

## Pinewood Christian Academy Handbook

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# Welcome to Pinewood

## **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.

## **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.

## **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".

## **General Information**

### **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.

### **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 an assistant headmaster.

In rare cases where the matter has not been resolved by meeting with the teacher and the assistant headmaster, parent or guardian 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.

### **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 review.

### **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.

### **SCHOOL INSURANCE**

Parents have the option to purchase secondary health insurance that will cover their student(s) during the time the child is at school or participating in a school-sponsored activity. This school insurance is provided by Health Special Risk, Inc., P.O. Box 117558, Carrollton, Texas, 75011-7558; Toll-Free Number: 866.409.5733; or via web at [www.k12StudentInsurance.com](http://www.k12StudentInsurance.com).

## **FUND-RAISING PROJECTS**

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

## **DELINQUENT 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 forty-five (45) days in arrears will be sent a cordial letter from the Finance Committee requesting payment. When accounts reach sixty (60) days past due, a second letter will be sent. The second letter, worded more strongly, will outline Board policy with regard to delinquent accounts. In the event a patron with delinquent balance of sixty-plus (60+) days does not respond to efforts by the Finance Committee, the patron account will be referred to the Board for action, and the student(s) will not be allowed to attend school.

## **OUTSTANDING DEBTS**

Students are responsible for any debt they incur. Final report cards will not be mailed until yearly acquired debt has been paid. Seniors must pay all outstanding debts BEFORE graduation. No senior will be allowed to participate in graduation ceremonies, or receive a diploma or transcript until all debt has been paid.

## **CAMPUS AFTER HOURS**

Students should leave campus immediately following dismissal unless they are participating in a school sponsored activity or supervised activity. Only students

enrolled at Pinewood Christian Academy will be allowed to use school facilities and equipment, subject to all other existing rules of supervision and usage.

## **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.

## **STUDENT LOCKERS**

Homeroom teachers are responsible for the student maintenance of their respective lockers and locker areas. Book bags, gym bags, etc., are to be placed in the lockers and/or hung from hooks located in the hallways. No book bags or gym bags are to be placed on the floor in the hallways or in student restrooms. Lockers are to be kept clean and orderly. Lockers, book bags, purses, gym bags, etc. are subject to inspection at any time without notice. Do not write on or stick anything on the inside or outside of the locker surface. Rolling book bags are not allowed.

## **NON-SOLICITATION CAMPUS**

Pinewood Christian Academy is a non-solicitation campus. This policy applies to PCA students, employees, volunteers as well as all vendors and other non-school individuals, entities, and their representatives. The policy restricts on-campus solicitations for the sale or purchase of goods or services that are neither recognized, nor affiliated with the mission of Pinewood Christian Academy.

This policy DOES NOT apply to official, PCA-supported solicitations that are intended to address PCA's mission to serve the community. Examples of school sanctioned events may include, but are not limited to: Annual Fund, class fundraisers, Booster Club, spirit store items.

The administration recognizes, as one of its educational goals, the advancement of student knowledge and appreciation of various social, cultural and political occurrences in society. However, except as allowed by this policy,

no student or other person shall be subjected to partisan or nonpartisan political activities on school system property or using school system modes of communication, which are (i), conducted by or on behalf of political candidates or political organizations, or (ii) conducted by school employees, contractors, volunteers, students, or visitors.

Candidates for political office may be invited to speak to students at school or at school sponsored events only if they are resource speakers for a classroom activity that is a legitimate part of the regular instructional program and prior approval has been granted by the headmaster. If a political candidate is permitted to speak, equal opportunity shall be afforded to other candidates for the same office.

No person shall, on school system property, at or during any school system event or school-sponsored function held on school property, or using school system modes of communication, display, distribute or broadcast, any political or campaign related sign, banner, sticker, brochure or other material or information, through any medium, or engage in any political or campaign related activities or electioneering.

## **Pinewood Christian Academy Athletic Facilities Usage Policy**

Pinewood Christian Academy is blessed to have quality fields, buildings, and training areas for our athletic teams. For the most part we reserve the use of these facilities to that of our athletic teams engaged in supervised practice. We keep these facilities secured when not in use for liability and safety reasons. We do understand there are times that our students/student athletes would like to use these facilities to practice as individuals in an attempt to better themselves, thus bettering our teams. It is for this reason that we have developed a policy to govern the use of our facilities that occur outside of team practices.

If a student/student athlete wants to use an athletic facility, separate from an organized team practice time, he/she must comply with the following guidelines:

1. The head coach of that particular sport must approve the use of the specified sport facility.
2. An adult patron must accompany the student/student athlete and supervise all activities in the facility for the duration of the use.
3. The student/student athlete involved in the use of a PCA facility must be a Pinewood Christian Academy student.

We expect the facility to be properly maintained during the approved use. At the conclusion of the approved use, the facility should be secured and the key

returned. At no time should the key be given to anyone other than the adult to which it was originally issued. At no time should the key be duplicated. At no time should a student not enrolled in Pinewood Christian Academy be allowed to use the facilities. PCA administrators may also grant permission for the use of facilities but must make sure that all 3 criteria listed above are met.

Failure to comply with these guidelines will result in a loss of privilege for future use of the facility by the previously approved patron.

## **VISITORS 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 is strictly forbidden. This regulation is designed to ensure the safety of students and personnel. Only students enrolled at Pinewood Christian Academy will be allowed to use school facilities and equipment, subject to all other existing rules of supervision and usage.

## **SCHOOL PICTURES**

All school, class, and athletic pictures will be taken by the school's professional photographer. Picture order forms are available in the office. Dates for pictures will be posted on the website.

## **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 into 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/CELL PHONE 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 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 excused from class for phone calls unless the administration deems it an extreme emergency.

Lower school students must turn in cell phones to homeroom teachers upon arrival to school. Students may pick up their cellphones from teachers at the time of their departures. At no time during the school day should students be in possession of a cell phone.

Upper school students must place cell phones in grade respective boxes in the upper school office upon arrival to school. Students may retrieve their cell phones at the time of their departure. At no time during the school day should students be in possession of a cell phone.

## **EMERGENCY PROCEDURES**

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.

**Intruder Drills** will be scheduled during the school year. When the announcement is made, teachers and students will move to the places designated in their 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 SchoolWorx. It is the parents' responsibility to make sure that

correct telephone numbers and email addresses are on record for the SchoolWorx 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 warning.

## **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).

## **ILLNESS**

The main reasons for keeping your child home are he/she might spread contagious disease or sickness to other children and staff and he/she is too sick to be comfortable at school. A child needs to stay home and/or will be sent home if he has a fever of 100.4 or greater; vomited more than once; diarrhea; frequent cough; persistent pain (ear, stomach, chest, etc.); a widespread rash; or Pink-eye.

Any student who is sent home sick or has become ill at home cannot return to school until he/she has been fever-free for 24 hours; a physician has cleared the student to return to school (note will be required); on antibiotics for 24 hours; or free from vomiting or diarrhea for 24 hours.

# Enrollment/Withdrawal

## **APPLICATION FOR ENROLLMENT**

Application for enrollments must be completed by a parent/guardian. Once an application has been received, an interview will be scheduled for students in grade 1<sup>st</sup> and above.

## **ENROLLMENT REQUIREMENTS**

The following documents are required upon acceptance and registration at Pinewood Christian Academy.

- Copy of student's original birth certificate
- Copy of student's social security card
- Completed Georgia Immunization Form and EED (Eye, Ear, and Dental) Form
- Permanent custody papers issued by the court if student lives with anyone other than the natural parent
- Any court orders that prevent or limit access of a parent to the child or the child's educational record
- Any restraining orders or legal documents specifically limiting the access of any individual to the student being enrolled.
- Transcripts/discipline history, if applicable, from previous school(s).

