



Pacific Christian Academy

Parent/Student Handbook

2019-2020

Accredited by:

ACSI (Association of Christian Schools International)

AdvancEd (Accreditation of Christian Schools International)

Member of:

WFIS (Washington Federation of Independent Schools)

ACSI (Association of Christian Schools International)

Approved by:

State of Washington

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Fall 2019

2019-20

Dear Parents:

Thank you for choosing Pacific Christian Academy as your partner in the education of your children. We know that God has given you the responsibility of raising your children to know and love God, "in the nurture and admonition of the Lord" (Eph. 6:4), and we want to partner with you in teaching them a Biblical life with Christ. It is important, then, that you read this handbook carefully and are assured that you are in total agreement with the policies and procedures outlined for you and your child.

The mission: "Pacific Christian Academy is committed to offering families a superior Bible-based education that equips students to be socially relevant leaders who are fully prepared for higher achievement". We will first endeavor to provide a superior Bible based education for your child. That means we will teach in an unapologetic manner the truths of God's Word in every subject. The events and activities your child engages in will reflect Biblical principles.

We also desire that every child be a "socially relevant leader." We live in a culture that is becoming more and more "anti-Christian." We are committed to teaching our students how to impact the world with God's truth without alienating those we want to reach. All students are taught what it means to be a servant leader as they learn the blessing of serving others through age appropriate community service.

Our students graduate prepared for higher achievement. Our academic standards require students to be serious about learning, to be engaged in higher level thinking, and to critically examine the information provided by the world they live in. Even young children can discern what is good and beneficial and can make choices that are godly. Students leave PCA ready for success in the work world, as well as institutions of higher learning. It is not uncommon for PCA seniors to earn significant scholarships to well-known universities.

The administration and teachers desire to serve you and your children within the scope of our mission, vision and core values. Please let us know when we have served you well and when you have an idea for how we can improve. You will find that we are good listeners.

We anticipate God's blessing on our year!

Debbie Schindler

Head of School

Staff Information

Email is the best way to contact our teachers, as they do not have direct phone lines. However, you may reach the voice mailbox of a teacher at any time by dialing 253.943.2500 and following the prompts to “dial by name” or by entering the voicemail extension listed below.

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Board of Trustees:

Carmen Goers, President: Doug Ostrom, Dr. Casey Treat, John Khauv, Bob Graby, and Ken Braaten

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The school reserves the right to update its policies during the school year. Notice will be given to parents.

NONDISCRIMINATORY POLICY:

Pacific Christian Academy dba Pacific Christian Academy admits students of any race, color, national or 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, loan programs, athletic and other school administered programs.

Section I: Foundational Statements

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, only infallible, authoritative, inerrant, all sufficient Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those that have accepted Christ unto the resurrection of eternal life and those who have not accepted Christ unto the resurrection of eternal judgment (reference: John 5:28,29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
8. We believe that the key to living a victorious, biblical lifestyle is the renewing of the mind to God's way of thinking. This means that our behavior and attitude exhibit the principles given in scripture. (Romans 12:1-2)
9. We believe in the baptism of the Holy Spirit and praying in other tongues. (Acts 2:4, Acts 2:38)
10. All employees understand that they will teach and will uphold the Statement of Faith without creating division.

Philosophy of Christian Education

Pacific Christian Academy is a Bible-based, Christ-centered school committed to developing young people with a Biblical worldview who are equipped to be world leaders. Students are challenged to live with excellence and moral character: spiritually, academically, socially, emotionally, and through acts of service and obedience (1 Timothy 4:12, Matthew 28:19-20). Students receive an education that equips them to lead, communicate effectively, think critically, make right decisions, and express

convictions confidently while developing a Biblical mindset (Romans 12:1-2). Students develop a passion for life as they discover their God-given destiny (2 Timothy 1:6-7, Jeremiah 29:11). We pray that PCA graduates will maintain a strong personal relationship with Jesus Christ throughout their lives (Psalms 92:12-15, Joshua 1:8-9), become active in a local church, prosper, continue to have a love for learning, demonstrate a concern for people, and be sought after in the professional world.

We believe that Scripture teaches that parents have the primary responsibility for the education of their children; the school serves the Christian home. Parents are asked to examine all school statements, the philosophy and the expected student outcomes to see if there is agreement with the school's mission and their personal beliefs. Then, the school and home can work in unity for the education of the child to know, love, obey and serve God throughout life.

Since students are unique and learn through a variety of methods, teachers differentiate in order to achieve relevant learning for all students. Pacific Christian Academy focuses on acquisition of core content (Bible, English, Language Arts, Math, Science, & History) complemented by fine arts, technology, physical education and other classes to provide a well-rounded program. Each learner is regularly assessed to confirm the mastery and understanding of skills needed for lifelong learning.

We believe that there are three foundational differences between Christian and secular education: the teachers, the curriculum and the underlying philosophy, and the students.

At PCA, all classes are taught by teachers who have committed their life to Jesus Christ, are modeling the Christian life as outlined in the Lifestyle Agreement, are led by the Holy Spirit, and are equipped to instruct and mentor students. Reliance on the leading of the Holy Spirit is the most vital factor in the process of education. As teachers stand before each child they model love while they inform, innovate, motivate, direct, encourage, discipline and evaluate. Teachers live out the truths of the Scripture as they interact with students each day. The inspiration of the Holy Spirit guides each teacher to integrate Biblical principles throughout the subject matter. The school is committed to providing the training and resources that are vital for the development and growth of all teachers.

We believe that knowledge, by itself, is not enough to prepare a student for the abundant, joyful life that God has promised. Knowledge must be accompanied by wisdom, and a system of godly values in order for education to be complete (Proverbs 4:7). It is our goal to see consistent growth in wisdom and character as exemplified by Jesus. The essence of the educational philosophy at Pacific Christian Academy can be

found in Colossians. 1:28-29, “So, naturally, we proclaim Christ! We warn everyone we meet, and we teach everyone we can, all that we know about Him, so that, if possible, we may bring every man up to his full maturity in Christ Jesus. This is what we are working at all the time, with all the strength that God gives us.”

The curriculum is planned to prepare students for excellent service in their God-given destiny. Thus, all classes are taught with a Biblical worldview. No subject can be taught in the totality of its truth if the Creator is ignored or denied, whether that is history, science, language, math, technology or the arts. We believe that God transforms lives into the image of Christ as the truths of God’s living Word are applied to the content and skills taught. Students receive an education that transforms as well as informs. They receive an education that is designed to maximize each student’s potential. This is the essence of a true Christian education.

The educational program of Pacific Christian Academy and methods of teaching are dependent on a Biblical philosophy that provides the viewpoints, truths and principles for life based on the inerrancy of the Scriptures and its place of truth in each life (Colossians 1:16). We also believe that learning at its best takes place as teachers and students support, honor and respect each other in an environment where Christ is lifted up and worshipped. PCA best practices include a focus on the individual’s relationship to society, intellectual development through the academic disciplines, making disciples (Mathew 28:19), preparing for works of service (Ephesians 4:12), and developing an eternal view of life.

The Biblical philosophical basis for PCA is a God-centered view of man and truth. Ultimate truth is God’s truth. Man, apart from God, is devoid of ultimate truth. Man can find truth through a personal relationship with Jesus Christ. Therefore, PCA seeks to bring students into fellowship with God through an integrated Christian education. The concepts of a Biblical worldview cover five main areas which are large in scope and include, but are not limited to the following:

God:

1. God is the creator and sustainer of all things.
2. Jesus came so we might have an abundant, healthy and successful life.
3. The Holy Spirit has been sent to empower believers and lead our lives.

Creation:

1. The world was created and is being sustained by God.
2. We are to enjoy and maintain this world we live in.

Mankind:

1. Mankind was uniquely created in the image and likeness of God with the ability and desire to know Him and have relationship with Him.
2. Man sinned and separated himself from God.
3. Through the shed blood of Christ we are forgiven and totally accepted by God.
4. Believers in Christ have His unmerited favor and the blessing of God on their lives by Jesus' death on the cross.
5. God has a plan/destiny for every person created.
6. Believers must reflect a Christ-like love of the diversity of our world

Moral Order:

1. Principles of moral order come from God's Word and apply to all people.
2. Knowing the Truth will set you free and transform your life.
3. Meditating on God's Word brings success and prosperity.

