	4 Units
Social Sciences	3 Units
Health and Personal Fitness	1 Unit
Introduction to Technology	1 Unit
Foreign Language	2 Units
Bible	1 Unit
Other Electives	4 Units
Total Units Required	24 Units

Other Electives offered at PCA

Journalism I, II, III, IV

Drivers Training (fee required)

Chorus /Art (fee required)

Digital Media & Design Production

Visual Arts/Photography I

Scholastic Assessment Test (SAT) Preparation

World Geography / Marketing

Physical Conditioning and Advanced Phys. Conditioning – Does not count in GPA

Weight Training and Advanced Weight Training – Does not count in GPA

*Dual Enrollment Courses – Student must meet minimum admission requirements from specific college. Only courses NOT offered at PCA may be taken.

Virtual School classes – Apex Learning or Georgia Virtual School.

RIGOR REQUIREMENTS FOR HOPE SCHOLARSHIP ELIGIBILITY

All students must meet this requirement to be eligible for the HOPE Scholarship. This does not keep a student from graduation from high school. All AP and Dual enrollment classes are rigor courses.

Class of 2016: minimum 3 courses

Class of 2017 and beyond: minimum 4 courses

GRADE LEVEL CLASSIFICATION

In order to be considered a member of the designated class, a student must have accumulated the following number of Carnegie units:

<u>Class</u>	<u>Number of Units</u>
Sophomore	5.0
Junior	11.0
Senior	17.0
Graduation	24.0

CLASS RANKINGS

Class rankings in grades 9 - 12 are determined according to cumulative grade point averages.

Graduating seniors with a cumulative average of 93 or higher who have taken the highest level of courses available and completed graduation requirements as stated on page 9 are classified as Honor Graduates.

The Valedictorian is the senior with the highest GPA who has all high school credits from Pinewood, and has taken the highest level courses available to him/her, including AP classes. The Salutatorian is the senior with the second highest GPA who has all high school credits from Pinewood and has taken the highest level courses available to him/her including AP classes.

SUMMER SCHOOL (GRADES 7 - 12)

Summer school may be required of students who fail a subject or would benefit from a refresher course. No more than two units may be taken in a state approved virtual summer school program, and no new courses may be taken. The Headmaster must approve all summer work for credit or remediation. No summer work may be done for partial credit. If the course has been failed during the regular school year then the entire course must be repeated during summer school, or ½ unit may be taken to complete the full unit required.

Extra-Curricular or Interscholastic Activities

STUDENT ELIGIBILITY

No student is allowed to participate in extracurricular or interscholastic activities of any kind including athletic competition and literary competition, if his/her grades fall below a certain level.

If a student makes a grade below 70 or more than two grades below 75 during a single grading period he/she will not be allowed to practice or participate in any extracurricular or athletic activity during the next four weeks probation period. The probation period begins the day after report cards go out, and the student's grades are to be rechecked 28 days thereafter.

In order for a student to return to eligible status, he/she must maintain satisfactory / passing progress through four weeks of probation. This will be monitored by the coach or sponsor and reported to the headmaster. The report must include all subjects and be in writing. The Headmaster will determine eligibility reinstatement.

A student who has passed in 5 unit subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester. A student who passes in 5 unit subjects, or their equivalent, for the second semester or for the year is eligible for the following year. Of the 5 unit subjects, 3 units **MUST** be in the following subject areas: English, Science, Social Studies, Mathematics, and Foreign Language.

It is the responsibility of the coach or sponsor to be certain that all members and/or participants meet eligibility requirements.

LATE ARRIVAL DUE TO SPORT ACTIVITIES

An excused tardy will no longer be allowed for team members arriving late the morning following a sporting event unless notification to the team is given by the teams coach or the school administration prior to leaving the sporting event or unforeseen problems occur during the trip home.

TRANSPORTATION OF STUDENTS

All students must be transported, travel, or ride in a state DOT approved vehicle. Students are not to be transported in faculty/staff private vehicles. This policy applies to all school activities both on and off campus. **Any exception to this policy must be preapproved by the Headmaster.**

Sports Available

School wide announcements are made for students to sign up for any sports they are interested in trying out for at the appropriate times. *

Baseball:

- Varsity Baseball – open to boys in grades 9th through 12th
- MS Baseball – open to boys in grades 7th and 8th

Basketball:

- Varsity Basketball – open to *boys and girls* in grades 9th through 12th
- SPAL Basketball – open to *boys and girls* in grades 5th through 8th

Cheerleading:

- Competition Varsity – open to students in grades 9th through 12th
- Competition Junior Varsity – open to students in grades 5th through 8th

Clay Target Sports:

- Varsity Shooting Team - open to students in grades 8th through 12th

Cross Country:

- Cross-Country - Open to *boys and girls* in grades 8th through 12th

Fast-Pitch Softball:

- Varsity Softball - open to girls in grades 8th through 12th
- MS Softball – open to girls in grade 6th through 8th

Football:

- Varsity Football – open to students in grades 9th through 12th.
- Middle School (MS) Football – open to students in grades 7th through 8th.
- 5th & 6th Grade Football

Golf:

- Varsity Golf - Open to *boys and girls* in grades 8th through 12th

Track and Field:

- Varsity Track and Field - open to *boys and girls* in grades 8th through 12th

Tennis:

- Varsity Tennis - open to *boys and girls* in grades 8th through 12th

Wrestling:

- Varsity Wrestling – open to students in grades 8th through 12th

*Students must be in the listed grade level stated and maintain academic eligibility in order to participate at any level.

Early Arrival and Car Departure

EARLY ARRIVAL ~ Students (Before 7:55 am)

Students may be dropped off in the morning beginning at 7:30 am in front of the entrance to the cafeteria. Students will be monitored by faculty members until 7:55am at which time they will be directed to their classrooms.

CAR DEPARTURE PROCEDURES

Students that are picked up in the car line will be taken to the cafeteria area at the end of the school day. Parents are to line up at the designated area and wait until buses have cleared and they are directed to proceed to the pickup area. Signs provided by the school must be hung from the rear view mirror of your car in order to help with the safe and speedy departure of all students. One sign per family is provided by the school. Additional signs may be purchase at a cost of \$5.00 each. For safety reasons please refrain from being on your cell phone, texting, etc. during car departure.

Guidance Center

The counselor serves all students in the school. The counseling program includes the planning of each student's academic program, counseling with students who have personal or academic problems, administering the school's testing program, providing college and career guidance, and assisting in the college application process.

Pinewood's guidance center houses a wealth of catalogs, books, pamphlets and other materials on colleges and universities. The guidance counselor also strives to provide valuable information on college entrance exam preparation, financial aid and career choices. The counselor's website can be accessed through the school website at gopca.org. This website contains information about our school's academic and graduation requirements. Forms for transcript requests and work permits can also be found on the counselor's website. This website will continually update and offer new information about tests, colleges, scholarships, etc. Please visit the website often to stay informed of upcoming events and new information.

The counselor may be reached at extension #30 or through her email address at pcacounselor@bellsouth.net. Parents needing to meet with the guidance counselor must call and schedule an appointment. Students needing assistance may stop by the guidance office to schedule an appointment. The school guidance counselor is available Monday through Friday from 8:00 to 4:00.

ITBS Testing

Students in grades 1-10, as part of continues school improvement, use the Iowa Tests of Basic Skills (ITBS) each year. The ITBS is vital in determining student achievement, promotion and used as part of the placement process for students' inclusion in the most rigorous classes available. All portions of the test will be administered each year.

Media Center/Library

As a result of the efforts of many people, Pinewood students enjoy a well-established library. It is the desire of the administration that teachers and students reap maximum benefits from this resource. We like for our students to read, read, and read!

Each student borrowing books from the library is responsible for returning them by the due date and in good condition. Students pay for books that are lost or damaged while in their possession. A fine of 10 cents per item per day is charged for each overdue book returned late by 1st through 12th graders.