Control date for entry to K3, K4, and K5 is September 1<sup>st</sup>. **Students entering K3/K4/K5 MUST be potty trained.**

## **WITHDRAWAL**

Parent/Guardian must provide the office with written notification of the student's withdrawal. Parent/Guardian will be responsible for all fees incurred up to the withdrawal date. Transcript requests will be held until all balances are paid.

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

# **ATTENDANCE**

## **MANDATORY ATTENDANCE**

Regular school attendance is required by law and is necessary for a good scholarship. Georgia state law allows 10 absences per semester. Attendance is monitored for students in all grades (K3-12).

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

Parents of all students will be notified when a student reaches 5, 7, and 10 unexcused absences in a class.

## **TARDIES**

It is disruptive to the learning atmosphere to have class attention directed to a student entering a class late. 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 before the 8:05am bell; otherwise, they are tardy to school. Any K3-3<sup>rd</sup> 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 4<sup>th</sup> -6<sup>th</sup> grade that is tardy to school must sign the tardy register in the office and receive a tardy pass before being admitted to his/her homeroom. Any parent/student who 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 before the 8:05am bell; otherwise, they are tardy to school. Any student 7<sup>th</sup> -12<sup>th</sup> grade who 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 his/her knowledge of his/her 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 arrives 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.

## **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. Excessive tardies to class will result in a discipline referral.

## **CONSEQUENCES FOR UNEXCUSED TARDIES**

ANY student who repeatedly arrives tardy to school will be disciplined as described below:

<u>#Tardy*</u>	<u>Penalty</u>
1st-3 <sup>rd</sup>	No Penalty
4 <sup>th</sup>	Written Warning
5 <sup>th</sup>	Morning Detention/Corporal Punishment
6 <sup>th</sup>	Morning Detention/Corporal Punishment
7 or more	ISS/Corporal Punishment/After-School Detention

\*Tardy count is per semester.

## **LATE ARRIVAL DUE TO EXTRACURRICULAR ACTIVITIES**

An excused tardy will no longer be allowed for students arriving late the morning following an extracurricular event unless notification is given by the coach, sponsor, or the school administration prior to leaving the sporting event or unforeseen problems occur during the trip home.

## **EARLY DEPARTURE ~ LOWER/MIDDLE SCHOOLS**

When parents come to pick up their children, they are required to checkout their children in the school office, rather than going directly to a classroom or other area. Teachers have been instructed to send all parents, who come directly to their classrooms to pick up students prior to the dismissal bell, to the office.

Do not email your child's teacher with departure changes. All changes must be called into the office. There are to be no changes in the way your child gets home after 1:00 pm unless there is an emergency.

Students should not be signed out after 3:00 pm 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.

Students who attend any school sponsored function which ends prior to the end of the school day are required to return to campus. Students not returning will be marked absent beginning at the time of sign-out 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.

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

### **EARLY DEPARTURES~UPPER SCHOOL**

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

Students leaving before half of any class will not receive attendance credit for that class for that day. More than 10 absences in any given class per semester may result in non-credit for that course for the year.

Students who attend any school sponsored function which ends prior to the end of the school day are required to return to campus. Students not returning will be marked absent beginning at the time of sign-out 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.

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

## **ABSENCES**

In grades K3 – 6<sup>th</sup>, 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 5<sup>th</sup> through 12<sup>th</sup>, roll will be taken during each period. A student must be present in four 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 not present in class because of school-related activities (on or off campus), he/she is not counted absent and is afforded an opportunity to do makeup work as outlined in the makeup work policy.

If a student is not present in class because of a college visit/tour/interview, he/she is not counted absent and is afforded an opportunity to do makeup work as outlined in the makeup work policy. Students are allowed 2 college visits per school year and be prearranged with administration.

Students suspended/sent home for hair/dress code violation from school are expected to complete/makeup all classwork, assignments, and assessments given during the period of the suspension. Students must complete classwork and assignments during the period of the suspension and turn in all work the day he/she returns to school. Missed assessments will need to be scheduled upon the student's return and make-up time should not exceed the number of days missed due to suspension. Students may earn up to 70% credit of work completed. Failure to do the work within the designated time will result in a grade of zero. It is the parent/student's responsibility to contact the teacher about assignments/classwork/assessments missed during the period of suspension.

## **EXTRACURRICULAR PARTICIPATION**

Students must attend 4 classes, have a doctor's excuse, or have a documented college visit request/appointment to be eligible to participate in extra-curricular (athletic or literary) competition or practice on that particular day, **before or after school**.

A student must have a certificate of an annual physical examination on file at the school PRIOR to participating in any athletic try-out, practice, games, summer workouts, or camps, which indicate the student is physically approved for participation.

## **INSTRUCTION/TESTING**

### **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 or scholastic materials. If a book is abused or lost, the student will be responsible for repair or replacement cost.

### **SCHOOL ACTIVITIES OFF CAMPUS**

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 to relate to students' academic studies or special/seasonal educational activities. Parents will be notified in advance of field trip times, cost (if any) and location. Parents who choose to accompany the class on the field trip are NOT allowed to bring along siblings or other non-school children and are NOT allowed to ride the bus.

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 absent beginning at the time the student is signed out from the rest of the group returns unless prior administrative approval has been granted. Parents are required to sign out students with the supervising staff member, when this option is available. Parents may sign-out another student only if they have a signed note from the other child's parent stating his/her approval.

### **MYSCHOOLWORX**

Parents can review their child's academic progress anytime on MySchoolWorx. Parent login information will be provided to parents at the beginning of each school year. Homework, assignments, and project deadlines will be posted on MySchoolWorx. Parents can also visit our website at [www.pinewoodchristian.org](http://www.pinewoodchristian.org) to access additional information.

### **GRADES**

Pinewood will assess student progress on a 9-weeks basis. Parents have daily access to their student's grades through MySchoolWorx.

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

G = Good

S = Satisfactory

N = Needs to Improve

U = Unsatisfactory

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

Grading Scale: 1<sup>st</sup> -12<sup>th</sup>:

- A** - 100-93
- B** - 92-85
- C** - 84-77
- D** - 76-70
- F** - Below 70

Any student in grades 1<sup>st</sup> – 6<sup>th</sup> who receives more than 2 grades below 70 will be subject to retention.

Any student in grades 7 – 8 who receives 2 grades below 70 will be retained.

Any student in grades 9 - 12 who fails a core subject in any given year should repeat that subject. Attendance in an accredited summer school program is encouraged.

Progress reports and report cards for grades 1<sup>st</sup> – 12<sup>th</sup> will be issued through MySchoolWorx. Parents will be notified when reports have been published for viewing. Electronic signatures are required for acknowledgement. Year-end report cards (paper copy) will be mailed.

### **NINE WEEKS TESTS/SEMESTER GRADES**

Nine weeks tests are required of all students in all classes for grades 7<sup>th</sup> -12<sup>th</sup>. These tests are comprehensive for each nine week term. The nine weeks test will account for 10% of the nine weeks average.

Nine weeks tests are scheduled and may be found on the school calendar on the Pinewood website. Dates and times are announced in advance. No nine weeks tests will be administered early.

The first semester grade is the average of the first and second nine weeks' grades. The second semester grade is the average of the third and fourth nine weeks' grades. The final grade is the average of the first and second semester grades.

A nine weeks, semester or yearly average yielding a fraction of 0.5 or greater will be rounded up to the next whole number.

## **GRADUATION REQUIREMENTS**

Pinewood Christian Academy offers a College Preparatory Diploma. A diploma requires the successful completion of 24 units. Completion of diploma requirements DO NOT qualify students for the HOPE Scholarship Program.

Students must be enrolled in at least 4 classes on PCA's campus (any combination of PCA or DE courses) each school day.

<b>Areas of Study</b>	<b>College Prep</b>
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
<b>Total Units</b>	<b>24 Units</b>

Students may request to drop or add a class by completing the appropriate Drop/Add form at the beginning of each semester. This request must be made within the first 3 days of the semester. A request does not guarantee the change will be made. Any requests made after 3 days may be denied.