Purpose:

1. All mankind has been created for a purpose.
2. Living bigger than ourselves, serving and giving brings true fulfillment in life.

Our goal is that every element of the curriculum at Pacific Christian Academy is permeated with God's Word. Thus, learning includes an understanding of human history and God's activity in it; humanity, its cultures, and its cultural contribution; and how Christians are to live and to impact the world for Christ

PCA & Common Core State Standards (CCSS):

PCA purposefully does not align its curriculum with the state standards. Every school has outcomes – desired learning objectives – for each subject at every grade level. Teachers approach each year knowing the concepts, skills, attitudes and spiritual truths they want students to retain. Since most public schools have adopted CCSS, many companies market their alignment with common core outcomes, even if their textbooks continue to include the same content. PCA will not adopt textbooks in our elementary school where the content is in disagreement with God's Word. We will adopt textbooks that meet the learning objectives we have for our students. Beginning in junior high and into high school, PCA may carefully, but intentionally, use texts that are secular or have secular thought as part of the content, as an educational tool for teaching discernment.

Section II. Who We Are

Pacific Christian Academy is committed to offering families a superior Bible-based education that equips students to be socially relevant leaders who are fully prepared for higher achievement.

Pacific Christian Academy will thrive as a faith-filled, vibrant, spiritual and academic community where students love and serve God sincerely as they learn in an engaging, Biblically-based culture. Each graduate will have a sense of destiny and be equipped as a visionary leader.

Values

- We value God and His Word.
- We value love for God, self and neighbor.
- We value truth and integrity.
- We value family and community.
- We value restoration leading to unity.
- We value excellence.

Beliefs

- We believe that the most important decision a person can make is to accept Jesus Christ as Lord and Savior.
- We believe that every child is created with a God-given destiny and that we are privileged to disciple each student to discover and live out their gifting and destiny.
- We believe that God's plan is for parents to be the first teachers and primary decision-makers in their student's education; therefore, we partner with parents in training and equipping their child for success.
- We believe we honor God through our faith as we serve our community.
- We believe that God desires restoration and calls us to speak with grace and compassion toward one another as we follow the principles of Matt 18: 15-17
- We believe that faith-filled prayer allows God's marvelous work on our behalf and therefore we pray without ceasing.
- We believe in the move of the Holy Spirit through evidence of signs and wonders.

Priorities

- Our priority is to develop godly character in our students so that God is glorified in all they do.
- Our priority is to teach true knowledge and wisdom through a biblically-based, academically excellent education.
- Our priority is to inspire, disciple and equip life-long learners who are adept in social skills, critical thinking, and conflict resolution.
- Our priority is to have all employees aspire to teach and disciple students by modeling a Biblical life style.
- Our priority is to provide opportunities for students to discover and express leadership through service to others.
- Our priority is to provide a safe environment for all students: spiritually, emotionally, academically, socially and physically.
- Our priority is to meet the needs of all PCA learners through instruction, resources, and programs.
- Our priority is to make PCA financially accessible to families for whom Christian education is a conviction, not just a preference.

Purposes

- Our purpose is to teach and exemplify foundational Biblical truths.
- Our purpose is to instill vision and purpose in the heart and mind of every student.
- Our purpose is to teach the joy and sacrifice of a faith-filled life.
- Our purpose is to offer a rigorous education within a Biblical world view.
- Our purpose is to live life with gratefulness and generosity.
- Our purpose is to honor and celebrate ethnic diversity.
- Our purpose is to have class sizes that allow teachers to meet the needs of each child

Teaching Bible

We understand that our students attend a variety of churches and therefore use many different versions of the Bible. The Bible curriculum we currently use refers to the NIV for all memorization. Our teachers will use the NIV for classroom and memory work. Secondary students have the option of memorizing in other versions with a parent request.

Section III: ADMISSIONS

Admission Requirements:

A. New Students

1. Completed application forms and parental agreement with Pacific Christian Academy policies and educational philosophy
2. In secondary, the student must personally desire to attend Pacific Christian Academy and be willing to abide by the policies and Code of Conduct of Pacific Christian Academy (see appendix)
3. Personal interview with parents, and students with a member of the administration
4. Current Immunization Records (K4-12)
5. Birth Certificate (K4-12)
6. Report card from previous school (1-8), or transcript (9-12)
7. Paid registration fee
8. Entrance test and paid entrance test fee or copies of recent standardized test scores
9. Signed FACTS agreement, or tuition and fees paid in full

B. International Students

International Student Guidelines

Pacific Christian Academy accepts students of all races, creeds and ethnic backgrounds. International students are allowed to attend Pacific Christian Academy if they have an F-1 or F-2 status. The I-20 must be issued from Pacific Christian Academy and approved by the INS. I-20's will be issued for one year upon receipt of complete enrollment

application and documents and upon receipt of all fees and payment of one year's tuition (non-refundable, unless the student is unable to acquire a visa to enter the country as proven by the agency denying entry). Upon receiving an F-1 or F-2 status, students are eligible for academic grades and may enroll for continuous school years. Students, with a visiting visa status (all fees apply), must receive approval from the administration to attend Pacific Christian Academy. Students with a visiting visa will not receive academic grades, as they are legally not allowed to attend Pacific Christian Academy full-time until they receive an F-1 or F-2 status. Upon completion of the visit, the PCA office will provide a letter documenting the student's length of stay for the student's national school.

All international students must abide by the same policies and guidelines established for all students attending PCA. They must agree with the mission, core values, philosophy of education, to speak only English while on campus, interact with American students and actively participate in all-school events and activities (such as Mission trips, Chapels, Bible classes, Advances, concerts, performances, monthly outreaches and other seasonal specials). They must acknowledge the statement of faith as the core belief of PCA.

International students must be very aware of practices which may be acceptable in the culture of their own home country, but are not acceptable in the culture of the United States. International students must honor the United States culture.

International students are required to meet all admission requirements of new students in addition to the following:

1. International Addendum
2. Take an English speaking test with Duolingo
3. Enrollment in English Second Language (ESL) until English language level is proficient as evidenced via testing
4. Copy of Visa/Passport in place of birth certificate
5. Proof of income
6. Proof of medical insurance
7. Tuition/fees paid in full upon enrollment

C. Re-enrollment

1. Enrollment form
2. Registration fee
3. Signed FACTS agreement, or tuition and fees paid in full

D. Age Requirement

1. Students must be the following age by September 1st:
2. Kindergarten: 5-years-old
3. Grade 1: 6-years-old

E. Admission and Continued Admission

1. Admission and continued admission to Pacific Christian Academy is a privilege and not a right.

Section IV: TUITION AND FEES

Our tuition does not cover 100% of our operating need; annual fundraisers, and the generosity of our family and friends, make up the difference.

Tuition and fees are quoted in annual amounts and are paid over 10 months.

A. Fees:

1. Registration fees are due upon enrollment and are non-refundable and are non-transferable. All other listed fees will be included with tuition when your account is set up and are payable on a ten month plan. If payment is made for a full year or semester, those fees will be due on July 1st along with the tuition payment. These fees are also non-refundable and non-transferable.
2. New families to PCA will be charged a one-time Campus Fund fee of \$400. This fee is due upon enrollment.

B. Tuition:

There are four options for Domestic Student tuition payments (see below).

International students are required to pay in full before attending class. All payments are made through a FACTS contract, which is an automatic bank draft payment agreement system. The withdrawal dates are the 5th and/or the 20th of each month. There is an annual enrollment fee charged by FACTS and will be withdrawn from your account within 7 days of the agreement being posted to the FACTS system. The agreement will remain in force until all payments are complete. Changes may be made to your contract upon approval of the Business Office and a minimum of 3 business days prior to the date of the draw. In addition, any tuition payment not drafted by FACTS is subject to a \$25.00 handling fee.