K4 and K5 students can check out books weekly via a pickup system from their classrooms. A canvas bag identified with the student's bar code label facilitates the weekly checkouts in K4-K5 classrooms.

Students in 1st through 12th grades may visit the library daily to check out books and may have two books checked out at the same time.

SPECIAL PROGRAMS

- The weekly **"Storytime"** sessions for K4 through 2nd grade classes expose the students to award-winning books by well-known authors.
- The **"Pinewood Reader"** program in grades 2-8 has resulted in many books being read and reading comprehension scores improving.
- A **"100 Books Club"** program is available to students in the K4-K5-1st grades.
- The **"Summer Reading"** program on Tuesday afternoons in June and July offers an opportunity for students to maintain their reading skills and to "bank" points for their yearly Accelerated Reader goals.

STUDENT RESEARCH

- Teachers doing prior planning of topical research with the media center staff ensures greater success.
- Teachers are asked to encourage use of print materials for research also.
- When sending a group larger than 3 students to use the computers, the teacher will accompany the students.
- Teachers issue individual passes to each student wanting permission to use the library computers for the Internet &/or word processing.
- Students are **not allowed** to access email accounts on library computers.
- All material needs to be scanned for viruses before any material is downloaded and brought into the media center.
- Since the library computers have to serve so many people, faculty and students are asked to avoid browsing websites for personal use.
- Students may print items in the library for a nominal fee: Colored copy is \$.10 per page and black/white copy is \$0.05 per page.

Cafeteria

STUDENT ACCOUNTS

Payment may be submitted to the homeroom teacher or to the lunchroom manager. Each student has a lunchroom account in the system to which deposits will be made. This new procedure eliminates the handling of cash in the cafeteria. Deposits to this account will cover all purchases made during break and lunch. The individual accounts and monthly menus can be viewed online via InfoDirect.

LUNCHROOM ACCOUNT PROCEDURES

- All checks **MUST** have ***Student's Name/Teacher's Name*** on the memo line.
- All CASH must be placed in an envelope with ***Student's Name/Teacher's Name***
- **DO NOT** include lunch account money with any other type of payment to the school (i.e. tuition, dues, etc.)

If a student is tardy to school after lunch orders have been taken, only a cold lunch will be available unless cleared with the lunchroom manager.

LUNCHROOM EXPECTATIONS

Food or drinks should not be carried from the cafeteria area at any time. Each lunch period is 30 minutes in length, and all students have adequate time to eat. Good manners are expected at all times. Cutting in line or allowing friends to cut in is not allowed. Students are responsible for wiping down tables and clearing the table/floor of litter after every lunch. Students are allowed to store lunches brought from home in the student refrigerator located in the lunchroom area. Students who eat the last lunch of the day are required to wipe down tables and stack chairs on top of the tables.

FOOD POLICY

Pinewood is obligated to provide food service at the most reasonable prices possible. The school will allow lunches to be brought from home, but students are not allowed to order food from outside sources to be delivered to the campus. Microwaves are available to students to heat lunches brought from home.

The Headmaster must approve exceptions to the food policy.

Chapel

The purpose of Chapel is to provide the students with an opportunity to improve moral and spiritual awareness in order to lead better lives. Students are encouraged to be active and attentive participants during each Chapel program. Teachers escort their students to and from Chapel.

There are three separate Chapel Services provided for the students each Wednesday. Please note that the school has a Chapel Bell Schedule on Wednesdays. Special programs may result in a change from the regularly scheduled Wednesday Chapel Services. Teachers and students will be notified in advance.

Grades 7th through 12th

Local youth ministers and pastors are invited to speak to students. On occasion, Christian bands have been invited to perform. The Praise Band (Pinewood students) leads the students in song and provides music.

Grades 4th through 6th

Students meet in the gym. They are led in worship and receive a message from the Director of Campus Ministries. On occasion, special guests are invited to speak or perform.

Grades K4 – 3rd

Students meet in the gym. The curriculum used is “High Voltage Kids Ministry”. They are led in song and message by the Director of Campus Ministries.

SCHOOL UNIFORM REQUIREMENTS

Students are to be in compliance with the dress code from the beginning of the school day until its conclusion, as well as during travel to and from school for school sponsored activities including but not limited to athletic events, literary competitions, and field trips. Approved travel attire or school uniforms must be worn by ALL participants of extra-curricular activities during travel times. Exceptions to the dress code requirements must be made in advance with Administration.

GIRLS (K4 – 3rd grade)

- **JUMPERS** Plaid Jumper (Style # 194) (Color # 75)
Princess Jumper (Style # 156)
Navy, Grey, Kelly Green, Hunter Green, Orange, White
- **PRIVACY SHORTS** Navy Knit Biker Short Privacy Shorts
~ Required under jumper & skirts; may be purchased elsewhere
- **BLOUSES** White Short Sleeve or Long Sleeve Peter Pan Blouse
- **KNIT SHIRT DRESS** Navy Knit Shirt Dress with School Text Logo or Embroidered School Text Monogram
- **SKORTS** Khaki or Navy WRAP Skort (Style #907)
Plaid Skort (Style #907) (Color #75)
- **SLACKS** Khaki or Navy Pleated or Fashion Fit Slacks with Buckhead Logo
- **CAPRIS** Khaki or Navy Capris with Buckhead Logo
- **SHORTS** Khaki or Navy Pleated or Fashion Fit Shorts with Buckhead Logo
- **SHIRTS** Gray, Navy, White, Kelly Green, Hunter Green or Orange Short Sleeve or Long Sleeve Knit Shirt or Fashion Fit Polo with School Crest Logo or Embroidered School Crest Monogram
~ Kelly Green and Orange Available in Banded Short Sleeve Only
- **SWEATERS** Navy or White Crewneck or Zip Cardigan w/ Embroidered School Text Monogram
Navy or Gray Sweater (Any Style) w/ Embroidered School Text Monogram
- **SWEATSHIRTS** Several different styles & designs available at Buckhead or School Store.

To be worn to school must comply with the required uniform colors: Grey, White, Navy, Kelly/ Hunter Green & Orange.

- **OUTERWEAR** Navy or Gray ½ or Full Zip Fleece Jacket with Embroidered School Crest Monogram, Navy Nylon Jacket (any style) with Embroidered School Crest Monogram, Navy, or Charcoal Evo Evolux Fleece Jacket with Embroidered School Crest Monogram
~All jackets worn inside the school building must be uniform approved.
- **BELTS** Black or Brown Belt or Navy or Khaki Stretch or Magnetic Belt
~ Any Style – May be purchased elsewhere
- **SOCKS/TIGHTS** Socks must be worn with tennis shoes. Socks must be approved uniform colors: Navy, Gray, White, Black, Kelly or Hunter Green, and Orange. **Please note: fluorescent green and orange are NOT APPROVED colors.**
Leggings and tights may be worn in all approved uniform colors **EXCEPT Kelly Green and Orange.** Leggings should be ankle length. Sheer or lacey leggings are **NOT ACCEPTABLE.** Tights should be opaque or cable knit style.
~ May be purchased elsewhere
- **SHOES/ LACES** laces Shoes, including boots, sandals, and tennis shoes, and should be conservative in style and predominately black, brown, navy, grey, gold, silver, or white in color. Sequin, glitter, or rhinestone detailed shoes are **NOT ACCEPTABLE.** All sandals must strap securely to the feet. No open-back shoes or flip-flops.
~ May be purchased elsewhere
- **HAIR ACCESSORIES** Matching hair accessories must be approved uniform colors: Navy, Gray, White, Black, Kelly or Hunter Green, and Orange. Sequin, glitter, or rhinestone detailed accessories are **NOT ACCEPTABLE.**
~ May be purchased elsewhere

GIRLS (4th-12th grade)