## **COMMUNITY SERVICE REQUIREMENTS**

In addition to earning academic credits, students in grades 9 - 12 must complete at least 25 hours of community service per academic year in order to graduate.

All service hours must be properly approved and documented on the official community service form. The official community service form is available in the student's Google classroom. The request must be completed and pre-approved PRIOR to the activity. Students are responsible for the completion of the official community service forms electronically. Please plan ahead to get all activities pre-approved. No hours will be accepted unless they have been pre-approved by the counselor. **Phone calls will not be used for approval.** After the activity has been preapproved, hours completed must be verified and signed, electronically, by a supervisor or sponsor and submitted.

## **DUAL ENROLLMENT ELIGIBILITY AND REQUIREMENTS**

Students interested in participating in the Dual Enrollment Program must meet eligibility requirements set by participating technical colleges or local universities, as well as have a 3.0 grade point average in academic/core courses only. Potential DE students should schedule appointments with the school's guidance office to ensure eligibility.

## **CLASS RANKING**

Class ranking in grades 9 – 12 is determined according to cumulative grade point averages. Weighted courses (AP, DE, or Honors) will receive additional points to each grade period average. Advanced Placement or Dual Enrollment core courses will receive a 5 point weight and Honors courses will receive a 2 point weight. Seniors ONLY - Spring semester dual enrollment grades may or may not be calculated in class ranking depending on the availability of final grades from participation institutions.

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 GRADUATE**

Pinewood Christian Academy Honor Graduates are divided into two tiers: Honor Graduate with Distinction and Honor Graduate. This calculation will be determined at the end of the second semester of the senior year.

Honor Graduate with Distinction: Students will take a minimum of 10 courses of Honor and/or Advanced Placement courses taught at PCA and/or MOWR courses taught at a SACS accredited college or university. Students must have a cumulative grade point average of 93.0 or above. The Valedictorian and Salutatorian will be identified from this tier. In order to be considered for Valedictorian or Salutatorian a student must have earned all credits (for grades 9 -12) while enrolled at Pinewood and must take ½ of the AP classes offered by Pinewood.

Honor Graduate: Students must have a cumulative grade point average of 93.0 or above, but have taken fewer than 10 courses of Honors and/or Advanced Placement courses taught at Pinewood and/or MOWR courses taught at a SACS accredited college or university.

## **HONOR AND ACHIEVEMENT ROLLS**

Honor Roll is awarded to students in grades 1<sup>st</sup> – 12<sup>th</sup> who have a 93.0 or above in every course for the nine week period.

Achievement Roll is awarded to students who have an average of 90.0 or above with no grade below 85 for the nine week period.

Yearly honor and achievement awards will be given for maintaining honor and/or achievement roll for all four grading periods.

## **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 may be monitored by the counselor or an administrator.

## **TESTING**

Students in grades 1-7, as part of continuous school improvement, use the Iowa Tests of Basic Skills (ITBS) each year. The ITBS is vital in determining student achievement, promotion and use 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.

The PSAT is offered to students in grades 8 – 11. This test is given once in October. It is required. Those students will be charged a nominal fee.

The ASVAB is administered to 11<sup>th</sup> grade students. This is optional. This test is given once and is offered in the spring.

ACT/SAT are offered to 10<sup>th</sup> – 12<sup>th</sup> grades on-site in the fall and spring. This is optional. Those students who chose to participate will be charged a fee.

Advanced Placement Exams are offered as part of the AP Program. Students in AP classes will take the corresponding AP exam on specific dates in May. Students who score in a 3 or higher on the 5 point scale may receive college credit. There is a fee associated with taking an AP exam.

## **MEDIA CENTER**

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 must 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 1<sup>st</sup> through 12<sup>th</sup> 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 1<sup>st</sup> through 12<sup>th</sup> grades may visit the library daily to check out books and may have two books checked out at the same time.

## **LIBRARY PROGRAMS**

- The weekly “**Storytime**” sessions for K3 through 2<sup>nd</sup> grade classes expose the students to award-winning books by well-known authors.
- The “**Pinewood Reader**” program in grades 1- 8 has resulted in many books being read and has improved reading comprehension scores.
- A “**100 Books Club**” program is available to students in the K4-K5-1<sup>st</sup> 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 Pinewood 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 and/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.

## **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 expected to be in attendance for chapel. 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 7<sup>th</sup> through 12<sup>th</sup>

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 4<sup>th</sup> through 6<sup>th</sup>

Students meet in the upper school 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 – 3<sup>rd</sup>

Students meet in the upper school gym. They are led in song and message by the Director of Campus Ministries.

# **TRANSPORTATION**

## **RIDING THE BUS**

Students should be at the bus stop 5 minutes before scheduled departure time. The bus will not wait on students who are not at the stop when it is time for the bus to depart. All pupils transported are under the authority of the bus driver and must obey established bus rules. School rules apply on the bus just as on campus or at other school events. **Students must be 4 years of age to ride the school bus.**

Students are expected to ride the bus in which they are assigned. Students needing to ride a different bus or any bus in which they are not assigned must request a bus pass using the following procedure:

1. Bring a written request from parent/guardian with a phone number and signature. Parents/guardians may be contacted for verification. If contact cannot be made, a request may be denied.
2. Submit a request note to the office. Upon verification, student will be given a bus pass.
3. Student should present a bus pass to the bus driver as he/she boards the bus.

Students who do not normally ride a bus will be asked to pay a \$5.00 per way bus fee. This fee will be added to your monthly statement. The bus driver will not collect monies.

## **DRIVING TO SCHOOL**

Being allowed to drive an automobile to school is a privilege extended to students at Pinewood. Please review the following expectations to maintain this privilege.

- During the first week of school, each student who drives to school must complete a one-time registration of his/her automobile in the upper school office. Please be prepared to provide proof of insurance, a valid Georgia Driver's 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 any time the car is on school property. There will be a nominal charge of \$20.00 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.
- 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.

## **CAR ARRIVAL PROCEDURES**

Student early arrival begins at 7:30 am. Students may be dropped off 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.

Students arriving at 7:55 am may report directly to their classrooms. The school side curbing is for drop-off only. The curbing in front of the Middle School/Media Center building is NOT an approved area for drop-off. Parents choosing to walk their student to class must park along the far side curbing or in the school parking lot.

Please DO NOT drive or park in the bus lane at any time during the school day.

Students driving to school should park upon arrival 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 without permission. Make sure you bring in books, lunch, gym clothes, etc.

## **CAR DEPARTURE PROCEDURES**

Students who 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 then 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 purchased at a cost of \$5.00 each. For safety reasons please refrain from being on your cell phone, texting, etc. during car departure.

Parents/Guardians may park and enter the building at the 3:28 bell to pick up students from the cafeteria. All car departure students in grades K4 – 6<sup>th</sup> must report to the cafeteria. Do not attempt to intercede while students are walking to the departure location. 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 and batting cages.

If your upper school student 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 or batting cages.

## **TRANSPORTATION OF STUDENTS**

All students participating in a school sponsored function (off-campus) must be transported, travel, or ride in a state DOT approved vehicle. Any student participating in a school sponsored function (off-campus) should not be transported in the private vehicle of the supervising coach, faculty, or staff member of the event. Exceptions to the policy must be preapproved by Administration. An exception request must be done in writing PRIOR to an event by completing a Transportation Form. Please note that a request can be denied if extenuating circumstances are not present and valid.

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 absent beginning at 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-out another student only if they have a signed note from the other child's parent stating his/her approval.

# SCHOOL UNIFORM/DRESS CODE 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.

All uniform pieces should be neat and clean, and free from stains or holes/tears/rips.