1. Full year: Payment is due on July 1st. PCA offers a 3% tuition discount for accounts paid in full prior to or on July 1st. There is no enrollment fee for FACTS.
2. Semester payments: There are two payments. The first payment is due on July 1st. The second payment is due on January 1st. There is a \$10 annual enrollment fee.
3. Quarterly Payments: There are four payments. The payments are August 1st, November 1st, January 1st and March 1st. There is a \$41 FACTS annual enrollment fee.
4. Monthly payments. There are ten equal payments, August through May. Parents pay a FACTS enrollment fee.

C. Insufficient Funds

If the tuition bank draft is returned for insufficient funds, a fee of \$25.00 may be assessed by PCA. In addition your bank and FACTS may also charge a return item fee. Notification will be made by PCA to the responsible party. Replacement payment must be made to the school business office in the form of cash, cashier's check, or money order by the PCA requested date. Monthly tuition payments are considered delinquent upon funds rejection from the bank. If the account is not paid within the time specified, the student will be withdrawn from classes until the tuition is paid.

Insufficient funds and declined credit/debit cards will be handled in the above mentioned manner.

D. Withdrawal

If a parent/guardian wishes to withdraw a student, an exit interview with the Head of School is requested. For students withdrawing after August 1st, a withdrawal fee of 10% of the annual contract will be charged. For students withdrawing after the first day of school, tuition will be prorated. The same policy applies to students who have been expelled. Any eligible refund is first subject to deduction of outstanding balances. Official student records will not be released until all past due amounts have been paid and all school property returned. Unpaid debts are subject to official collection agency procedures.

E. Donations and Gifts

PCA encourages parents to give to the two major school fundraisers as well as participate in the Annual Fund which currently is our Capital Campaign. Please contact the Director of Development or go to our website for more information.

F. Employee Care Account

The Employee Care Account exists to provide for the unexpected and emergency needs of the employees of PCA. The community of PCA is encouraged to give to the ECA. As needs become known, employees may apply for funds OR the administration may suggest that the account funds be used.

G. Guardianship

Only legal guardians may sign field trips and other permissions for school activities

Section V: SCHEDULES AND ATTENDANCE

As we train young leaders, we teach them to value being on time.

I. Schedules

A. Early Education (Preschool) 3 & 4 Full day – 6th Grade

8:00 a.m. to 2:40 p.m.; students must be picked up by 2:50 or they will be placed in afterschool “Adventure Club” where a fee will be charged.

B. Grade: Early Education (Preschool) 3 & 4 Extended day

As early as 6:00 a.m. and as late as 6:00 p.m.; or a fee of \$1/minute will be charged thereafter.

C. Grade: Early Education (Preschool) 3 & 4 Half day

8:00 a.m. to 11:30 a.m.; students must be picked up by 11:35; or a fee of \$1/minute will be charged thereafter.

D. Grades: 7 - 12

8:00 am to 2:50 pm. All students are expected to depart school premises by 3:10 p.m.

E. Morning Arrivals

1. Students should not arrive earlier than 7:30 a.m.
2. Drop off of students

- a) Under the portico on the north side of the building. Traffic is one-way, in one lane for the entire length of the portico. Parents must join the drop off line, giving deference to others.
 - b) Parents who need to get out of their car must park in a stall on the east side of the building. Drivers are not to leave a car along the curb to “run in for a minute.” Being gone even 60 seconds leaves an unattended car, which becomes an unnecessary obstacle to the clear vision of other drivers.
3. Pick up of students
Pick up for elementary is under the portico on the north side of the building. Secondary student are picked up at the east entrance.

When picking up elementary students and then waiting for secondary students along the east side, do not allow children to play on the playground. The playground is for school hours only with direct staff supervision. Please plan activities for your children to do while waiting in the car.

When student crossing guards in reflective vests are on duty to help everyone understand the traffic flow, parents and students are asked to respect those students as they are serving as volunteers who want to see our school be as safe as possible.

- 4. Adventure Club is available for elementary students needing to arrive between the hours of 6:00 a.m. and 7:30 a.m. Additional fees apply. Elementary students not picked up by parents by 2:50 will be taken to Adventure Club. Parents will be charged for the time their child attends Adventure Club.
- 5. Secondary students may enter the secondary wing at 7:30 a.m. and must be out of the foyer or halls by 3:10. Students at school before 7:30 a.m. or after 3:10 will be required to attend a supervised study hall or after school programs for a minimal fee/hour.

F. Supervision

The supervision policies at PCA provide safety for our students. It is important that parents abide by the procedures set by the administration so that all students are safe.

PCA is a closed campus. Students will not be allowed to leave campus during school hours without the presence of a legal guardian. If a student does not sign out, he/she will be marked truant and consequences may be enforced. 10-12th grade students, with permission slip on file, may leave campus for lunch. Grade 9 students may be in the church café at lunch.

After School

1. Pacific Christian Academy is not responsible for supervising students on campus after 3:10 p.m. The only exceptions are those students participating in after-school Adventure Club or after-school sports and activities.
2. Elementary students not picked up by 2:50 p.m. will be sent to after school Adventure Club and charged accordingly.
3. Secondary students found on campus after 3:10 p.m. will be sent to a supervised study hall. Parents will be charged a per hour fee. The fee will be added to the parent bill.

G. General:

1. Students are always to be under the supervision of a teacher.
2. Students are not to be in the gym/Kid Zone unless a teacher is present and actively supervising.
3. Students may not be in classrooms unless a teacher is present.
4. Students may not be in the east end hallway or stairs from 8:00 a.m. – 2:50 p.m. and 3:00 p.m. – 6:00 p.m. Detention may be given to students who are found in off-limit areas.

Section VI: Attendance

Students are encouraged to be punctual and maintain good attendance so they may experience a quality education. The following guidelines are in place to ensure every student achieves the full benefit of their education.

A. Mandatory Attendance

1. In grades 1-8, students who are absent more than 18 days for the school year (10% of the year) may be asked to complete summer school to make up academic work required for promotion.
2. In grades 9-12, students who are absent more than (9) days per semester (10% of the semester) in any course will not be given credit for that course whether excused or unexcused. Exceptions are made for extended illness.

B. Excused/Unexcused Absences (Secondary School only)

1. An absence is defined as missing more than 10 minutes of class.
2. An excused absence is any absence followed by a note from the parent on the day the student returns.
3. Absences due to a doctor's appointment, documented by a doctor's note; death in the family (documented by parent note); a college visit (documented by college letterhead and approved by Dean of Academics) or absences due to vocational project (documented by supervising professional) will not be counted against the student's maximum absence allowance.
4. An unexcused absence is defined as an absence in which the student did not bring a note the next day, skipped a class or arrived more than 10 minutes late to class

C. Absence School Event (ASE)

Absences for school events (athletic contests, fine arts performances, field trips, or any other event sponsored by the school) do not count against the student's maximum absence allowance and are excused by the school administration. Students are required to keep up with course material and assignments while missing class for school events.

D. Absence for Vacation During School Days

Families are encouraged to plan their vacations around the school vacation days. Occasionally this is not feasible. The school wants to work with parents, however, it is charged with an educational responsibility. For families that must be on vacation during school days, the following will apply:

1. The school office and the student's teacher(s) should be notified of the absence 8-10 days in advance.
2. Adequate arrangements must be made for completing as much of the missed academic assignments as possible before or during the absence. (It can be difficult for a teacher to anticipate the exact class assignments days in advance.)
3. The teacher will give a reasonable time limit for make-up work to be turned in, no more than the number of days missed.
4. It is advisable for parents to discuss their child's academic standing with the teacher(s) before planning an extended school-time vacation.

E. Ill at School

1. Students who become ill at school should notify the teacher and ask to be sent to the front desk/healing room.
2. The teacher will send a student to the front desk with a note or send an email to alert the receptionist.
3. The receptionist will contact the parent to pick the student.
4. The receptionist will notify all teachers affected that the student is going home ill.

F. Extended Absences

For reasons other than the above, parents should submit a written note to the office, explaining the reason for the absence one week prior to the date absence will begin. After the request is approved, the teachers will assign the make-up work necessary. All academic work must be completed as outlined by policy.

G. Return From Absence Procedure

All students returning from an absence must submit a signed note from his/her parent (guardian) to the receptionist. The note should state the date of and reason for the absence.