- **SKIRTS** Plaid Skirt (Style # 134) (Color # 75)
Khaki or Navy Skirt (Style # 143 or # 2661)
- **No shorter than 3” from the top of the knee**
- **PRIVACY SHORTS** Navy Knit Biker Privacy Shorts – Required under skirts and jumpers
~ **Required under skirts & may be purchased elsewhere**
- **BLOUSES** Blue or White Short Sleeve or Long Sleeve Oxford Cloth Blouse with School Text Logo or Embroidered School Text Monogram
White or Blue $\frac{3}{4}$ Sleeve Oxford Over-b blouse with School Text Logo or Embroidered School Text Monogram
- **SKORTS** Khaki or Navy WRAP Skort (Style # 907)
Plaid WRAP Skort (Style # 907) (Color # 75)
- **SHORTS** Khaki or Navy Pleated or Fashion Fit Shorts with Buckhead Logo
- **SLACKS** Khaki or Navy Pleated or Fashion Fit Slacks with Buckhead Logo
- **CAPRIS** Khaki or Navy Capris with Buckhead Logo
- **SHIRTS** Gray, Navy, White, Kelly Green, Hunter Green or Orange Short Sleeve or Long Sleeve Knit Shirt or Fashion Fit Polo with School Crest Logo or Embroidered School Crest Monogram
~ **Kelly Green and Orange Available in Banded Short Sleeve Only**
SENIORS ONLY ~Black Short Sleeve or Long Sleeve Knit Shirt with School Crest Logo
- **SWEATERS** Navy or White Crewneck or Zip Cardigan with Embroidered School Text Monogram
Navy or Gray Sweater (**Any Style**) with Embroidered School Text Monogram
~ **Navy Fine Gauge Acceptable**
- **SWEATSHIRTS** Several different styles & designs available at Buckhead or School Store.
To be worn to school must comply with the required uniform colors: Grey, White, Navy, Kelly/ Hunter Green & Orange.
- **OUTERWEAR** Navy or Gray $\frac{1}{2}$ or Full Zip Fleece Jacket with Embroidered School Crest Monogram Navy Nylon Jacket (**Any Style**) with Embroidered School Crest Monogram, Navy or Charcoal Evolux Fleece Jacket w/ Embroidered School Crest Monogram
~ **All Jackets worn inside school buildings must be regulation school jacket with Embroidered School Crest Monogram.**
- **BELTS** Any Style Black or Brown Belt or Navy or Khaki Stretch or Magnetic Belt

~ May be purchased elsewhere

- **SOCKS/TIGHTS** Socks must be worn with tennis shoes. Socks must be approved uniform colors: Navy, Gray, White, Black, Kelly or Hunter Green, and Orange. **Please note: fluorescent green and orange are NOT APPROVED colors.** Leggings and tights may be worn in all approved uniform colors **EXCEPT Kelly Green and Orange.** Leggings should be ankle length. Sheer or lacey leggings are **NOT ACCEPTABLE.** Tights should be opaque or cable knit style.
~ May be purchased elsewhere
- **SHOES/LACES** Shoes, including boots, sandals, and tennis shoes, and laces should be conservative in style and predominately black, brown, navy, grey, gold, silver, or white in color. Sequin, glitter, or rhinestone detailed shoes are **NOT ACCEPTABLE.** No flip-flops.
~ May be purchased elsewhere
- **HAIR ACCESSORIES** Matching hair accessories must be approved uniform colors: Navy, Gray, White, Black, Kelly or Hunter Green, and Orange. Sequin, glitter, or rhinestone detailed accessories are **NOT ACCEPTABLE.**
~ May be purchased elsewhere
- **HAIR/BODY** No steaking or coloring of hair in an unnatural color.
No tattoos or body piercings. Girls may have pierced ears.

BOYS (ALL GRADES)

- **SLACKS** Khaki or Navy Pleated or Flat Front Slacks with Buckhead Logo
~ **Pull on slacks are available.**
~ **If slacks have belt loops they must be worn with a belt.**
- **SHORTS** Khaki or Navy Pleated, Flat Front, or Long Shorts with Buckhead Logo
~ **Pull on slacks are available**
~ **If shorts have belt loops they must be worn with a belt**
- **DRI-FIT SHIRT** Navy, White, Kelly Green, or Orange Short Sleeve Dri-Fit Shirt with School Crest Logo or Embroidered School Crest Monogram
- **KNIT SHIRTS** Gray, Navy, White, Kelly Green, Hunter Green or Orange Short Sleeve or Long Sleeve Knit Shirt with School Crest Logo or Embroidered School Crest Monogram
~ **Kelly Green and Orange Available in Banded Short Sleeve Only**
SENIORS ONLY ~Black Short Sleeve or Long Sleeve Knit Shirt with School Crest Logo_
- **SWEATERS** Navy or Gray Sweater (**Any Style**) Embroidered School Text Monogram
- **OXFORD SHIRTS** Blue or White Short Sleeve or Long Sleeve Oxford Cloth Shirt With School Text Logo or Embroidered School Text Monogram
- **SWEATSHIRTS** Several different styles & designs available at Buckhead or School Store.
To be worn to school must comply with the required uniform colors: Grey, White, Navy, Kelly/ Hunter Green & Orange.
- **OUTERWEAR** Navy, Hunter Green, or Gray ½ or Full Zip Fleece Jacket with Embroidered School Crest Monogram
Navy or Hunter Green Nylon Jacket (**Any Style**) with Embroidered School Crest Monogram
Navy or Charcoal Evolux Fleece Jacket with Embroidered School Crest Monogram
~ **All Jackets worn inside school buildings must be regulation school jacket with Embroidered School Crest Monogram**
- **BELTS** Any Style Black or Brown Belt or Navy or Khaki Stretch or Magnetic Belt
~ **May be purchased elsewhere**
- **SOCKS** approved
Socks must be worn with tennis shoes. Socks must be uniform colors: Navy, Gray, White, Black, Kelly or Hunter Green, and Orange. **Please note: fluorescent green and fluorescent orange are NOT APPROVED colors.**
~ **May be purchased elsewhere**

- **SHOES/LACES** Shoes, including boots, sandals, and tennis shoes, and laces should be conservative in style and predominately black, brown, navy, grey, gold, silver, or white in color. Sequin, glitter, or rhinestone detailed shoes are **NOT ACCEPTABLE**.
~ **May be purchased elsewhere**
- **HAIR/BODY** Male student must be in compliance each day with the hair policy. No hair touching the collar, eyebrows or ears when falling naturally.
Sideburns cannot extend below the ear lobes. All students must be clean shaven each day.
No streaking or coloring of hair in an unnatural manner.
No tattoos or body piercings.

DRESS DOWN/SPIRIT DAYS ATTIRE

On days announced in advance as "Dress Down/Spirit Days", students may enjoy a more relaxed dress code to give them an opportunity to show their school spirit. For ALL GRADES (K4-12), students may wear approved uniform shorts or pants, or blue denim jeans (no other color and no jean shorts) without holes or frayed edges on any part and a PCA shirt. Dress code for shoes remains the same as other days. Outerwear on these day may be non-PCA outerwear. Students may also wear regular uniform dress on "Dress Down/Spirit Days" if desired.

PE UNIFORM DRESS (Upper School Boys & Girls)

PE Uniforms are to be ordered through Buckhead. **PE uniforms are mandatory** for classes that have a required dress code for PE (grades 7th – 12th). We suggest you write your name on the outside of the uniforms.

PE Shirt: Pinewood Athletics Cotton T-shirt

PE Shorts: Dri-Fit Athletic shorts

INDOOR AND OUTDOOR AFTER SCHOOL EVENTS ATTIRE

School uniforms are not required when attending after school events. Students will be allowed to wear shorts of appropriate length. Girls must wear tops that cover the shoulders (no strapless tops). See-through clothing and midriff tops are not acceptable attire. Hats may be worn at outside extra-curricular activities but cannot be worn backwards. Hats should not be worn inside the building.

PROM ATTIRE

Males: Students should wear appropriate tuxedo or suit; no hats, canes, or other accessories that are not part of the tux or suit.