## **GIRLS (K4 - 3rd grade)**

- **JUMPERS** Green Gingham Jumper or Orange Polo Jumper
- **PRIVACY SHORTS** Knit Biker Short Privacy Shorts  
~ **Required under a jumper. May be purchased elsewhere**
- **BLOUSES** White Short Sleeve Peter Pan Blouse  
White Short/Long Sleeve Oxford Shirt
- **SKORTS** Khaki Skort  
Green Gingham Skort
- **SLACKS** Khaki Pleated or Fashion Fit Slacks
- **SHORTS** Khaki Pleated or Fashion Fit Shorts
- **SHIRTS** White, Kelly Green, or Orange Short Sleeve  
Or Long Sleeve Fashion Fit Knit Polo with School Crest  
Logo or Embroidered School Crest Monogram
- **OUTERWEAR** Black V-neck Cardigan with Embroidered School  
School Crest Monogram  
Black Crewneck Sweatshirt with PCA heat-pressed logo  
Black Hoodie Sweatshirt with PCA heat-pressed logo.  
Black Soft-Shell Weatherproof Jacket with embroidered  
School Crest Monogram

PCA Athletic/Letterman's Jacket

**~All jackets/hoodies/sweaters worn inside the school building must be uniform approved.**

**~Team/Club Hoodies/Sweatshirts are NOT approved outerwear and should not be worn during the school day.**

**~Uniform shirts must be worn under outerwear.**

- **BELTS**

Black or Brown Belt 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 (patterned/solid): Navy, Gray, White, Black, Kelly or and Orange.

**Please note: fluorescent green and orange are NOT APPROVED colors.**

Leggings and tights may be worn in the colors of white, grey, or black. Leggings should be ankle length. Sheer or lace leggings are **NOT ACCEPTABLE**. Tights should be opaque or cable knit style. **~ May be purchased elsewhere**

- **SHOES**

Shoes, including boots and sandals, should be conservative in style and predominately black, brown, grey, gold, silver, or white in color.

All sandals must strap securely to the feet.

No open-back shoes, rubber flip-flops, crocs, water shoes, or wedges/platform/heeled shoes.

Tennis shoes of any color may be worn.

Sequin, glitter, or rhinestone detailed shoes are **NOT ACCEPTABLE**. **~ May be purchased elsewhere**

- **HAIR ACCESSORIES**

Matching hair accessories must be approved uniform colors: White, Black, Kelly Green, and Orange.

Sequin, glitter, or rhinestone detailed accessories are **NOT ACCEPTABLE**.

**~ May be purchased elsewhere**

## **GIRLS (4th-12th grade)**

- **BLOUSES** White Short Sleeve or Long Sleeve Oxford Embroidered School Text Monogram
- **SKORTS** Khaki Skort  
Green Gingham Skort
- **SHORTS** Khaki Pleated or Fashion Fit Shorts
- **SLACKS** Khaki Pleated or Fashion Fit Slacks
- **SHIRTS** White, Kelly Green, or Orange Short Sleeve or Long Sleeve Fashion Fit Polo with Embroidered School Crest Monogram  
**SENIORS ONLY** ~Black Short Sleeve Fashion Fit Shirt with Embroidered School Crest Monogram
- **OUTERWEAR** Black V-neck Cardigan with Embroidered School School Crest Monogram  
Black Crewneck Sweatshirt with PCA heat-pressed logo  
Black Hoodie Sweatshirt with PCA heat-pressed logo.  
Black Soft-Shell Weatherproof Jacket with embroidered School Crest Monogram  
PCA Athletic/Letterman's Jacket  
  
~All jackets/hoodies/sweaters worn inside the school building must be uniform approved.  
  
~Team/Club Hoodies/Sweatshirts are NOT approved outerwear and should not be worn during the school day.  
  
~Uniform shirt must be worn under outerwear.
- **BELTS** Any Style Black or Brown Belt 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 (patterned/solid): Navy, Gray, White, Black, Kelly and/or Orange.  
**Please note: fluorescent green and orange are NOT APPROVED colors.**

Leggings and tights may be worn in the colors of white, grey, or black. Leggings should be ankle length. Sheer or lace leggings are **NOT ACCEPTABLE**. Tights should be opaque or cable knit style. ~ **May be purchased elsewhere**

- **SHOES**

Shoes, including boots and sandals, should be conservative in style and predominately black, brown, grey, gold, silver, or white in color.

No flip-flops or crocs/water shoes.

Wedges/platform/heeled shoes should not exceed 2 inches.

Tennis shoes of any color may be worn.

Sequin, glitter, or rhinestone detailed shoes are **NOT ACCEPTABLE**. ~ **May be purchased elsewhere**

- **HAIR ACCESSORIES** Matching hair accessories must be approved uniform colors: Black, White, Black, Kelly Green, and Orange. Sequin, glitter, or rhinestone detailed accessories are **NOT ACCEPTABLE**.

~ **May be purchased elsewhere**

- **HAIR/BODY**

No streaking or coloring of hair in an unnatural color.

No visible tattoos or body piercings. Girls may have pierced ears, no more than two per ear.

## **BOYS (ALL GRADES)**

- **SLACKS** Khaki Pleated or Flat Front Slacks  
~ **If slacks have belt loops they must be worn with a belt.**
- **SHORTS** Khaki Pleated or Flat Front Shorts  
  
~**If shorts have belt loops they must be worn with a belt**
- **DRI-FIT SHIRT** White, Kelly Green, or Orange Short Sleeve Dri-Fit Shirt Embroidered School Crest Monogram  
~**Shirts must be tucked into shorts or slacks at all times.**
- **KNIT SHIRTS** White, Kelly Green, or Orange Short Sleeve or Long Sleeve Knit Embroidered School Crest Monogram  
**SENIORS ONLY** ~Black Short Sleeve Dri-fit Shirt with Embroidered School Crest Monogram  
~**Shirts must be tucked into shorts or slacks at all times.**
- **OXFORD SHIRTS** White Short Sleeve or Long Sleeve Oxford Cloth Shirt With Embroidered School Text Monogram  
~**Shirts must be tucked into shorts or slacks at all times.**
- **OUTERWEAR** Black Crewneck Sweatshirt with PCA heat-pressed logo  
Black Hoodie Sweatshirt with PCA heat-pressed logo.  
Black Soft-Shell Weatherproof Jacket with embroidered School Crest Monogram  
PCA Athletic/Letterman's Jacket  
  
~ **All Jackets/hoodies worn inside school buildings must be uniform approved.**  
~**Uniform shirt must be worn under outerwear.**  
~**Team/Club Hoodies/Sweatshirts are NOT approved outerwear and should not be worn during the school day.**
- **BELTS** Any Style Black or Brown Belt or Khaki Stretch or Magnetic Belt ~ **May be purchased elsewhere**
- **SOCKS** Socks must be worn with tennis shoes. Socks must be approved uniform colors: Navy, Gray, White, Black, Kelly, or Orange. **Please note: fluorescent green and fluorescent orange are NOT APPROVED colors.**  
~ **May be purchased elsewhere**

- **SHOES** Shoes, including boots and sandals, should be conservative in style and predominately black, brown, grey, gold, silver, or white in color. No flip-flops or crocs/water shoes. Tennis shoes of any color may be worn. 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, coloring of hair, or styling of hair (ergo – Mohawk) in an unnatural manner. The matte of the hair should not exceed 2 inches from the scalp. No visible tattoos or body piercings.

### **DRESS DOWN/SPIRIT DAYS/JERSEY DAY 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 days may be non-PCA outerwear. Students may also wear regular uniform dress on “Dress Down/Spirit Days” if desired.

Each Friday will be GAME JERSEY DAY. When a sport is in season, players may wear game day jerseys or team shirts (pre-approved by administration) on Fridays only. Students must wear uniform bottoms. This policy applies to all interscholastic teams in grades 3 – 12.