1. Students without a note will receive an unexcused absence from the office and may receive further discipline (see Truancy).
2. A grade of "0" will be issued for each unexcused absence.
3. No make-up work will be allowed for unexcused absences.

H. Make-up Work

1. Students with excused absences will make up any work deemed necessary by the teacher and keep up with the academic progress of the class.
2. Parents are encouraged to pick up student assignments and books in incidents of prolonged absence. Coursework can be followed via Focus online posted assignments.
3. Students will have the same number of days as they were absent to complete make-up exams, quizzes, or homework. Work that was due on the day of absence is due on the first day the student returns from the absence.
4. Make-ups should be scheduled with the teacher for before or after school.

I. Credit Redemption

1. In grades 9-12, students who do not meet the mandatory attendance requirements will redeem credits/hours by making up the credit hours at a fee.
2. Credit hours may not be redeemed during the school day. Each absence beyond the stated maximum allowed will result in additional hours to be redeemed.

J. Tardy Policy

1. In grades K-6 a tardy will be defined as arriving to class after 8:00 AM. Excessive tardiness will require a parent conference and restitution of the time missed.
2. In grades 7-12, a tardy is defined as not being in a seat ready to begin class (quiet, books out, supplies ready) when the bell rings. Upon the 4th tardy per quarter, the student will redeem the time lost in detention. Each single (1) tardy thereafter will result in an additional detention. Tardy marks accrue; they are expunged on a quarterly basis.
3. In grades 7-12, if a student misses more than 10 minutes of a class period, he will be marked absent for that period.

Section VII: Academics

Curriculum

At PCA we place the emphasis on "Christian." Our teachers are Christians; we support the local church and teach with a Biblical Worldview in every class we offer. Not all of our curriculum is published by Christian publishers, however, our teachers are trained to integrate Biblical truths into the classes they are teaching. Our goal is to produce discerning students who can think on their own and develop critical thinking skills with a Biblical worldview. All classes are designed to be thought-provoking and challenging and take the students to new levels of faith. Please visit our school website for a full list of curriculum.

Grading Scale:

Letter	Percent	GPA	Letter	Percent	GPA	Letter	Percent	Letter	Percent	GPA
A+	97-100	4.0	B+	87-89	3.3	C+	77-79	D+	67-69	1.3
A	93-96	4.0	B	83-86	3.0	C	73-76	D	65-66	1.0
A-	90-92	3.7	B-	80-82	2.7	C-	70-72	F	Below 65	0.0

All grades are based on percentage. Tests are valued at 60% of the course grade; quizzes at 25% and homework at 15%.

A. Grade Checks

Parents are highly encouraged to regularly check their student's progress using Focus, our student information system. Focus is automatically updated with attendance and grades for each class.

B. Grade Reports

Hard copies of students' current grades are available upon request from the teacher. Report cards will be published on Focus every nine weeks in grades K-12 and with paper copies at the semesters.

C. Parent/Teacher Conferences

There are two regularly scheduled parent/teacher conferences already posted on the calendar, however, parents are encouraged to regularly communicate with the teaching staff throughout the year about the progress of their child. Please email or call the teacher to schedule a time when they will be available to meet.

Secondary Academic Policies/Procedures

D. Helps Classes

Secondary students struggling in one or more of their subjects can set up individual assistance with their classroom teachers outside of regularly scheduled class times. Before school and lunch times may be provided at the secondary levels for students to receive personal assistance in a given subject. Private tutoring may be available with our staff for an additional cost outside of the regularly scheduled school day. Tutoring may not be provided by the child's current course teacher.

E. Homework Guidelines

1. Homework is a part of every class to: a) increase reading abilities b) develop sound study skills c) give students an opportunity to complete already given assignments, and d) increase understanding of classroom instruction. Homework is given to reinforce what has already been taught in the classroom. Reading may be assigned as an introduction to a new concept the following day.
2. Students are not allowed to redo assignments to increase their overall grade. Grades should reflect the understanding and ability of the student. This allows teachers and parents to have a true perspective of where the child's

understanding is for that particular subject. Students are able to correct an assignment in order to better their understanding of the material, but these corrections will not change the grade on the assignment.

Math is an area of exception to this policy. Students may correct math work by showing all of the steps towards the correct answer. Students will receive 50% credit added back to the grade for problems missed in the first attempts.

3. Homework for elementary students may take up to 1 1/2 hours, including reading time, junior high students two hours and high school students three hours, especially 11th and 12th graders with Advanced Placement and college-level classes, depending on the student's learning style.
4. Homework should be turned in the day it is due. Late homework in grades 7-12 is reduced up to 50%, depending on the grade, class and assignment.

F. Honor Roll

Honor Roll will be published twice a school year. All students with a 3.5 GPA (90% average) or better will receive honors recognition and be placed on the Honor Roll. Honor Roll designation begins with Grade 7.

G. Minimum Grade Standards

Credit for classes:

1. High School students will fail to receive credit for any class with a semester grade lower than 65% and must repeat the entire class or attend summer school to receive credit.
2. Elementary students who fail two or more core subjects must repeat that grade or attend summer school and pass a minimum competency test before advancing into the next grade level.
3. All students in grades 4-12 who fail Math and/or English must attend summer school (9th-12th) or take extensive summer tutoring (4th – 8th).

H. Probation

Secondary students failing to maintain at least a "C" average (70%) in core classes and/or fail two or more subjects in any given quarter will be placed on academic probation and be required to obtain additional tutoring/ instruction until the grades improve. Students on probation will be ineligible for athletic competition. Failure to improve grades to a passing status within the next quarter may result in dismissal from PCA. A parent conference will be held with every student placed on academic probation.

I. Graduation Requirements

Each course is half credit per semester, unless otherwise noted. Students must earn a minimum of 26.5 credits in grades 9-12 for graduation.

Core Course	Credit	Notes
Bible	4	
English	4	
Social Studies/History	3.5	WA State History: .5 credits
Math	3 (4 for university bound)	
Science	3	

Electives	Credit	Notes
Fine arts	2	
P.E.	1.5	.5 credit for sport participation
Health	.5	
World Language	2 (3 for university bound)	
Vocational Project	1	.25 per year
Electives	2	Offers vary each semester

J. **Class Rank**

To qualify, an 8th-12th grade student must attend PCA full time. The student is eligible for class rank after completing two full years

1. **Valedictorian/Salutatorian**

These top academic honors will be determined by adjusted cumulative G.P.A. at the end of the final semester. Students must have completed a full schedule of classes at PCA for both the Junior and Senior years. Students taking honors and AP classes will be considered before students with a less rigorous schedule.

2. **Students on an AEP**

PCA offers Assessment and Education Plans (AEP) in addition to “helps” classes for those students requiring academic assistance in order to keep pace with their grade-level classes and to graduate on schedule. Student’s transcripts will indicate an adjusted plan. He/she will not be eligible for class ranking based on G.P.A., nor some end of the year awards in subjects where the altered plan has been applied.

3. **Independent Study**

Students who desire to advance a grade level or work independently through Running Start or other programs, yet still desire to be a part-time student at Pacific Christian Academy, must submit a written plan to the administration, in advance of starting any assignments, for approval.

These students are considered part-time and:

- a) Are not eligible for class rank, leadership office positions or honor roll.
- b) May only be on campus during their scheduled PCA class(es).

4. Honors Classes

.5 points will be calculated into the yearly G.P.A. of students passing designated honors classes. (A minimum grade of 70% overall is required to receive these honors points).

5. Advanced Placement Classes (may vary year to year)

AP US History	AP Government
AP Calculus	AP Language
AP Literature	AP Biology

One point will be calculated into the yearly G.P.A. of students passing designated AP classes due to the caliber of instruction at high school level.

(A minimum of a 70% overall is required to receive these AP points).

Students registered for an AP class are encouraged to take the AP exam for that course. Additional fee applies for testing. Students not taking the AP exam will be required to take a semester exam worth 20% of their grade.