Females: Students should avoid excessively short dresses; excessive exposure of leg, chest, or back to include slits or cuts in a low manner. Midriffs are considered inappropriate attire.

HONORS DAY/NIGHT ATTIRE

Students in grades K4 – 11 will wear school uniforms for Honors Day/Night programs.

Seniors will be allowed to wear dress clothes for Senior Honors Night program.

ATHLETIC BANQUET/HONOR SOCIETY INDUCTION ATTIRE

Student athletes will wear school uniforms to all athletic banquets.

Student inductees/participants will wear school uniforms to the Honor Society Induction Ceremony.

PHILOSOPHY OF CLASSROOM BEHAVIOR

The basic functions of the school are teaching and learning. Teachers have the right and obligation to teach. Students have the right and obligation to learn. Any behavior, which violates these rights or interferes with the performance of these obligations, is unacceptable behavior. The teacher decides what is acceptable in class and makes these expectations known to the students. The school has the right and the responsibility to either change or eliminate the source of any behavior that significantly interferes with teaching and learning. Students out of harmony with the spirit of the school will forfeit their attendance privilege.

Pinewood reserves the right to dismiss any student at any time it is determined, at the discretion of the headmaster, that the student's conduct and/or academic effort at the school is not in keeping with the best interests of the school and its students.

STUDENT BEHAVIOR

An important lesson effective schools should teach is discipline. Though it may not appear in a course guide, discipline is the foundation for the entire educational system. It is the key to good conduct and proper consideration for other people and helps the individual to develop self-control, character, orderliness and efficiency.

With a better understanding of the purpose of discipline in a school, the student can form a positive attitude toward it and help to make the school an effective place for learning. The best form of discipline is self-discipline. Since no student has the right to interfere with a fellow classmate's right to learn, it is expected that each student will exhibit the kind of personal self-discipline which is conducive to a good learning environment. The headmaster and faculty will enforce rules that are necessary for the efficient operation of the school; however, the parents have the primary responsibility for the proper conduct of their children.

CLASSROOM RESPONSIBILITIES

Students are expected to attend all scheduled classes. Failure to do so is considered a serious offense.

Students are expected to participate fully in classroom activities. Students should not put their heads on their desks. If the student is ill, he/she should request a pass to the office. Unless planned lessons call for students to be out of their seats, students are to remain seated and use correct posture.

The teacher, not the bell, dismisses students from class. Under no circumstances is a student to be in the classroom without a teacher or a teacher's written permission.

DISCIPLINARY PRACTICES AND PROCEDURES

The headmaster may implement the system of discipline he deems necessary to best serve the mission of Pinewood. Forms of punishment deemed appropriate at Pinewood shall be in accordance with acceptable limitations in an academic environment, including corporal punishment, suspension and expulsion. Parental signed Disciplinary Forms are kept on file.

Procedures for student expulsion require the Headmaster meeting with the student and parents. A letter of expulsion will be given to the parents pending final review and termination made by the Board of Governors. The Board of Governors will mail the decision to the parents. **Suspension** will carry an automatic zero for any graded work during the suspension in each class, and the teachers are under no obligation to help students make up work.

CHARACTER

Character and reputation are second in importance only to Christian ideals. It is absolutely imperative that students conduct themselves, at all times, in a manner that suggests good character. While rules governing student conduct at school and school activities are very explicit, it is also expected that each individual conduct himself/herself, away from school, in a manner that will suggest good character and reflect positively on the Academy. **Illegal, immoral or questionable activities away from school may jeopardize the future attendance of any student.**

CELL PHONES

Possession or use of cell phones is prohibited during the school day. Students that bring their cell phone to school must turn in their phone to the office (upper school) or homeroom teachers (lower school) upon arrival to school. If at any time a cell phone is seen in the possession of a student during school hours, it will be taken and turned in to the front office. Administration reserves the right to view all material on cell phones that are collected.

1st Offense \$25.00 Fine, or 2 hour work detail before/ after school hours, to be determined by administration, and parent must pick-up phone in the office.

2nd Offense \$50.00 Fine, or 4 hours work detail before/ after school hours to be determined by administration, and parent must pick-up phone in the office

3rd Offense \$100.00 Fine, or 8 hours work detail before/after school hours, to be determined by administration and parent must pick- up phone in the office.

Parents should not call or text their child during school hours on a cell phone or other electronic device with this type of communication ability. This may result in a discipline referral for your child.

In emergency situations, please call the school office to speak with the secretary.

LEAVING CLASS

Students are not allowed to leave their classes to use the restroom or get water except in case of emergency. If it becomes necessary to leave class, students must have an official hall pass. Upon returning, students will give the pass back to the teacher. Students who use the hall pass to do other than what the teacher gave them permission to do will be considered skipping class.

PROFANITY

The use of profane, vulgar or obscene writing, speech or gestures will not be tolerated.

COURTESY

Pinewood encourages an atmosphere of respect and courtesy. To promote this atmosphere, students will address all faculty and staff with 'Yes Sir/Ma'am, No Sir/Ma'am' and display a respectful attitude at all times.

RESPECT

While in class, as well as any other area of the campus, each student is to behave in such a manner as to demonstrate respect for peers, adults and especially for himself/herself. An attitude of disrespect not only reflects poorly on the individual student but also infringes upon the rights of fellow classmates and makes the learning environment less effective.

Any long-term evidence of poor attitude will necessitate a teacher/headmaster/parent conference. Depending on the degree and evidence of poor attitude, punishment could be as severe as expulsion.

BOY/GIRL RELATIONSHIPS

Students should show respect for themselves as well as for their fellow students. They are expected to exhibit good moral behavior at all times. Public displays of affection will not be permitted.

MARRIED STUDENTS

Married students are not allowed to attend Pinewood.

PREGNANCY

A pregnant student or a student with a child will not be allowed to attend Pinewood.

CARE OF SCHOOL PROPERTY

Any student or group of students found to be guilty of deliberately defacing or damaging school property will be required to repair or replace it at the wrongdoer's expense.

PERSONAL PROPERTY

Do not bring any electronic devices to school. Unless preapproved for academic reasons. Do not bring large sums of money to school. The school will not be responsible for any personal property that may be lost, stolen or damaged at school.

GUM/FOOD

Chewing gum is prohibited anywhere on campus during the normal school hours. There is to be absolutely no eating or drinking of beverages in school except in the lunchroom, picnic areas, and primary classes.

TOBACCO/TOBACCO PRODUCTS

Tobacco in any form is prohibited at Pinewood. Possession or use of tobacco will result in a discipline referral.

ALCOHOL AND OTHER DRUGS

Alcoholic beverages and illicit drugs are **absolutely forbidden** on the Pinewood campus. Being under the influence of or in possession of any of these substances will result in immediate expulsion and notification of law enforcement officials.

For purposes of this rule: A student possesses drugs or alcohol when he or she: A) has it in his or her locker. B) has it in his or her book bag, handbag, back pack, briefcase, luggage, gym bag, or any other box, bag, or container the student brought on school property or any school sponsored activity or event. C) has it in any vehicle belonging to the student, or any vehicle the student drove to school or any school sponsored activities or event, or any vehicle for which Pinewood Christian Academy has issued a parking permit to the student. D) has it in his or her hand, pocket, or clothing for any length of time.

Random drug testing for students may be done throughout the school term. Any drug test can be administered if deemed necessary by administration. If a drug test is failed a second drug test will be administered immediately. If the second drug test is failed the student is subject to suspension/ expulsion as deemed necessary by the board of governors.

Any student found to be under the influence of and/or in possession of alcohol or illegal drugs must submit to proper drug testing if administration deems it necessary. A student who refuses to submit to a test will be subject to immediate expulsion.

FIGHTING AND INSUBORDINATION

Fighting or insubordination will not be tolerated.

HAZING

Abusive and humiliating tricks used to induct or initiate members into clubs, sports or other activities are forbidden.