### **PE UNIFORM DRESS**

PE Uniforms are required for all upper school students in PE or Weightlifting classes. PE Uniforms can be purchased from Bahama Joe's Uniform Company.

### **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. Backless shirts with exposed undergarments are not acceptable. Hats may be worn at outside extra-curricular activities but cannot be worn backwards.

## **PROM ATTIRE**

Gentlemen:

- Formal attire: tuxedo or dress suit to include a tie or bow tie

Ladies:

- Dresses **may** be strapless or include spaghetti straps.
- Dresses **may not** be cut below the bust line. The bust line continues around your sides directly under the armpit. With arms by your side, if flesh touches flesh below the bust line, the dress is inappropriate.\*
- Dresses **may** be backless as long as they are not cut below the naval. The small of your back should not be exposed.
- Midriffs **will not** be exposed. This includes both the front and side of the torso. With arms by your side, if flesh touches flesh in the midriff section, the dress is inappropriate.
- Dresses **may not** have a slit higher than mid-thigh. Dress length must be at least mid-thigh measuring the shortest non-shear part. This is considered finger-tip length.
- Dresses with see-through fabric in the midriff or below the bust line are **not** acceptable. Undergarments should not be visible.
- Dresses that are overly tight are **not** acceptable.

## **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 the Senior Honors Night program.

## **ATHLETIC BANQUET**

Student athletes will wear school uniforms to all athletic banquets.

## **HONOR SOCIETY/1160 CLUB/BETA INDUCTION**

Student inductees/participants will wear school uniforms for the Induction Ceremony.

## **STANDARDIZED TESTING ATTIRE**

Students participating in standardized testing (AP, ITBS, ASVAB, PSAT) will wear school uniforms.

**FARM DAY/OLD FASHION DAY (SENIORS)**

Students are to be appropriately dressed. 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.

# **FOOD SERVICE**

## **SCHOOL LUNCHES**

Students are given a choice of hot or cold lunch. Orders will be placed during homeroom each morning. A la carte items are also available for purchase in the cafeteria. Menus are available on the Pinewood website. Hot or cold lunch price is \$5.00.

The school will allow lunches to be brought from home. 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.

## **STUDENT LUNCH ACCOUNT**

Lunch money may be submitted to the homeroom teacher or to the Food Service Supervisor. 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 account balances can be viewed online via MySchoolWorx. When submitting lunch money, please note the following:

- 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.)

## **LUNCHROOM BEHAVIOR**

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 must remain in the lunchroom for the duration of the lunch period. Students should ask for permission to leave the lunchroom for any reason.

# **STUDENT LIFE/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 attend practice, actively practice, or participate in any extracurricular or athletic activity during the next four weeks probation period. The probation period begins the day report cards are issued to students, and the student's grades are to be rechecked on the date to coincide with mid-grade period progress reports.

In order for a student to return to eligible status, a student must not make a grade below 70 or more than two grades below 75 during the probation period in the courses which deemed him/her ineligible. If he/she does not make adequate progress, he/she will not be reinstated. The next review of eligible status will be at the end of the current grade period. This will be monitored by the coach or sponsor and reported to the headmaster. The report must include subjects which resulted in ineligible status 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.

## **MULTI-SPORT PARTICIPATION**

Students are encouraged to participate in multiple sports while attending PCA. A student may be able to participate in multiple sports in which the seasons coincide if all coaches are in agreement and practice/competition schedules are conducive for maximum benefit for each sport.

If a student athlete discontinues participation in a sport, for whatever reason, he/she will not be allowed to transition into another sport until the season of said sport is complete.

Overlapping seasons: Student athletes may not transition to a new sport until the completion of his/her current sport's season.

## **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 9<sup>th</sup> through 12<sup>th</sup>
- MS Baseball – open to boys in grades 7<sup>th</sup> and 8<sup>th</sup>

Basketball:

- Varsity Basketball – open to boys and girls in grades 9<sup>th</sup> through 12<sup>th</sup>
- SPAL Basketball – open to boys and girls in grades 5<sup>th</sup> through 8<sup>th</sup>

Cheerleading:

- Competition Varsity – open to students in grades 8<sup>th</sup> through 12<sup>th</sup>
- Game Day Cheer Varsity – open to students in grades 8<sup>th</sup> through 12<sup>th</sup>
- Pep Squad Varsity – open to students in grades 9<sup>th</sup> through 12<sup>th</sup>
- Competition Junior Varsity – open to students in grades 5<sup>th</sup> through 8<sup>th</sup>
- Pep Squad Junior Varsity – open to students in grades 5<sup>th</sup> through 8<sup>th</sup>

Clay Target Sports:

- Varsity Shooting Team - open to students in grades 8<sup>th</sup> through 12<sup>th</sup>

Cross Country:

- Cross-Country - Open to boys and girls in grades 8<sup>th</sup> through 12<sup>th</sup>
- MS Cross-Country – Open to boys and girls in grades 5<sup>th</sup> through 8<sup>th</sup>

Fast-Pitch Softball:

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

Football:

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

Golf:

- Varsity Golf - Open to boys and girls in grades 8<sup>th</sup> through 12<sup>th</sup>
- MS Golf – open to boys and girls in grades 7<sup>th</sup> and 8<sup>th</sup>

Track and Field:

- Varsity Track and Field - open to boys and girls in grades 8<sup>th</sup> through 12<sup>th</sup>
- MS Track and Field – open to boys and girls in grades 5<sup>th</sup> through 8<sup>th</sup>

Tennis:

- Varsity Tennis - open to boys and girls in grades 8<sup>th</sup> through 12<sup>th</sup>

Wrestling:

- Varsity Wrestling – open to students in grades 8<sup>th</sup> through 12<sup>th</sup>
- MS Wrestling – open to students in grades 5<sup>th</sup> through 8<sup>th</sup>

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

## **CLUB DAYS**

Club days will be scheduled for the **third Thursday each month**, by the administration to allow clubs an opportunity to meet during the school day. Club Days will follow the chapel schedule and meetings will take place during the 35 minute time frame. Students not attending a Club Meeting will report to homeroom for study hall.

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

Open to all students in grades 7<sup>th</sup> through 12<sup>th</sup> ~. 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 lifestyle are discussed by the faculty club sponsor and open to the students for comments or questions.

## **FCA (Fellowship of Christian Athletics)** ~ Garrett Blaxton~

Open to students in grades 7<sup>th</sup> through 12<sup>th</sup> ~ 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** ~ Mrs. Jennifer D. Bradley

Induction is for students in grades 7<sup>th</sup> -12<sup>th</sup> ~ who maintain an average of 93 at the end of Fall/Spring Semester. If student's cumulative average is below 93 at the end of a semester they are placed on probation for the next semester. If at the end of the probation period the cumulative average is still below 93 the student will be dismissed. Students who have been dismissed cannot regain eligibility to the Honor Society.

## **PRAISE BAND** ~Mrs. Jennifer D. Bradley~

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

## **DRAMA** ~ Mrs. Stephanie Largent

Open to students in grades 9<sup>th</sup> through 12<sup>th</sup> ~ 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; these are all life skills which contribute 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. 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 9<sup>th</sup> through 12<sup>th</sup> 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 and evening gown presentation, and finalists are asked an on-stage 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** ~Junior Homeroom Teachers~

The Prom may be held at the Pinewood campus or off campus in the spring. The junior class decorates the facility for the dance. 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.

### **FATHER-DAUGHTER DANCE**

The Father-Daughter Dance is sponsored by the League for girls in grades K3 – 6<sup>th</sup>. It is scheduled for the day following the prom and will be held at the same location.

### **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.

**JR/SR. BETA CLUB** ~Mrs. Susan Nobles (SR) & Mrs. Missi Elrod (JR)

This is a national organization which promotes the ideals of academic achievement, character, service, and leadership among middle and secondary school students. Students must meet and maintain eligibility to be a member of the club. Students who are eligible will receive an invitation to join in the fall of each year.