6. Credit

- a) Students in 8th grade who successfully complete high school-level courses may be given high school credit for the following: Algebra I, World Language level I, and WA State History. A signed form requesting that the credit be added to the transcript will be required from the parent and student.
- b) Student Teacher Assistants: will receive .5 credit per semester will be granted.
- c) PE Credit for Major Sports: .5 credit will be granted for each completed sport. Sports managers will receive .25 credit per sport as PE credit?? Elective credit?. A pass/fail grade will be issued.
- d) Flex Credit for Competition/Performance Extracurricular Activities – students participating in extracurricular activities with a competition or performance outcome (sports, symphony, etc) may be awarded credit for the appropriate elective. Students may request information from the Academic Dean and then must submit documentation from their coach or teacher reflecting the number of hours involved at the completion of the activity in order to receive credit. The grade will be Pass/Fail.

7. Adding/Dropping Classes:

Forms must be completed within the first week of a new semester upon administrative/teacher approval. Changes are only allowed the first 5 school days of the semester. Parent signature is required.

8. Electives:

Students must decide their elective by the first week of the school year. From that point, changes may only be made for the second semester. All changes require a parent signature.

K. Student Academic Services (SAS):

All students can learn. Pacific Christian Academy provides a variety of support for students who are not succeeding or are at risk for failure. Parents may request information on ESL classes, AEP's and personalized tutoring.

L. Achievement Tests:

Pacific Christian Academy employs many different methods of measuring student achievement. The majority of these are teacher-designed tests, quizzes, projects, and daily assignments. Others are designed by the authors of the curriculum and assessments, modified by individual teachers.

In addition to these classroom measures, PCA administers the Iowa Achievement Test (K-11), a nationally normed test, once each year. This allows PCA students to be compared to students in the standardization group who were carefully selected to represent a true profile of all students and schools across the nation.

PCA does not use the Iowa Achievement Test to assist in the evaluation of teachers, the grading of students, nor in the promotion or retention of students. This would be misuse of the test since assignment of grades is subject to the expectations of the PCA curriculum, individual teacher and student. The benefit of the achievement test is that it provides a reliable measure of academic growth from year to year. It also provides that same measure for individual grade levels and for the school collectively. It is a type of external audit of our academic excellence, which helps PCA determine if we are meeting the academic portion of the mission statement regarding a quality education since the items on the achievement test does not perfectly align with the academic outcome of PCA, student grades and the achievement test scores may not perfectly aligned. It may be used to help determine if an AEP is needed.

Section VIII: Athletics (Grades 5-12)

Pacific Christian Academy offers students the opportunity to participate in sports. Student-Athletes are expected to uphold the highest of academic and behavioral standards to maintain the privilege of participating on PCA athletic teams. In addition to the participation fee, additional fees may be charged for uniforms, travel or equipment.

I. Participation Requirements

An Athletic Eligibility Card must be obtained from the Athletic Director showing fulfillment of the following participation requirements prior to the first practice. The yellow copy of this 3 part form must be submitted to the head coach in order to participate.

a) Age Restriction:

Students in grades 9-12 can be no older than 19 years of age on September 1st of the school year.

b) Medical Insurance:

Must show proof of medical insurance or purchase insurance through the school.

c) Physical Examination

Physical examinations must be done every two years and be on file with the athletic director prior to participation.

d) Concussion Information

The Concussion Information sheet must be read, signed & dated by athlete and parent/guardian. This form must be on file with the athletic department prior to participation.

e) Participation Form

The Participation Form must be completed for and signed by the parent/guardian granting permission and agreeing to the risks of the sport. This form must be on file with the athletic department prior to participation.

f) Practice

Practice will be daily, except on game days. Grades 5-8 may have fewer scheduled practices.

2. Eligibility

A. Academic Eligibility

Student must have no less than a 65% cumulative average in each course he/she is taking. Academic eligibility will be determined on a weekly basis. Grade checks will be completed on Mondays.

B. Attendance Eligibility

1. Students must attend at least a half-day of school in order to participate in a game or practice on that school day.
2. Running Start students must take 50% of their courses required for graduation at PCA in order to be eligible for athletic participation with PCA.

C. Academic Standards Not Met

Should academic standards not be met:

1. A student will be placed on probation for the following week. Student will practice and play, but will be notified of the need for academic improvement.
2. If each grade is not improved to a minimum of 65% cumulative average by the end of the one-week period, the student will not be allowed to compete until academic eligibility has been met at the next reporting period. Athletes must attend practice and games, but may not "suit up" for contests.
3. Any student receiving an "F" on a report card for the quarter will automatically be benched without a probationary period.
4. Benched students are not eligible for early dismissals.
5. Academic Probation: Secondary students failing to maintain at least a "C" average (70%) of all core classes and/or fail two or more subjects in

any given quarter will be placed on academic probation and be required to obtain additional tutoring/ instruction until the grades improve. Students on probation will be ineligible for athletic competition. Failure to improve grades to a passing status within the next quarter may result in dismissal from PCA. A parent conference will be held with every student on academic probation.

D. Academic Bench Appeal

An agreement may be established between the parent, teacher, supervisor and principal to allow a student to compete during a week of academic bench due to noted exceptional progress or extenuating circumstances. The Academic Bench Appeal Form, once signed, will remain on file in the student's permanent record. Appeal forms may be obtained from the AD office. Student athletes may be granted only of one appeal per sports season.

3. Uniforms & Gear

Athletes are responsible for the care and maintenance of all issued uniforms and gear. School records will be retained by PCA for failure to return uniforms and equipment in good condition. Students are responsible to pay for the purchase of missing or damaged equipment.

Section IX: Student Care and Conduct

All students, grades 6th – 12th, sign a Code of Conduct upon enrollment, (see Appendix). Students are expected to abide by that agreement through the entire year.

Restorative Discipline

Restorative Discipline is an approach to discipline that is more community oriented than individualistic, and focuses on healing and reconciliation rather than punishment and retaliation. It infuses life into the school, as the focus becomes on building up the school community. It promotes forgiveness, accountability and reconciliation. It encourages students to take ownership of their actions and provides a model for working through problems and disagreements. It emphasizes identifying and repairing the harm caused and teaches students to repair the damage, rather than face punishment. Restorative Discipline promotes a strong, mutually respectful school community.

Restorative Discipline is not used with students who are violent, involved in an expulsion level offense or when the situation calls for adult intervention and decision making.

At PCA, we believe that every person in the school is an image-bearer of God. We are all made in His likeness. "Why should I care about my neighbor?" Because God does. We are all brothers and sisters in Christ. We know that God places great value on relationships. An appropriate response of loving, accountable grace to wrong-doing mirrors the grace God extends to us.

Every believer in Jesus Christ experiences the goodness of God as He heals our pain, reconciling our sin through Christ and restoring relationships. Even so, we also know that we have the capacity to hurt one another.

In the classroom, the goal of Restorative Discipline is repentance, restitution and restoration. Discipline is not just a response to a broken rule, but to the hurt in the community of the classroom/school that has resulted in broken relationship. “When one part of the body is hurt, the rest hurt with that part.” (I Cor. 12:26) Restoring the wrongs in our school community and taking part in making them right, is a principle of the Christian life that can be taught to students. As we work with our students, we understand that the child cannot change his behavior; it is the grace of God that saves and sanctifies. Titus 2:11-12 Thus the goal is a repentant and changed heart, not external conformity. This happens through God’s mercy applied through accepting responsibility, repentance, reconciliation and restoration. Students are taught that they are accountable to make right what they have done wrong. They serve those whom they have hurt or injured. Restoration of relationship occurs when wrongs are made right.

Discipline: “The Lord disciplines those He loves.” (Heb. 12:6)

PCA teachers will discretely handle most discipline situations in the classroom. This, combined with strong student leadership, will establish positive peer expectations and a productive learning environment. Teachers focus on giving recognition to all the great things seen in attitudes and actions, rather than on giving attention to poor choices. PCA is a school that builds students up, consistently enforces the standards, and strives to clearly set boundaries. Our words have incredible power and we constantly pray for and speak victory and life over our students.

Students who choose to disobey teacher instructions and class expectations will be disciplined by the teachers or staff at their discretion. In a conference with the parent, either over the phone or in person, a plan for restoration will be made.