WEAPONS

Knives, guns or any items considered to be a weapon are prohibited from campus and all school events.

HARASSMENT POLICY

Harassment of any kind WILL NOT be tolerated.

A student shall not harass another student, employee, or patron through disparaging conduct or communications or gestures. Harassment includes racial harassment, sexual harassment, and bullying.

- A. Racial harassment may include:
 - 1. Oral or written statements or gestures having demeaning implications made or sent to an individual or individuals.
 - 2. Gestures or conduct rooted in racial prejudice or racial factors of consideration that signal contempt toward another race.
- B. Sexual harassment is an unwelcome advance, request, or other verbal or physical conduct of a sexual nature that results in the conduct having the purpose or effect of unreasonably interfering with work or learning performance or creating an intimidating, hostile or offensive working or learning environment.
- C. Bullying is any willful attempt or threat to inflict on another person, when accompanied by an apparent present ability to do so or any intentional display of force giving the victim reason to fear or expect immediate bodily or emotional harm.

Georgia law mandates that upon finding that a student in grades 6 – 12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school. Pinewood doesn't have an alternative school; therefore, the offending student will be subject to suspension and possible expulsion.

STUDENT CLUBS/ORGANIZATIONS/SCHOOL-WIDE ACTIVITIES

PALS (Praising a Living Savior) ~Rev. Tom Sollosi~

Open to all students in grades 7th through 12th ~. PALS meet weekly during the high school lunch period. Students will take their lunch with them to the meetings. Current topics that affect the Christian life style are discussed by the faculty club sponsor and open to the students for comments or questions.

FCA (Fellowship of Christian Athletics) ~Kevin Hill / Amy Driggers ~

Open to students in grades 7th through 12th ~ Students **do not** have to be on a sports team to participate. FCA has monthly meetings as well as special events throughout the year.

Honor Society

Students in grades 7th -12th ~ who maintain an average of 92 at the end of Fall/Spring Semester. If student cumulative average is below 92 at the end of a semester they are placed on probation for the next semester. If at the end of probation period the cumulative average is still below 92 the student will be dismissed. Students that have been dismissed cannot regain eligibility to the Honor Society.

Praise Band ~Jennifer D. Bradley~

Open to students in grades 7th through 12th ~Students who have interest in singing or playing a musical instrument in the Praise Band should contact Mr. Griffith. This group will perform weekly during the Chapel service for grades 7th through 12th .

Drama ~ Mrs. April Williams~

Open to students in grades 9th through 12th ~ A successful school recognizes that students are multi-faceted. Here at Pinewood Christian Academy we strive to develop the potential of our students in all areas, including the fine arts. One avenue of fine arts exploration is participation in One-Act Play which is a division of Literary. A one act play is a play that takes place in one act or scene, as opposed to plays that take place over a number of acts. Students participate in a selection process where they audition for parts in the play. Whether a student is selected for a major or minor roll or as a member of the stage crew, each person is important to the success of the final product. Before competing at the regional level, it has become a tradition at PCA to perform for the home crowd at an annual Dinner Theater. Then, cast and crew head to region competition and hopefully on to state competition. Students who participate in one-act gain confidence in public speaking, stage presence, and teamwork, all life skills that contributes to the self-worth of an individual.

Literary ~Miriam Porter~

For many years, PCA has competed in the GISA Literary Meet held annually in the spring. Competition is held in music, writing, and speaking. Categories include Boys' and Girls' Solo, Girls' Trio, Boys' Quartet, Piano, Humorous Oral Interpretation, Dramatic Oral Interpretation, U.S. Extemporaneous Speaking, International Extemporaneous Speaking, Spelling, Boys' and Girls' Argumentative Essay and Personal Essay. Pinewood has always finished as one of the leading schools at Region competition. Winners then proceed to State competition from which numerous state winners have emerged through the years.

Miss PCA Pageant ~Mrs. Lacy Shuman & Mrs. Jennifer D. Bradley~

The school held its first "Miss PCA" Pageant in 1971. Mrs. Henri Etta Rogers, an original faculty member has been the pageant director since 1972. Girls in grades 9th through 12th may participate. Commitment and hard work are required. The contestants attend classes which train them in the areas of poise, stage presence, interview skills and public speaking. Contestants participate in a musical opening, evening gown presentation, and finalist are asked a question. The pageant is usually held during the spring of the year (March or April). A scholarship is awarded to the winner.

Jr./Sr. Prom

The Prom is always held at the Pinewood campus in the month of April. The junior class decorates the gym area for the dance. The school has a ½ early dismissal for all students the day of the Jr./Sr. Prom. Supper is catered. Students normally arrive early for pictures. Parents are allowed only for the arrival of students and are not allowed to remain during the dance unless they have been invited to be a chaperone.

Student Council ~Mrs. Lou Ann Farrow ~

The Pinewood Christian Academy Student Council is a member of the National Association of Student Councils (NASC). The counselor serves as sponsor for this group. The student council is composed of four seniors, three juniors, three sophomores, and three freshmen. They serve as a liaison between the student body and the administration of the school. Our student council encourages student participation in school governance and offers co-curricular activities that provide opportunities for young people to get involved in their school and community. The student council also provides orientation and mentoring for new students and also welcomes new staff members each year.

<h2 style="text-align: center;">EMERGENCY PROCEDURES</h2>

Orderly evacuation of the classroom is necessary in the event of an emergency. Each room has an emergency evacuation route. Students should familiarize themselves with the directions posted in the classroom. During emergency evacuations, students are to remain quiet and follow the instructions of the teachers. Emergency procedures should be taken seriously—they could save a life!

Fire Drills are required. When the fire alarm sounds, all occupants of the various wings will evacuate the buildings immediately through assigned exit routes, according to plans in each classroom.

Tornado Drills will be scheduled during the school year. When the alarm sounds, students will move to the places designated on the tornado drill instructions posted in each classroom.

BAD WEATHER DURING THE SCHOOL DAY

Bad Weather situations may arise during the school day. The administration will monitor the current weather conditions and will make decisions to best protect the students at the appropriate time.

PARENTS - PLEASE DO NOT CALL THE SCHOOL.

Notification to Parents will be sent immediately when a decision has been made to release students early due to a weather situation. Parents will receive an alert message via School Cast. It is the parents' responsibility to make sure that correct telephone numbers and email addresses are on record for the School Cast system.

Students will not be released to parents to leave the school campus nor will school buses leave the school campus while the school is under a tornado or a severe weather warning.

MISCELLANEOUS POLICIES/PROCEDURES

UPPER SCHOOL CLASS RESPONSIBILITIES

- Only grades 9 - 11 are allowed to sponsor fund-raisers.
- Only grades 9 - 11 will collect class dues. Class dues in the amount of \$50.00 must be paid by each student. Class dues must be paid or the student cannot attend prom. Each student must pay class dues in each grade 9 – 11. Class dues are due by October 1st of the current school year and must be paid to the student's homeroom teacher. Class dues for each grade attended must be paid in order for the student to graduate.
- Each class (grades 9-11) will vote on and adopt class fund-raisers.
- Homeroom teachers will serve as class advisors.

ELECTION FOR CLASS OFFICERS

- Each upper grade (7 - 12) will elect a president, vice-president, secretary, treasurer and reporter. (Duties of these officers may be combined at the discretion of the class.)
- Balloting will be supervised by the class homeroom teachers, and the winners shall be determined by majority vote.
- A complete and up-to-date list of these officers shall be provided to the headmaster no later than the third week of the first grading period each school year.

ELECTION OF HOMECOMING QUEEN AND COURT

- Homecoming activities are sponsored each year and election of the Queen and her Court are held.
- Grades 7 - 9 are to select one representative each; grade 10 is to select 2 representatives; grade 11 is to select 3 representatives; grade 12 is to select 4 representatives.
- Two ballots will be held. The first will select representatives by grade; the second will select the Queen and her Princess as a result of voting in grades 7-12.
- The Queen will reign for one year from the night of her coronation and is expected to be present at the following year's ceremonies. In the event of her absence, the Princess will reign.