**INTERACT CLUB** ~ Mrs. Jennifer D. Bradley~

Interact gives students the chance to make a real difference while having fun. PCA Interact club carries out several service projects a year: ones which helps their school or community and promotes international understanding. Applications for membership is open to all students in grades 9 -12.

**JUNIOR CLASS RING CEREMONY** ~ Herff Jones ~

Herff Jones works in conjunction with PCA, the junior class sponsors, and students to give them opportunity to participate in a formal class ring presentation ceremony. In order to participate in this Herff Jones sponsored event, students must purchase class rings thru Herff Jones.

**UPPER SCHOOL CLASS RESPONSIBILITIES**

- Only grades 9 - 12 are allowed to sponsor fund-raisers.
  - GRADE SPECIFIC FUNDRAISERS:
    - Freshmen: SPAL Basketball Concessions
    - Sophomores: Cake Raffles and Carnations Sale
    - Juniors: Powder-Puff Game and Spaghetti Dinner
    - Seniors: Homecoming Dance
- 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 1<sup>st</sup> 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. These additional fund-raisers must be preapproved by Administration.

- Homeroom teachers will serve as class advisors. At least one homeroom teacher must be present for a class meeting. Homeroom teachers will be active participants in the planning of events. This includes completing required paperwork, planning chapel/program, and supervising the fundraising event.

## **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.

## **GRADUATION**

All seniors who are eligible are required to participate in Honors Night, Baccalaureate and Graduation ceremonies. Students must attend all practices and meetings associated with end-of-the-year activities. The only exception is for extreme emergencies and should be cleared with the Headmaster.

## **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 held on the PCA campus unless permission is granted by the administration to host at a different venue. Attendees must be a PCA student or a date of a PCA student.

## **LOWER SCHOOL PARTIES**

A list of preapproved parties will be issued to teachers at the beginning of each school year. The beginning and ending times of these parties will be shared with party committee members. It is recommended that all parties take place on campus and there should be no water related activities. All areas should be clean and in order at the completion of the party. Parents serving as party committee members should not bring siblings to the parties.

Invitations to personal parties or events should not be distributed among students during the school day.

## **STUDENT ACADEMIC 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 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 9<sup>th</sup> – 12<sup>th</sup> must earn 24 prescribed Carnegie Units in order to graduate.

## **MAKE-UP WORK**

All assignments should be obtained from My SchoolWorx. When desired, parents may request books to be sent home for their child. Requests must be made to the teacher(s) via MySchoolWorx before 10:00 am 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 due to any absences. In the event of an absence, it is the student's responsibility to determine what tests, 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.)

If a test is given the day of an absence, the student should take the test the day he/she returns to school. If a test is given the day after an absence, the student may take the test the day he/she returns if adequate time/materials for preparation were allowed/acquired. If not, the student will be allowed to take the test at an alternate scheduled time with the teacher within the allowed number of make-up days. If multiple tests were missed, teachers need to be flexible (when in reason) to allow adequate time to do makeup work. This will be

up to the discretion of the teacher(s). No work will be accepted after this time limit without permission of the administration.

Teachers automatically insert a "0" in their gradebooks for all missed assignments to reflect the impact of incomplete work on a student's course grade. Zeros are removed from the grade book IF the student completes his/her make-up assignments within the time frame prescribed above.

Students who are present on campus at any time between 7:45 – 3:25 should submit all assignments due on the specified day, regardless if the student arrives late or departs early for excused or unexcused reasons.

## **STUDENT BEHAVIOR RESPONSIBILITIES**

Responsible behavior by each student is the only way in which the rights set forth in this document can be preserved. Violation of some of these responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society. Students have a responsibility to:

- attend school regularly and punctually and make every effort to achieve in all areas of their education;
- be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
- follow school regulations regarding entering and leaving the classroom and school building;
- help maintain a school environment free of weapons, illegal drugs, controlled substances and alcohol;
- behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
- share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
- respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
- show respect for school property and respect the property of others, both private and public;
- be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, religion, national origin, citizenship/immigration status, weight, physical

and/or emotional condition, disability, and political beliefs, and refrain from making slurs based on these criteria;

- behave in a polite, truthful and cooperative manner toward students, teachers and other school staff;
- promote good human relations and build bridges of understanding among the members of the school community;
- use non-confrontational methods to resolve conflicts;
- refrain from obscene and defamatory communication in speech, writing and other modes of expression in their interactions with the school community;
- express themselves in a manner which promotes cooperation and does not interfere with the educational process;
- adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories and extra-curricular events/programs;
- be familiar with the school Discipline Code and abide by school rules and regulations;
- provide leadership to encourage fellow students to follow established school policies and practices; and
- keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmission to their parents.

**Discipline Guidelines**  
**for**  
**Behavior Unbecoming of a PCA Student**

The students of Pinewood Christian Academy are held to a high level of expectation for behavior as well as academic performance. We trust that our students will be model citizens in their communities, and that their behaviors would be reflective of the Christian principles that they are taught at home as well as at school. In the event a Pinewood student is charged with a legal violation, outside of school hours, we reserve the right to also administer discipline measures as we deem appropriate and fitting.

If a Pinewood Christian Academy student is found guilty of a misdemeanor charge, he/she may be suspended from school for a period of up to 5 days. During this suspension, all rules apply including but not limited to receiving zeros on all assignments. Repeated misdemeanor violations of lesser nature could also result in an additional suspension or possible expulsion. During this time, the student will not be allowed to attend school functions or participate in extracurricular practices or contests.

If a Pinewood Christian Academy student is found guilty of Misdemeanors of High and Aggravated Nature, it may result in a suspension of up to 10 days and possible expulsion.

If a Pinewood student is found guilty of a felony charge, he/she may be expelled for a period ranging from 1 semester and could possibly result in a permanent expulsion from Pinewood Christian Academy.

## **SUBSTANCE ABUSE - ANTI-DRUG POLICY**

This policy establishes Pinewood Christian Academy's position on the use or abuse of alcohol, drugs, or other controlled substances by its students in grades seven through twelve. It is a part of PCA's commitment to safeguarding the health of its students, and to providing a safe place for its students to learn and grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create an environment for learning. PCA has established this Drug Free School Program to detect uses and remove abusers of alcohol, drugs, or other controlled substances. PCA is committed to preventing the use and/or presence of these substances in its school or on its property and to encourage its students to say "no" to drugs and alcohol.

The purpose of PCA's Anti-Drug Policy is to promote a drug-free lifestyle and protect the well-being of all students. This program is intended to reassure students, parents, and the community that the health, safety, and development of each student is our goal at PCA. The Anti-Drug Policy will assist in providing a drug-free educational environment and produce students who can serve as role models and influence their peers to lead responsible lives. It is designed to prevent drug use and abuse, as well as identify any student who may be using drugs so the student may receive treatment and education.

### **USE**

This policy shall be enforced on all students in grades 7 – 12. The intent of this policy is to discourage students from making detrimental choices regarding the use of illegal drugs. An offense is described as:

- Caught in the act of using or consuming illegal drugs.
- Under the influence of drugs (confirmed by urine analysis)
- Found to have drugs or drug paraphernalia on his/her person, in his/her car, or in his/her possession.
- Suspected of possessing, using, or supplying drugs.

## **DRUG TESTING**

The drug testing of students will be conducted by a professional testing service. The testing service will complete the test and report the results to the Pinewood Christian Academy Administration.

The primary method for drug testing shall be by urine analysis. Other means may be utilized or required by the administration. Secondary or additional test may be at the expense of the student or his/her parent/guardian.

Testing may be conducted one time per semester or as deemed required by the administration. Any student enrolled at Pinewood Christian Academy, grades 7 – 12, is subject to screening for drug usage on a randomly selected basis or as required by the administration if sufficient cause and/or suspicion exists.