Detentions and Referrals

Students in grades 4th -12th who choose to disobey/ make poor choices may be assigned detention. Students must arrive on time and be in their seat ready to complete the assigned work at the start of the detention period. Disruptions or failure to remain in detention for the duration of the time assigned will require another period of detention.

Major Offenses

The consistent, repeated or blatant lack of control and/or foolish behavior or acts endangering the well-being of self, other students, staff or school property, or seriously interrupting the orderly operation and academic environment of the school, or are illegal, are considered serious. They will be addressed by the administration. Parents will be notified and expected to

be a part of the disciplinary process. All serious discipline action, whether the offense occurs on or off campus, will result in a written report placed in the student file. Parents will be contacted to be a part of the disciplinary process. The administration reserves the right to determine discipline consequences/actions on a case by case basis.

We pray that we never have to ask a student to leave the community of the school (as happened in I Corinthians); however, there are situations where persistence in disobedience and choices of wrong-doing will lead to asking a student to leave PCA. The major offenses listed below may lead to that dismissal.

Major Offense	
<ul style="list-style-type: none"> • Violating computer use agreement • Bullying, engaging in harassment, threats, or intimidation • Engaging in habitual profanity or vulgarity • Fighting/Assault • Forgery • Inappropriate or Illegal use of internet and/or electronic devices • Plagiarism/Cheating • Habitual Rebellion, Disrespect, Lying, Willful Defiance 	<ul style="list-style-type: none"> • Smoking or Possession of Tobacco Products • Sexual Harassment • Truancy (skipping class) • Unsafe Use of Motor Vehicle • Vandalism/Theft – PCA assumes no responsibility for any personal property lost or stolen (parents are liable for damages) • Skipping Class • Viewing pornographic material

As reconciliation, restitution and restoration are sought, the following outcomes could be applied:

1st Offense Potential Consequences
<ul style="list-style-type: none"> • Restorative Conference • Administrative conference with parents • Zero credit for academic work • Parking privilege revoked • Two to three weeks of detention • Restitution project/financial payment; restoration • Suspension • Referral to Law Enforcement Agency • Recommendation for withdrawal • Expulsion

Offenses that will result in significant suspension or expulsion:

- Arson – any fire
- Committing an obscene act
- Inappropriate or Illegal use of internet and/or electronic devices
- Sexual Immorality
- Possession of a weapon: An “injurious object” or an imitation of firearm/weapon
- Unlawfully possessing, selling, furnishing or being under the influence of any controlled substance or the ‘REPRESENTATION’ of such items.
- Assault and Battery

Cheating/Plagiarism:

In an excellent academic environment, cheating is not tolerated. Cheating/plagiarism is defined as: “the practice of taking someone else’s work or ideas and passing them off as one’s own. “ Students will be taught to do their work with integrity and expected to turn in assignments that reflect 100% of their own thinking. Violations will be treated as follows:

1st Offense: A zero with no option to redeem the grade

2nd Offense: A zero for assignment and 1 day suspension

3rd Offense: A zero for assignment and 3 day suspension

Bullying, Intimidation and Harassment

Pacific Christian Academy provides a safe learning environment that protects the legal rights of all individuals involved. We carefully follow state and national laws in place for such incidents. It is our policy that any student, teacher, staff member, parent or volunteer who intentionally and continually harasses, intimidates or bullies another student, staff member or PCA parent with written, verbal, electronic, or physical acts, substantially disrupting or threatening the orderly operation, education, and work environment of the school, on or off campus, will face serious discipline action. A form for reporting bullying is available at the receptionist desk and also in classrooms. The form must be completed and turned in to the Head of School to begin the investigation: a report to these involved will be provided at the end of the investigation. Bullying will result in extended detention, suspension, probation, or possible expulsion. All serious acts will be reported to the proper authorities for further action, if required by law to do so.

A person is being bullied or harassed when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Individual and sporadic episodes do not constitute bullying, and may be defined as “mean.” Bullying can be direct or indirect. The staff will respond immediately to any report of bullying.

Our goal is that every student:

- Learn in a safe and supportive environment

- Grow and learn without encountering harassment about race, gender, religion, or ethnic group
- Be free of harassment about appearance, dress, learning style, interests, or behavior
- Receive the help of caring adults if any of the above occurs

Bullying behaviors are targeted and continual. They are often verbal in nature, such as continued teasing and verbal harassment, but also may include unwanted touches, physical attacks (hits, kicks, scratches, pokes, etc.) and ostracism. Students must report any such behavior to a staff member, who will follow up with the required written report.

Sexual Harassment Policy

PCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. God's Word teaches us the importance of treating one another with kindness and deferring to another in love. This school is prepared to take action to prevent and correct any student who chooses not to honor others in words and actions. A student harassing others will be subject to discipline, up to and including, termination or expulsion. See Appendix for full policy.

Sexting:

In keeping with the school's responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image, a violation that will result in suspension and /or expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

Discipline Definitions:

- Warning – A verbal or written warning by any teacher/staff member
- Referral – Written discipline report to Administration by a teacher/staff member ☐
Detention – Disciplinary time spent after school – for minor offenses.
- Restorative Conference – Administration meets with the student, teacher, and possibly the parent/guardian to determine steps of accountability and restoration
- Suspension – Time spent at home from 1-10 days for more serious behavior violations
- Behavior Contract – Written agreement between student, staff and parent outlining the needed changes in behavior
- Disciplinary Probation – An action plan to assist students with unsatisfactory behavior. Student progress will be monitored and evaluated.

- Social Probation – Student prohibited from attending school functions, including field trips, sporting events, etc.
- Withdrawal – Administration recommendation for voluntary removal from school.
- Expulsion – Forced removal from school by the Head of School. Expulsion remains on the student’s permanent record. Serious or numerous suspensions may result in the student being expelled from Pacific Christian Academy. Expulsion occurs at the discretion of the administration following notification of the parents and student, after conversation. When a student is expelled, he/she will be issued a written and signed notice of expulsion listing the terms and conditions for future enrollment. Student will not receive academic credit from PCA for missed work during the expulsion. Parents who wish to re-enroll their student must present their request in writing to the school for prayer and consideration by the administration.

If at any time a student’s actions or attitude at or outside of the school is such that it becomes detrimental to the other students, or endangers the Christian environment maintained by the school, disciplinary probation or suspension will be considered. A parent/teacher conference will be held to inform the student and parents, and to determine a course of action. Written terms of the probation will be given to the parents and placed in the student’s file. If the situation does not show noticeable improvement within a set period of time, the student could face expulsion.

Section XI: Dress Code

In teaching the PCA dress code, three major principles are followed:

1. Dress must be modest. This is an issue for both young men and young women.
2. Dress must be appropriate to the event. What is allowed at Advance is different than what is expected at school, which is different from what is worn to the prom.
3. Dress must not distract from the learning environment or disrespect Biblical principles.
4. Dress must be clean and in good repair.

Elementary Dress Code

Pacific Christian Academy stresses the Biblical standards of decency and modesty (1 Timothy 2:9 and Romans 12:1), the expectation of a neat and clean appearance, and a Christ-like attitude. Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff. Students must adhere to the school dress code at all times while on campus and at school functions.

Parental review before a student leaves for school is an important contribution to their student meeting dress code standards. PCA acknowledges the parental responsibility in determining dress for their child. However the school does have an educational responsibility to teach students to dress for the standards of the PCA learning community.

Dress Code Standards

1. Clothes must not have holes (either deliberate design in the clothing or obvious tears).
2. Proper footwear is to be worn at all times for safety purposes. (i.e. Sandals must have a back strap; no flip flops or slippers)
3. Any clothing, jewelry, backpacks, binders, book covers, games, toys, playing cards, etc. with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gang, the occult or anything contrary to Christian standards, may not be worn or brought to school.
4. Pajamas/sleepwear and casual sweats are not appropriate for school. Nice athletic pants are allowed.
5. Spirit Days and other special dress days will allow for exceptions to the dress code as long as the principles/standards are upheld.
6. Fridays are often Spirit days—watch for special notices.