HOMECOMING PEP RALLY

Skits may be performed with approval of Headmaster 2 weeks prior to event. Any changes to skit by any class will cause the prohibition of all skits in the future. No dancing of any kind will be permitted. This policy is being included because of a failure to adhere to the rules as stated by the Headmaster.

CARE OF TEXTBOOKS

Textbooks are provided at no charge to each student with the understanding that they will be maintained and returned in proper condition. (Exception – There may be charges for paperbacks, scholastic material and notebooks or covers to protect books). If a book is abused or lost, the student will be responsible for repair or replacement cost. **Mandatory book covers are required for all hardback books. Stretch fabric covers are not acceptable.**

FLOWER/GIFT DELIVERIES

No flowers, balloons, candy, stuffed animals, etc. may be delivered to Pinewood during the school day for any student.

CAR PICK-UP PROCEDURES

Parents picking up students in the car line must have the students name displayed in the car window to avoid delays. The school “prefers” that you use the orange hanger sign provided by the school. Each family will get one at no cost. Each additional sign will be \$5.00. Some families prefer additional signs to avoid “swapping” the sign from vehicle to vehicle. If you would like to purchase a replacement or additional sign(s), please contact the office. The signs will be available throughout the year. **If your child is meeting you in the parking lot you must park in the student parking area to avoid students having to cross the road unsupervised. Park your car in the last row of the student parking lot, the furthest row from the departure lines. Do not park in the area near the tennis courts!**

GRADUATION

Senior high school students at Pinewood are required to earn a minimum of 24 Carnegie units of credit in order to graduate. A Carnegie unit is a unit of credit given for a course that meets five days a week for the entire school year. Specific subject requirements are available upon request.

No student who fails a subject during his/her senior year will be allowed to graduate.

All students who are eligible are required to participate in Honors Night, Baccalaureate and Graduation ceremonies. The only exception is for extreme emergency and should be cleared with the headmaster.

FARM DAY/OLD FASHION DAY (SENIORS)

Students are to be appropriately dress. Shorts must be of a conservative length. Students will remain for the entire day to help with set-up and clean-up. Work and appointments of any kind need to be scheduled for a different day.

MEDICATION

All medication brought to school (e.g. antibiotics, analgesics, cough syrups, etc.) **must** be kept in the office. Prescription medicines must be in the original bottle indicating the child's name, name of medicine and dosage. A note from the parent must be with the medication requesting the office staff give the student the medicine.

Pinewood is not capable of providing prolonged care for the administering of medications (Ex: breathing treatments).

PARENT-TEACHER CONFERENCES

At the request of either the parents or the teacher, parent-teacher conferences may be scheduled through the counselor's office. Conferences may be scheduled for a teacher's planning period, but parents are encouraged to schedule such conferences after school hours in order to avoid interference with the normal school day. All parent-teacher conferences must be monitored by the counselor or an administrator.

CHANGE OF ADDRESS/PHONE NUMBER/CHILD CUSTODY, ETC.

Any time a student or parents information changes, please notify the office.

FUND-RAISING PROJECTS

All school-related moneymaking projects are to be approved and scheduled through the headmaster's office.

SCHOOL DANCES

School dances or parties must be approved by the headmaster **at least 30 days in advance**. The Homecoming Dance and the Junior Senior Prom are always held on the Pinewood Campus.

FIELD TRIPS/TRAVEL POLICY

All students leaving Pinewood on a school-sponsored or school-related activity must turn in the completed field trip waiver enclosed in your school packet. Field trips are planned for students that relate to their academic studies or special seasonal educational activities. Parents will be notified in advance of field trip times, cost (if any) and location. No parents other than those asked to be a chaperone are allowed to ride the bus to or from class trips with the students. Students who attend any school sponsored function that ends prior to the end of the school day are required to return to campus. Students not returning will be marked absence beginning the time the rest of the group returns unless prior administrative approval has been granted. Parents are required to sign students out with the supervising staff member, when this option is available. Parents may sign another student out only if they have a signed note from the other child's parent stating their approval. NOTE: All clothing worn on field trips must conform to the student dress code.

All such outings are to be cleared and scheduled through the headmaster's office. Field trip information notes sent home MUST be pre-approved by administration.

BUILDINGS AND GROUNDS

A great deal of hard work and effort has gone into creating the environment enjoyed at Pinewood. Accordingly, students and parents are asked to respect certain rules concerning use of the facilities.

Students are restricted in terms of access to the gym, weight room and rear areas of the building, except during an organized class or under the supervision of a teacher.

No one is permitted free access to the building and surrounding grounds without first clearing it through the school office. This is especially important during school hours.

Students in the lower school are to go outside at break unless the teacher has given them permission to remain in the classroom with the teacher.

Students in the upper school are not allowed in classrooms at break or lunch unless there is a teacher present. They are to go to the lunchroom or to the area designated outside for high school students.

LOCKERS

Students in the upper school are not to congregate around their lockers during lunch and break. Lockers are to be kept clean and orderly. Lockers are subject to inspection at any time without notice. Do not write or stick anything on the inside or outside of the locker surface.

CLEAN UP

All areas of the school will be kept in proper order at all times. Each homeroom is assigned an area to keep clean and will be expected to maintain that area.

SCHOOL PICTURES

All school and class pictures will be taken by a professional photographer. All pictures must be paid for in advance. Picture order forms are available in the office. Dates for pictures will be found in the school calendar and on the website.

YEARBOOK

Students who purchase a yearbook must pay in full before the order is placed.

BUS RIDERS

All students will remain seated at all times, and the school rules apply as if in school. Students who do not normally ride a bus but find it necessary to ride on occasion will be asked to pay a small fee of **\$5.00 per way**. Prior permission must be granted to insure maximum capacity has not been met for the route. **This fee will be added to your monthly statement, no cash will be accepted by the bus driver.**

Students who ride the bus should avoid planning slumber parties or other gatherings and expect guests to ride the bus home. There is limited room on the buses, and the seats must be saved for those students paying to ride.

LOST & FOUND

Book bags, gym bags, books, clothes, or any items not kept in the proper student locker areas or on hallway wall hooks, will be turned in to the office 'Lost and Found'. Announcements are made to remind students to check the lost and found. All clothing not claimed will be removed from the school.

TELEPHONE ACCESS TO STUDENTS

The phone in the office is available to students to contact their parents due to illness and change in scheduled sports activities. Early departure arrangements must be made in advance, not during the school day.

Students will be called to the phone ONLY in EXTREME emergencies, and only messages of an urgent nature will be delivered to students.

Students who have received a message will be called to the office and given messages during their break, lunch or prior to dismissal of school. Students will not be called out of class for phone calls unless the office deems it an extreme emergency.

DRIVING TO SCHOOL

Being allowed to drive an automobile to school is a privilege extended to students at Pinewood. However, there are some rules to comply with in order to do so.

- During the first week of school, each student who drives to school must register his/her automobile in the upper school office. Please be prepared to give proof of insurance, a valid Georgia Drivers license and the make and model of the vehicle. Upon completion of the registration, the office will issue a numbered parking decal that is to be affixed to the rear view mirror of the vehicle. The parking decal must be displayed in the proper location of the student's car at anytime the car is on school property. There will be a nominal charge of \$15.00 for the parking decal, \$5.00 for a second vehicle parking decal or replacement of a lost parking decal.
- The maximum speed limit on the campus is 15 mph. In most cases, a slower speed will be more appropriate.
- Speeding and reckless driving will result in an immediate suspension of driving privilege, and in extreme cases, the possibility of arrest.
- Upon arriving at the campus each morning, park the vehicle, lock it and report to class. Sitting in the vehicle and loitering in the parking lot will not be allowed. Students may not return to their cars before the dismissal bell for any reason. Make sure you bring in books, lunch, gym clothes, etc.
- Loud mufflers and sound/music are not allowed.
- Park cars in lines directly behind the faculty parking area. The Faculty and Staff park in row 1, Seniors park in row 2, Juniors park in row 3 and Sophomores park in row 4.