In the event that a student's test is returned with inconclusive results, the test will be immediately re-administered. If the results should return a second time as inconclusive, a hair testing analysis may be required.

Refusal to be tested will be deemed as a positive drug test and shall result in the student being expelled.

## **DISCIPLINARY ACTIONS**

It is not feasible to have every possible rule and its consequence outlined in the Parent-Student Handbook; therefore, the Administration may invoke suspensions or other disciplinary action as it deems fit and appropriate. PCA Administration reserves the right to consider the type and amount of drug concerned and could elect to expel the student immediately.

# CODE OF CONDUCT

## Kindergarten - Grade 6 Level 1

### Infractions – Uncooperative/Noncompliant Behavior

- L01 Excessive unexcused absences from school
- L02 Failing to wear the require school uniform/Hair Violation
- L03 Being late for school
- L04 Possession/using prohibited equipment or items to school without authorization (e.g. cell phone, beeper, or other electronic communication/entertainment device)
- L05 Failing to be in one’s assigned place on school premises/Failure to report to detention
- L06 Behaving in a manner which disrupts the educational process (e.g. making excessive noise in a classroom, library, or hallway, distractions in the classroom, off-task behavior, unprepared for class, eating in classroom, chewing gum)
- L07 Engaging in verbally rude or disrespectful behavior
- L08 Using school computers, fax machines, telephone or other electronic equipment or devices without appropriate permission

### RANGE OF POSSIBLE DISCIPLINARY ACTIONS

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 2**

**Infractions: Disorderly Behavior**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- L09 Smoking and/or use of electronic cigarettes/vape and/or possession of matches/lighters/vape/cigarettes
- L10 Gambling
- L11 Using profane, obscene, vulgar, or lewd language, gestures, or behavior
- L12 Lying to, giving false information to, and/or misleading school personnel/Forgery
- L13 Misusing property belonging to others
- L14 Engaging in or causing disruptive behavior on the school bus
- L15 Leaving class or school premises without permission of supervising school personnel
- L16 Engaging in inappropriate or unwanted physical contact or touching someone in a private part of body.
- L17 Violating the Department’s Internet Use Policy (e.g. use of the Department’s system for non-educational purposes, security/privacy violations)
- L18 Engaging in scholastic dishonesty which includes but is not limited to:
  - a. Cheating (e.g. copying from another’s test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 2  
(Continued)**

- another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test; improperly taking test or completing work to gain advantage (e.g. beginning a time test before the start))
- b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g. copying written work from the Internet, or any other source)
  - c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)

L19 Inappropriate use of electronic technology (e.g. unauthorized audio/video recording)

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 3**

**Infractions: Disruptive Behavior**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

L20	Defying or disobeying the lawful authority or directive of school personnel or school safety agents in a way that substantially disrupts the educational process	A. Admonishment by school staff (verbal or written)
L21	Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability	B. Student/Teacher conference (verbal or written)
L22	Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel (e.g. pushing past another person), or throwing an object (e.g. chalk) or spitting at another person (for more serious physically aggressive behavior)	C. Referral/Reprimand by Assistant Headmaster or Headmaster
L23	Knowingly possessing property belonging to another without authorization	D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
L24	Engaging in inappropriate or unwanted physical contact or touching someone in a private part of body	E. Corporal Punishment
L25	Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others	F. Removal from classroom/bus/In-School Suspension
L26	Posting or distributing libelous material or literature (including posting such material on the Internet)	G. Parent Conference
		H. Out-School Suspension
		I. Behavior Contract
		J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 4**

**Infractions: Aggressive or Injurious/Harmful Behaviors**

- L27 Posting or distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff (including posting such material on the Internet)
- L28 Engaging in physically aggressive behavior other than minor altercations as described under L22, which creates a substantial risk of or results in minor injury
- L29 Engaging in an act of coercion or threatening or instigating violence, injury or harm to another or others
- L30 Engaging in behavior on the school bus which creates a substantial risk of or results in injury
- L31 Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior Includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass
- L32 Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 4  
(Continued)**

actual or perceived race, weight, religion practices, gender, gender identity, gender expression, sexual orientation, or disability; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogator language or making derogatory jokes or name calling to humiliate or harass

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, , fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 4  
(Continued)**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

L33	Making sexually suggestive comments, innuendoes, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g. touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images)	A. Admonishment by school staff (verbal or written)
L34	Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol	B. Student/Teacher conference (verbal or written)
L35	Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior	C. Referral/Reprimand by Assistant Headmaster or Headmaster
L36	Falsely activating a fire alarm or other disaster alarm	D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
L37	Making a bomb threat	E. Corporal Punishment
L38	Creating a substantial risk of serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g. lighter, belt buckle, umbrella, or laser pointer)	F. Removal from classroom/bus/In-School Suspension
L39	Causing a serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g. lighter, belt buckle, laser pointer)	G. Parent Conference
L40	Inciting/Causing a riot	H. Out-School Suspension
L41	Possessing or selling any weapon as defined in Category II	I. Behavior Contract
		J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 4  
(Continued)**

L42 Using controlled substances or prescription medication without appropriate authorization, or using illegal drugs, synthetic hallucinogens, and/or alcohol.

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**KINDERGARTEN – GRADE 6 LEVEL 5**

**Infractions: Seriously dangerous or violent behavior**

- L43 Starting a fire
- L44 Threatening to use or using force to take or attempt to take property
- L45 Using force against, or inflicting or attempting to inflict serious injury against school personnel or school safety agents
- L46 Using extreme force against or inflicting or attempting to inflict serious injury upon students or others
- L47 Planning, instigating, or participating with another or others, in an incident of group violence
- L48 Engaging in threatening, dangerous or violent behavior that is gang-related
- L49 Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity
- L50 Selling or distributing illegal drugs or controlled substances and/or alcohol
- L51 Possessing or selling any weapon, other than a firearm, as defined in Category I
- L52 Using any weapon as defined in Category II to threaten or to attempt to inflict injury upon school personnel, students, or others
- L53 Using any weapon, other than a firearm, as defined in Category I, to threaten or to attempt to inflict injury upon school personnel, students, or others
- L54 Using any weapon, other than a firearm, as defined in Category I or II, to inflict injury upon school personnel, students, or others
- L55 Possessing or using a firearm

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**GRADE 7-12 LEVEL 1**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

**Infractions: Uncooperative/Noncompliant**

- U01 Unexcused absence from school
- U02 Failing to wear the required school uniform/Hair Violation
- U03 Cutting classes (reporting to school and failing to attend one or more programmed classes)
- U04 Being late for school or class
- U05 Possession/Using prohibited equipment or items to school without authorization (e.g. cell phone, beeper, or other electronic communication/entertainment devices)
- U06 Failing to be in one's assigned place on school premises/Failure to report to detention
- U07 Behaving in a manner which disrupts the educational process (e.g. making excessive noise in a classroom, library or hallway, distractions in the classroom, off-task behavior, unprepared for class, eating in classroom, chewing gum)
- U08 Engaging in verbally rude or disrespectful behavior
- U09 Using school computers, fax machines, telephones or other electronic equipment or devices without appropriate permission

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**GRADE 7-12 LEVEL 2**

**Infraction: Disorderly Behavior**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

U10	Smoking and/or use of electronic cigarettes/vape and/or possession of matches/lighters/vape/cigarettes	A. Admonishment by school staff (verbal or written)
U11	Gambling	B. Student/Teacher conference (verbal or written)
U12	Using profane, obscene, vulgar, or lewd language, gestures, or behavior	C. Referral/Reprimand by Assistant Headmaster or Headmaster
U13	Lying to, giving false information to, and/or misleading school personnel/Forgery	D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
U14	Misusing property belonging to others	E. Corporal Punishment
U15	Engaging in or causing disruptive behavior on the school bus	F. Removal from classroom/bus/In-School Suspension
U16	Inappropriate use of electronic technology (e.g. unauthorized audio/video recording)	G. Parent Conference
U17	Leaving class or school premises without permission of supervising school personnel	H. Out-School Suspension
		I. Behavior Contract
		J. Expulsion