Dress Code for Female Students

7. Undergarments may not be visible.
8. Current trends and fads will be addressed by the administration as they arise. Dress Code for Female Students
9. Dresses, skirts, and shorts must be modest and fit properly. As a general rule, the length should be mid-thigh or longer.
10. Shirts/tops must be modest and fit properly. Tank tops may not be worn.
11. Shoes with wheels are not appropriate for school.

Dress Code for Male Students

1. Undershirts, muscle shirts and tank tops may not be worn as outer garments.
2. Pants must fit properly (neither too small nor too large). Pants must not sag. Special Dress Days

Dress Code Violations

1. Elementary – elementary parents will be notified of any dress code violations and expected to bring a change of clothes that meet the dress code.

Secondary Dress Code

Christian Faith School stresses the Biblical standards of decency and modesty (1 Timothy 2:9 and Romans 12:1), the expectation of a neat and clean appearance. We expect our young leaders to honor themselves and God, and realize their dress at school must not distract from the learning environment. Our desire is that student dress be modest. Modesty is an attitude of the heart. We want student dress to contribute to our community life in a way which serves God and helps others.

In teaching the CFS dress code, these major principles are followed:

1. Dress must be modest. This is an issue for both young men and young women.
2. Dress must be appropriate to the event. What is allowed at a picnic is different

- than what is expected at school, which is different from what is worn to the prom.
3. Dress must not distract from the learning environment or disrespect Biblical principles.
 4. Dress must be clean and in good repair.

Students are expected to follow the school dress code. The administration makes all final dress code decisions.

Dress Code Standards

- Jeans with holes and tears that are no more than 1” on all sides, and lower than mid- thigh, are allowed. Larger holes, up to 2 inches, below mid-thigh are allowed with patches and leggings underneath those holes.
- Casual sweatpants, pajamas and sleepwear are not appropriate for school.
- Shorts must be mid-thigh.
- Hair should be neat and clean.
- Proper footwear is to be worn at all-times for safety and health purposes. No slippers.
- Sunglasses may not be worn in classrooms and chapel. Hats may be worn at teacher discretion. Hoodies may not be worn up over the head.
- Undergarments may not be visible. Clothing that mimics undergarments may not be worn as outer-clothing.
- Any clothing, jewelry, backpacks, binders, book covers, etc. with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gang, the occult or anything contrary to Christian standards, may not be worn.
- Current trends and fads will be addressed by the administration as they arise.

Female Students

- Dresses, skirts, and shorts must be modest and fit properly. As a general rule, the length should be mid-thigh or longer.
- Yoga pants, leggings, or jeggings may not be worn unless a skirt that is mid-thigh or longer is worn with them.
- Shirts/tops must be modest, cover the stomach area, and fit properly. They may not be skin tight. Tank tops are not to be worn alone. Off the shoulder shirts are allowed with a 1.5 inch or more shoulder strap.

Male Students

- Facial hair must be neat and trim.
- Undershirts, muscle shirts and tank tops may not be worn as outer garments.
- Pants and shorts must fit properly and not sag.

Special Dress Days

- Spirit Days and other special dress days will allow for exceptions to the dress code as long as the standards stated above are upheld.

Dress Code for Prom

- Dressy dresses must be mid-thigh or longer and may come half way down the back.
- Off the shoulder, modest in the front and back, dresses and tops are allowed.
- Young men are expected to wear shirt and tie/jackets and slacks.

Dress Code Violations

1. If a student is out of dress code during the school day, teachers and administration will work with him/her to resolve the issue as promptly as possible so he/she may return to class and not experience or cause a disruption in the learning environment. Students will not be allowed to attend class if their dress is immodest or inappropriate for the learning environment.
2. If a student is out of dress code more than once on the same day or becomes a habitual offender, he or she will be considered willfully disobedient and a restorative discipline conference will be required. Administration reserves the right to determine appropriate modest attire for each individual situation.

Dress Code: Physical Education

Students must have the correct shoes for participation. Shoes with non-black rubber soles and closed backs are considered appropriate. Students not wearing proper clothing for PE may not participate and will lose participation points.

Section XII: Spiritual Life

Leadership

Students involved in PCA Leadership (elected offices), Worship Team or other Co-Curricular activities must adhere to the sports eligibility guidelines and are held to higher behavioral standards as outlined in the student leadership handbook.

Chapel

At Pacific Christian Academy, we put God first every day with worship, prayer and/or ministry of the Word. Weekly chapels are provided for all students, as well as prayer, classroom activities, and training.

Bible

Bible is the most important subject taught at PCA and is included in the teaching of every subject. It is our hope that the Bible will become the grid of Truth through which our students evaluate all of life.

Advance

Secondary students will spend two to three days at the beginning of the year, focusing on God and learning more about what He wants for their life. The Advance, also, is an opportunity to make new friends, interact with teachers in a non-classroom environment and – have fun! The cost for Advance is included in the tuition and is considered part of the curriculum. All students are expected to attend.

Student Life/ASB/ Student Council

To give spiritual and general leadership for High School student events, an ASB/Student Council is elected each year. Class representatives and ASB officers are elected by the student body to bring student ideas and concerns to the faculty, help organize events and accomplish assigned tasks. The ASB/Student Council is subject to the review and control of the administration and all nominees for council positions must be approved by the Head of School.

Section XIII: INFORMATION AND GUIDELINES A-Z

Activities (Field Trips/Dances/Sporting Events):

Pacific Christian Academy recognizes that activities can bring the students closer together, which can result in real life experiences that enrich the school experience. Activities that are school sponsored may occur during the school day or as an extension of the regular school day. A student may be denied participation in part or all of an activity due to outstanding fees or behavioral issues. A student is eligible to participate only if the student and his/her parent have completed and signed the activity permission slip and a medical authorization form is on file. Students are expected to conduct themselves in a manner which will reflect a Christ-like life, pride and respect for PCA. All Pacific Christian Academy discipline policies apply when students are in attendance at a school sponsored activity. If a student is serving a suspension, (s)he may not participate.

Automobiles: Student Use

Students driving carelessly and unsafely or breaking the law while on campus will be given one warning. All student drivers must abide by Washington State Laws. Failure to do so will result in campus driving privileges being revoked and parents being contacted for discipline purposes.

Cell Phones and Electronic Devices

The regulations specifying cell phone and electronic device use on campus are to promote a positive learning environment for students and faculty. Use of communication devices are permitted on campus and at school sponsored activities under restricted conditions. All classroom use of electronic devices is limited to enhancing the educational value of materials being taught under teacher supervision. Electronic devices include cellular/digital phones, laptops, video/audio recording devices and any new technology developed for similar purposes. All use outside the classroom must be in agreement with our student Code of Conduct. Any student wishing to use any type of electronic device must submit a signed copy of the “Electronic Devices Agreement” form found at the back of this handbook.

1. Use of electronic devices are permitted on campus at the teacher's discretion and supervision for educational purposes only and during passing periods and lunch.
2. All electronic devices are required to be turned off and are not permitted to be used on campus:
 - a) During class periods, chapel, or study hall unless instructed by the teacher for classroom purposes.
 - b) To threaten, harass, ridicule, cyber-bully, and/or sexting. (See Discipline – Major Offense)
 - c) To photograph, videotape, or record students or staff at school or school activities without prior consent of parents/guardians and approval of school staff, unless sanctioned by the Dean of Academics for particular school events such as awards, assemblies, sporting events or performances. (See Discipline – Major Offense)
3. The school is not responsible for the damage or loss of electronic devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. **Students are responsible for the safety and security of all items brought to school.** Note: In the event a student needs to be contacted please call the school offices at #253-943-2500.

Electronics

JH – no cell phones during school hours – cell phones are turned in to the homeroom teacher. Phones may be checked at lunch time for messages.

HS – students may have their cell phones during school hours, but cell phone usage is limited to passing periods, lunch, or for educational purposes in the classroom under the supervision of the teacher. Teachers will have a cell phone storage bin for all students to place phones during class periods.