DELIQUENT TUITION POLICIES AND PROCEDURES

Section 1: Patron accounts are to be paid in full when student/students begin a new school term at Pinewood Christian Academy. Exceptions to this policy are allowed only after full review of the Finance Committee and recommendations to the Board of Governors. Patrons must meet with the Finance Committee to arrange suitable payment methods before this recommendation is presented to the Board of Governors.

Section 2: Patron accounts are to be paid in full before report cards, diplomas and/or transcripts are released by the Academy. Exceptions to this policy are allowed by consent of the Board of Governors upon recommendation by the Finance Committee.

Section 3: Patron accounts will be reviewed on a monthly basis by the Board of Governors. All accounts 30 days or more in arrears will be charged a finance charge amounting to one and one-half (1.5%) percent per month (18% annual rate). Patrons with accounts totaling 45 days in arrears will be sent a letter from the Headmaster requesting payment. Patrons with accounts totaling 60 days in arrears will be sent a second letter from the Headmaster requesting payment and explaining the consequences of becoming 90 days in arrears. Patrons with accounts 90 days in arrears will be asked to meet with the Finance Committee to discuss their account and make necessary arrangements for payment. In the event a patron does not meet with the Finance Committee or make payments that would bring the account below 60 days past due before becoming 100 days in arrears, the student/ students will not be allowed to attend Pinewood on the day the account becomes 101 days in arrears.

SPECIAL NOTE:

The headmaster reserves the right to make the decision concerning any controversy which may arise from infractions not covered in this handbook. He may also add new policies during the course of the year, as necessary, to preserve the tranquility and purpose of the school.

ASBESTOS MANAGEMENT PLAN

The management plan for asbestos containing building materials (ACMB) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan is on file at the school office and is available for public

PINEWOOD CHRISTIAN ACADEMY TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

Pinewood Christian Academy (PCA) is a Christian Independent school designed to instill in students the intellectual curiosity and strength of character for success in college and beyond. The school is committed to developing the whole person within the framework of its core values and the Judeo-Christian tradition. PCA seeks to inspire in each student a sense of responsibility to one's self, the community and the environment, and to build in each student the capacity to become a positive contributor and leader in an increasingly interconnected world. The use of computers, the network, and other technology resources must be a reflection of these ideals.

The purpose of this document is to educate employees and students of PCA, and students' families, to the appropriate uses, regulations and limits of access to technology resources. These resources include the PCA network, the Internet, e-mail services, telecommunications equipment, and all Academy-owned computer equipment and peripherals. Acceptable use rules also apply to individually owned hardware (including smartphones) that is connected to the Academy's network or used on Academy property.

In today's world, our Academy community spans beyond our campus. Students, faculty, and staff are expected to abide by the terms of this document any time they are using PCA resources, acting as a representative of the Academy, or otherwise communicating the Academy name or image. Guests must also abide by these terms when using PCA resources. All employees, students and their parents must read and agree to this document before entering into any online activity. Employees, students, and parents must understand and appreciate the responsibilities as well as the rules and regulations of accessing and using these resources.

Authorized Use

An authorized user is any person who has been granted authority by PCA to access its computing and or network systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy's network using Academy-owned or personally-owned equipment, you have consented to the Academy's exercise of its authority and rights as set out in this policy and others with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

Rights and Privileges

The PCA computer network and other technology resources are established and maintained for the use of the entire Academy community of students, faculty, and staff. Use of these resources is, in itself, a privilege rather than a right. Users of these resources enjoy certain privileges that include:

Privacy

Every effort will be made to insure the privacy of the information stored on Academy resources, including electronic mail, files stored on the Academy's servers, etc. However, users of the network may be monitored and have their files inspected by an authorized systems administrator if they are believed to be in violation of policies set forth in this statement, general policies of PCA or applicable state and federal laws. System users have a limited privacy expectation in the contents of their personal files on the Academy system.

The contents of PCA employee and student e-mail accounts are ultimately property of the Academy. All information created or stored on Academy resources is subject to review by the administration. The Academy reserves the right to examine and take action on any information found on a device on Academy property, personal or Academy-owned, regardless of the purpose of the search during which it was initially found.

Users are strongly encouraged to maintain a private email account for use with non-Academy related activities. Several free services provide such accounts, such as Yahoo Mail and Google's Gmail. Using a private account for activities such as online purchases, personal registration at websites, personal listserv memberships, etc. will help maintain privacy and minimize unwanted email (i.e. spam) being sent to an individual's GOPCA email account.

The Academy monitors network activity for security and performance reasons. Behavior identified in this process that is suspected to violate the Acceptable Use Policy will be investigated.

Equal Access

All members of the PCA community are granted free and equal access to as many authorized services as resources and policies allow. Use of the Internet and other network resources, in the educational context, is encouraged. In part because resources are limited, use of technology is solely for educational and administrative purposes.

Safety

To the greatest extent possible, members of the community will be protected from harassment or unwanted contact. Users are instructed not to give out their home address, phone number, or password. However, making the Internet available carries with it the potential that users may encounter information that some deem to be controversial or harmful. Because information on the Internet appears, disappears, and changes, creating an entirely "safe environment" is impossible. The Academy's intent is to provide the understanding and skills needed to use resources appropriately, while using technology tools to make the environment as safe as

possible.

It is important to make as many information resources as possible available, while still protecting our users from unwanted, inappropriate or objectionable content. The Academy will make every attempt to balance these two needs. However, no commitment is made that access to all objectionable material can be restricted or removed, either in the email system or other technology resources. Likewise, unrestricted access to all resources cannot necessarily be granted.

Intellectual Freedom

Within the framework of responsibilities listed below, the PCA computer network is a free and open forum for expression, including viewpoints that are unorthodox or unpopular. Considerate and respectful disagreement is welcome. Harassment and other inappropriate use can stifle this freedom for others and as such is not acceptable.

Responsibilities

All members of the PCA Community are expected to show mutual respect and compassion for others. As such, there are certain responsibilities that come with the privilege of being able to use the Academy's information network and telephone system. Since this network reaches beyond the Academy, all members of the community are expected, at all times, to act as ambassadors for the Academy when using these resources.

In addition, users are expected to respect technology resources as they would any other Academy property. Computer-related offenses are subject to the same rules and penalties applied to other offenses at PCA. Offenders can expect violations to be handled in accordance with appropriate Academy rules covering, for example: plagiarism, theft, harassment, vandalism, etc. Misuse of e-mail, the Internet, or other electronic resources may result in immediate restrictions being put in place, with the possibility that use of such resources may be temporarily or permanently revoked.

The Academy reserves the right to act upon reports of misuse as it sees fit. This may include immediate restriction or denial of access to an individual's e-mail account, the Academy network, the Internet, or other electronic resources pending further investigation.

Responsibilities for acceptable use of technology resources include:

- Users will not use the Academy resources to access, view, or store material that is profane or obscene (e.g. pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g. hate literature). Nor will such material be sent or forwarded by email.