**GRADE 7-12 LEVEL 3**

**Infractions: Disruptive Behavior**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

U18	Defying or disobeying the lawful authority or directive of school personnel or school safety agents in a way that substantially disrupts the educational process	A. Admonishment by school staff (verbal or written) B. Student/Teacher conference (verbal or written) C. Referral/Reprimand by Assistant Headmaster or Headmaster
U19	Entering or attempting to enter a school building without authorization or through an unauthorized entrance	D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
U20	Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability	E. Corporal Punishment F. Removal from classroom/bus/In-School Suspension
U21	Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel, or throwing an object, or spitting at another person (for more serious physically aggressive behavior	G. Parent Conference H. Out-School Suspension I. Behavior Contract J. Expulsion
U22	Engaging in gang-related behavior (e.g. wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures or signs)	
U23	Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means	
U24	Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others	
U25	Knowingly possessing property belonging to another without authorization	

**GRADE 7-12 LEVEL 3 (Continued)**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

<p>U26 Violating the Department’s Internet Use Policy (e.g. use of Department’s system for non-educational purposes, security/privacy violations)</p>	<p>A. Admonishment by school staff (verbal or written)</p> <p>B. Student/Teacher conference (verbal or written)</p>
<p>U27 Engaging in scholastic dishonesty which includes but is not limited to:</p> <p style="padding-left: 40px;">Cheating (e.g. copying from another’s graded activity; using material during a graded activity which is not authorized by the person giving the grade activity; collaborating with another student during the graded activity without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered graded activity; substituting for another student or permitting another student to substitute for one’s self to take a graded activity; bribing another person to obtain a graded activity that is to be administered; or securing copies of the graded activity or answers to the graded activity in advance of the graded activity; (e.g. beginning a time graded activity before the start))</p> <p style="padding-left: 20px;">a. Plagiarizing (approaching another’s work and using it as one’s own for credit without the required citation and attribution, (e.g., copying written work from the Internet, or any other source)</p> <p style="padding-left: 20px;">b. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)</p>	<p>C. Referral/Reprimand by Assistant Headmaster or Headmaster</p> <p>D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)</p> <p>E. Corporal Punishment</p> <p>F. Removal from classroom/bus/In-School Suspension</p> <p>G. Parent Conference</p> <p>H. Out-School Suspension</p> <p>I. Behavior Contract</p> <p>J. Expulsion</p>
<p>U28 Posting or distributing libelous material or literature (including posting such material on the Internet)</p>	

**GRADE 7-12 LEVEL 4**

**Infractions: Aggressive or Injurious/Harmful Behavior**

- U29 Engaging in sexual conduct on school premises or at school-related functions
- U30 Making sexually suggestive, innuendoes, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g. touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images)
- U31 Posting, disturbing, displaying, or sharing literature or material containing a threat of violence, injury or harm, depicting violent actions against or obscene, vulgar or lewd pictured of students or staff, including posting such material on the Internet
- U32 Engaging in physically aggressive behavior other than minor altercations as described under U21, which creates a substantial risk of or results in injury
- U33 Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**GRADE 7-12 LEVEL 4 (continued)**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- |     |  |  |
|-----|--|--|
| U34 | Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's actual or perceived race, weight, religion, religious practices, gender, gender identity, gender expression, sexual orientation, or disability; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass | A. Admonishment by school staff (verbal or written)<br>B. Student/Teacher conference (verbal or written)<br>C. Referral/Reprimand by Assistant Headmaster or Headmaster<br>D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)<br>E. Corporal Punishment<br>F. Removal from classroom/bus/In-School Suspension<br>G. Parent Conference<br>H. Out-School Suspension<br>I. Behavior Contract<br>J. Expulsion |
| U35 | Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol   |  |
| U36 | Falsely activating a fire alarm or other disaster alarm  |  |
| U37 | Making a bomb threat   |  |

**GRADE 7-12 LEVEL 4 (continued)**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

- U38 Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior
- U39 Creating a substantial risk of serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g. lighter, belt buckle, umbrella, or laser pointer)
- U40 Causing a substantial risk of serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g. lighter, belt buckle, umbrella, or laser pointer)
- U41 Inciting/causing a riot
- U42 Possessing or selling any weapon as defined in Category II
- U43 Using controlled substances or prescription medication without appropriate authorization, or using illegal drugs, synthetic hallucinogens, and/or alcohol

- A. Admonishment by school staff (verbal or written)
- B. Student/Teacher conference (verbal or written)
- C. Referral/Reprimand by Assistant Headmaster or Headmaster
- D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
- E. Corporal Punishment
- F. Removal from classroom/bus/In-School Suspension
- G. Parent Conference
- H. Out-School Suspension
- I. Behavior Contract
- J. Expulsion

**GRADE 7-12 LEVEL 5**

**Infractions: Seriously Dangerous/Violent Behavior**

**RANGE OF POSSIBLE DISCIPLINARY ACTIONS**

U44	Starting a fire	A. Admonishment by school staff (verbal or written)
U45	Threatening to use or using force to take attempt to take property belonging to take property belonging to another	B. Student/Teacher conference (verbal or written)
U46	Using force against, or inflicting or attempting to inflict serious injury against school personnel	C. Referral/Reprimand by Assistant Headmaster or Headmaster
U47	Using extreme force against or inflicting or attempting to inflict serious injury upon students or others	D. In-school disciplinary action (exclusion from extracurricular, detention activities or communal lunchtime, fine, replacement cost)
U48	Planning, instigating, or participating with another or others, in an incident of group violence	E. Corporal Punishment
U49	Engaging in threatening, dangerous or violent behavior that is gang-related	F. Removal from classroom/bus/In-School Suspension
U50	Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity	G. Parent Conference
U51	Selling or distributing illegal drugs or controlled substances and/or alcohol	H. Out-School Suspension
U52	Possessing or selling any weapon, other than a firearm, as defined in Category I	I. Behavior Contract
U53	Using any weapon as defined in Category II to threaten or attempt to inflict injury upon school personnel, students, or others	J. Expulsion
U54	Using any weapon, other than a firearm, as defined in Category I, to threaten or to attempt to inflict injury upon school personnel, students, or others	
U55	Using any weapon, other than a firearm, as defined in Category I or II, to inflict injury upon school personnel, students, or others	
U56	Possessing or using a firearm	

## PROHIBITED WEAPONS

### Prohibited Weapons – Category I

- Firearm, including pistol and handgun, silencers, electronic dart, and stun gun
- Shotgun, rifle, machine gun, or any other weapon which simulates or is adaptable for use as a machine gun
- Air gun, spring gun, or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun or paintball gun)
- Switchblade knife, gravity knife, pilum ballistic knife and cane sword (a cane that conceals a knife or sword)
- Dagger, stiletto, dirk, razor, box cutter, case cutter, utility knife and all other knives
- Billy club, blackjack, bludgeon, chukka stick, and metal knuckles
- Sandbag and sand club
- Sling shot (small, heavy weights attached to or propelled by a thong) and slung shot
- Martial arts objects including kung-fu stars, nun chucks and shirkens
- Explosives, including bombs, fire crackers and bombshells

### Prohibited Weapons – Category II

- Acid or dangerous chemicals (such as pepper spray, mace)
- \*Imitation gun or other imitation weapon
- Loaded or blank cartridges and other ammunition
- Stun weapons
- Any deadly, dangerous, or sharp pointed instrument which can be used or is intended for use as a weapons (such as scissors, nail file, broken glass, chain, wire).

## **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 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 email, 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 email 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 email 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, Instagram, 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 the 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.