- A student who mistakenly accesses inappropriate information or images should immediately report this to the attending teacher, or other adult in charge. The System Administrator should be notified if it is deemed warranted (e.g. if offensive materials or malicious software needs to be removed). Such reporting will protect individuals from the appearance of intentionally violating acceptable use rules.
- In order to respect the privacy of others, users will not forward or otherwise publish an email or text message in whole or part that was sent to them privately without permission from the person who sent them the message. Nor will a user post private information about another person. Similarly, no picture or video can be taken by device without the expressed or implied permission of the person photographed. Expressed permission must be obtained in order to post or otherwise publish a picture or video.
- Users will not take action intended to gain unauthorized access to Academy resources, to obtain login information of other users, or to in any way disrupt performance of technology systems.
- Adherence to copyright laws is required. Users should respect the intellectual property rights of others. In most cases, material content and documents available via the Internet are the intellectual property of other persons and are protected by copyright. Users are urged to consider the Academy's policies regarding plagiarism and theft when accessing and citing these resources.
- A student who is caught texting or using a cell phone during a test or quiz will be assumed to be cheating.
- Because the network is a resource shared by the entire PCA community, responsible use of bandwidth and storage capacity is essential. Users should not take action that unnecessarily taxes network resources. Educational and administrative uses are the sole criteria for use of electronic resources. Uses that require excessive bandwidth and may not be appropriate include, but are not limited to: video, image, music, and other large file downloads; peer-to-peer communications; online gaming; etc. The Academy reserves the rights to limit or prevent such activities in order to assure resources are available for priority uses.
- Impersonation and anonymity in the use of the Academy's network and e-mail system are unacceptable. Anonymous online posting, texting, emailing, or chatting is not permitted.
- The use of internet proxy sites or any sites, applications or other means of bypassing the Academy's Internet filters is prohibited. The use of any systems in order to provide user anonymity is likewise prohibited. The use of these sites and applications is prohibited regardless of the intended purpose.

- Use of appropriate language is required. Profanity, obscenity, offensive or inflammatory speech is as inappropriate on the network as it is in other areas of Academy life.
- Using computer or network resources for issuing threats, bullying, verbal attacks, or other threatening behavior, whether occurring on or off campus, is prohibited. Users will not use any language in an e-mail or text that threatens another person, whether it is the recipient of the message or a third party. Users will not engage in personal attacks, including prejudicial or discriminatory remarks.
- Resources may not be used to harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- Misuse of any means of communication is prohibited. This includes "sexting," or any transmission of nude or explicit images of oneself or others.
- Use of the Academy's technology resources for personal financial profit is prohibited.
- Unless as part of an Academy sanctioned activity or specific permission is granted, use of the Academy's technology resources for political or religious purposes is prohibited.
- Installation or use of devices that extend or alter the PCA network (e.g. hubs, switches, bridges, routers, wireless access points, etc.), or that extend another network via the PCA network, is forbidden without written authorization. Such devices may be immediately confiscated upon discovery, and users will be subject to appropriate disciplinary action.
- New technologies are subject to review as to whether their use is acceptable at PCA.
- No website is truly private space. Posting information online that is potentially damaging to oneself, to others or to the Academy is not permitted. This includes information posted to social networking sites such as MySpace, Facebook, Twitter, Buzz, etc.
- PCA encourages its students to be creative while being responsible Academy citizens. Any public posting of content created using Academy resources, displaying the PCA name or logo, or in any way depicting the Academy, its employees or students; must not negatively portray the school or its community, or violate, in any way, this AUP or any other Academy rules. This includes posting content to any Internet site,

distributing via email, podcasting, "tweeting," or sharing by any other electronic means.

- Other responsibilities toward the Academy's resources include:
 - Network users should take precautions to prevent the inadvertent spread of computer viruses. The deliberate spreading of a virus will be considered vandalism. Users participating in such behavior will be held accountable to applicable Academy rules, and may be responsible for financial loss caused by their actions.
 - Only electronic devices registered with the Systems Administrator may be connected to the School's network. Where appropriate, each device must have a working, school-sanctioned virus protection with up-to-date virus definitions. Under no circumstances may network monitoring or packet capture software be used.
 - Access to the Internet is monitored, and the user must be able to justify any site visit.
 - Since many users share this network, users are expected to report problems with hardware and software and potential virus problems to a teacher or a systems administrator immediately.
 - Users should not change the setting or add software files to the Academy's computers.
 - Users should work only in the account(s) assigned to them and will be held responsible for the activity in those accounts. Sharing of passwords or other login information is prohibited. If a user suspects unauthorized access is occurring, this must be reported immediately.
 - All information created or stored using Academy resource is subject to review or seizure by the Academy.
 - Student will be held responsible for damage, physical or otherwise, caused to any Academy property.
 - Misuse of any Academy resource, such as a home directory or the unauthorized use of shared space for non-academic or non-administrative files, is prohibited.
 - The compilation or unauthorized redistribution of information from Academy files or directories (printed or electronic) to third parties, especially those outside the Academy, is prohibited.

Sensitive Information

During the course of normal activities, employees may encounter information considered sensitive by the Academy. Sensitive information is any information protected by law or contractual obligation, or which if disclosed, altered, or lost may pose a reputational and/or financial risk to the Academy or anyone affiliated with the Academy. Employees should take all necessary steps to prevent unauthorized access to this information.

Online Social Networks

Social Network sites can be generally defined as web-based services that allow individuals to: 1) construct a public or semi-public profile within a bounded system, and 2) create a list of other users with whom they share a connection. The nature and nomenclature of connections may vary from site to site. Information is then shared with this network and possibly others. Popular examples of Social Network sites include, but are not limited to: Facebook and Twitter. All information included elsewhere in this policy applies to social networks.

- It is extremely important to understand that any information posted on a social networking site could potentially be viewed by anyone, and could live forever online, even if deleted from that particular site.
- Posting information online that is potentially damaging to oneself, to others or to the Academy is not permitted. This must be remembered when using social network sites, and applies even if only sharing the information with a seemingly small group of individuals.
- PCA employees (faculty and staff) may not "friend" or follow current students of any age or alumni under 18 years of age via online social networks with the exception of their own children. Initiating or accepting any such relationship request is prohibited. (Ex: Facebook, Twitter, etc.)
- Faculty and staff must use professional discretion in "friending" or forming online connections with alumni 18 years and over, keeping in mind that current students often have online connections with former students. Through such connections, students may gain access to information shared with alumni, and faculty and staff will be held accountable for information disseminated in this manner, even if unintended.
- Employees are strongly discouraged from "friending" or forming similar connections with parents of current or prospective students, and will be held responsible for information disseminated through such connections, even if it is received by unintended recipients.
- As with any other behavior, online or otherwise, nothing that could be considered bullying or harassment by a reader may be posted on social network sites.

Illegal activities

- Using electronic resources for any illegal activity is strictly prohibited.
- Users will not attempt to gain unauthorized access to the e-mail system, the Academy Web pages or any other computer system through Beaufort Academy e-mail and/or Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use Academy resources to engage in any other illegal act, such as drug- or alcohol related activities, threatening the safety of another person, vandalism, harassment, libel, or any other activity that violates existing Academy policies. Reference to such activities will not even be made in a joking manner or as a prank.
- Gambling is illegal for minors. Academy resources may not be used for online gambling by anyone of any age.
- Users will not store illegal content on Academy resources, download illegal content, or transport such content on the Academy network. Illegal content may include, but is not limited to, unlicensed music or video files, or unlicensed software. This includes any sharing (including "peer-to-peer") of such materials with any other parties.
- The Academy will take disciplinary action and may involve law enforcement should illegal activity occur.

Limits of Liability

PCA makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Academy's system will be error-free or without defect. The Academy will not be responsible for any related damage users may suffer; including, but not limited to, loss of data, interruption of service, or performance issues. The Academy is not responsible for the accuracy or quality of the information obtained through or stored on the system, or acquired via the Internet. The Academy will not be responsible for financial obligations arising through the unauthorized use of the system. The Academy will not be responsible for personal, professional, or academic loss due to the suspension of use of resources resulting from failure to adhere to Acceptable Use guidelines. The Academy is not liable for legal action taken against students or employees by third parties due to unauthorized activities using personal or Academy-owned resources.

Acceptable Use Agreement

Users will be asked to sign a statement indicating that they understand this Acceptable Use Policy and that they will abide by it. Those who do not abide by this policy can expect to have access to Academy technology resources restricted, and to face disciplinary action.

I have read and accept all policies and procedures of the 2015-2016 Student Handbook and Technology policy at Pinewood Christian Academy.

Student Signature

Parent Signature

Date