Ear-buds & Headphones

1. High School students may not wear ear-buds and headphones from 8:00 a.m. to 2:50 p.m. with exception of lunch. Teachers may also make exceptions for specific classes where ear-buds/headphones are needed for the academic program.
2. JH students may not wear ear-buds and headphones from 8:00 a.m. to 2:50 p.m., lunch included. Other types of electronics (iPods, MPS players) are also not allowed.
3. The teachers will not remind students to take them off. Students should know to come to class without the ear-buds/headphones or teachers will take them for the day. That means they cannot be around the neck or hidden under shirt/sweatshirt, etc.
4. Students who are seen with ear-buds or headphones will have them taken. They may pick them up end of the day.
5. Students will remove electronic watches or other electronic devices during quizzes and tests.

Computer/Internet Use

All students using the internet must sign the “Electronic Device Agreement” in the Appendix at the end of this handbook. It is turned in to the homeroom teacher and kept on file. Students will not be allowed to use PCA computers without the form completed and signed by both student and parent/guardian.

NOTE: No student is allowed to use a teacher’s computer or to be at any school computer without direct adult supervision with the exception of the media center during lunch time.

Eagle for a Day: “Student Visitors”:

We invite students who are considering enrollment at Pacific Christian Academy to be our guest for a day. All guest students are teamed with one of our students to visit the classes and enjoy daily activities. We urge parents and students to invite friends who are considering a change in school to be an Eagle for a Day!

Emergency/Non-Emergency Notification System:

Blackboard is a system used by PCA to contact parents, staff and students regarding issues at PCA. You may choose a text or voicemail in your choice of language to alert you to upcoming events at PCA, as well as emergencies such as lockdowns, snow days, power outage, etc.

Field Trips:

Field trips are an integral part of the school’s program. Typically there will be no fee, or a very small fee for non-academic trips. However, there may be an extended (overnight) field trip in the secondary school for which parents are charged. The expenses for this trip will be kept as low as possible. Parental help in transporting and chaperoning for field trips may be requested. Cooperation is critical for the success of field trips. Students who break expectations of conduct during the trip will be subject to disciplinary measures.

Fundraising

Money raised for mission and class trips will be divided among the students who participate in the fundraiser.

Guidance Services

Pacific Christian Academy provides guidance services for secondary students through the support of the Dean of Academics.

Health Services:

Employees at Pacific Christian Academy hold current First Aid and CPR certification or receive comparable training. Students who are ill report to the school receptionist for prayer, medication (as prescribed by doctor/parents), to rest or to call home for parent pick up.

Health Records:

All students attending PCA must be current on immunizations, or certified exempt by the State of Washington, and free from infectious diseases. Certificates of immunizations and a completed health record must be on file in the school office by the first day of school.

Library/Media Center:

Books may be checked out for two-week periods. Lost or damaged books must be paid for.

Lockers:

Lockers will be assigned to students in grades 7-12. Students will be required to supply their own lock. Having a locker is a privilege. Any misuse of locks or lockers may result in the loss of these privileges. PCA is not responsible for items inside of lockers. PCA reserves the right to search a locker at any time.

Lost and Found:

Lost and found items not claimed will be donated bi-monthly to a local charity. Lost and found is located at the main school entrance.

Lunch:

Lunch may be purchased at the school or brought from home. Students in grades 11-12 may have off-campus lunch privileges

+JH students may not purchase from Uber (and other like venues), may not be in the Café and may not receive food from upper classmen who have been in the Café or off campus.

+9th and 10th grade students may be in the Café but may not leave campus.

+11th-12th grade students may be in the Café and leave campus at lunch with proper permission.

Lunch must be eaten during the lunch period, not in class following lunch.

Uber Lunch

1. Students must order lunch before 4th period with a delivery right as lunch begins.
2. Only pre-pay venues may be used.
3. Students may not leave class to deal with Uber issues.
4. Students may not eat their lunch in 5th period.
5. Uber lunches will be dropped at a designated table near the receptionist's desk. However, the receptionist does not deal with Uber issues.
6. The school is not responsible for missing lunches or those delivered late.

Off-campus Privileges:

Grades 10-12 have an open campus during lunch and are able to leave campus with parent permission. On campus lunch is closed to outside visitors. An 80% academic grade average must be maintained in order to keep off campus privileges. This will be checked quarterly.

Three tardies, due to late arrival after lunch, will result in the off campus lunch privilege to be removed for 4-8 weeks. Student drivers must have parent authorization to drive off campus and to carry passengers. Student passengers must have parent permission to ride with a student driver. Students are not monitored as they leave campus. Parents must make clear to students their off campus expectations.

Matthew 18 Principle:

Parents who may be concerned or offended by the words or actions of PCA faculty or staff members are reminded to first go to the one directly responsible for the offense. If a satisfactory solution is not found, then an appeal to higher authority should be made, normally to the Head of School. Please do not share your hurt or complaint with another parent or your children. Health and healing in such situations can only come when proper channels of communication are followed. (Matthew 18:15) Parents coming to the Head of School first will be asked to go to the person of concern, either alone or together with the Head of School.

Medication

Medication must be kept and administered at the front desk, by office staff. A note from the parent/doctor must accompany medication. This includes over the counter medications. Washington State Law permits school staff to administer medication only in limited situations. When possible, the parents and physician are urged to design a schedule for giving medication outside school hours. Medication is defined as prescription or "over the counter".

Prior to administration of any medication, the following requirements must be met:

1. An Authorization for Administration of Oral Medication form (available on our website) must be on file, giving the name of the medication, dosage, time, dates to be given, student name, parent/guardian signature, and date.
2. Documentation that there exists a valid health reason which makes administration of such medication advisable during the school hours or when a student is under the supervision of school officials must be on file. The Authorization for Administration of Oral Medication must also indicate possible side effects, and the physician's/dentist's signature. This request is valid for a period not to exceed one year.
3. All medication must be in the original labeled container and be labeled with student's name.
4. A responsible adult should bring medication to school.
5. In grades 7-12, where the parent, physician, and school official believe it is in the best interest of the student that he or she carry the medication, the student shall carry written permission from the parent indicating the name and dosage (in originally labeled container), as well as parent's written permission. Prior approval must be given and noted by the secondary office. There will be no self-administration of medications by student in grades EE-6.

6. If requirements 1, 2, 3 are not met and parents want the child to have the medication, the parent may come to school and administer it.
7. In most cases it will be the child's responsibility to come to the office at the appropriate time for medication.
8. The school staff must be consulted prior to bringing injectable medications to school.
9. A separate consent form is available and must be completed for any student who may require emergency medications while at school. This may include a student with asthma or severe allergies.

Multimedia:

All forms of media may be used to enhance instruction or for motivational purposes. A parent consent form will be sent home prior to viewing any questionable content. A teacher may send home a list of movies to be viewed throughout the year.

Parent-Teacher Meetings & Conferences:

Parent-Teacher Meetings are held several times throughout the year. They are intended to update parents on academic performance, and/or to cast vision and share important school information in order to foster open communication. We value our partnership with the parents/guardians. Attendance to these events is highly recommended.

Parent-Teacher Conferences are held twice a year and offer parents an opportunity to meet directly with a teacher. Of course, teachers are available through-out the year to meet with parents.

Back to School Night is held prior to the beginning of school. Parents are given a brief overview of the goals and activities of each class. All parents are encouraged to attend.

Playground:

The school playground is open during school hours, only when school staff is on duty. Students may not be on the playground during school events.

Pledges:**Pledge to the Bible**

"I pledge allegiance to the Bible, God's Holy Word. I will make it a Lamp unto my feet and a Light unto my path. I will hide its Word in my heart that I might not sin against God."

Pledge to the Christian Flag

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe."

Pledge to the American Flag

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all."

Search and Seizure:

All school-owned equipment, lockers, desks, and computers, are subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets. The parents will be contacted. If a student refuses to allow this search or empty his or her pockets, handbag, wallet, or backpack for school personnel. If refusal still occurs, the student may be asked to leave the school. If the suspicion involves a substance or object that may injure the student or other students, then authorities will be notified. If illegal drug use is suspected, authorities will be contacted.

A search of a student's personal property may also be conducted when there is a reasonable suspicion to believe the particular student is concealing evidence of an illegal act or is in the possession of illegal materials or an object that is a danger to others. It may be necessary to search through the private belongings of students' lockers, backpacks, lunch boxes, or pockets of clothing. Care will be taken to act discreetly, so as not to embarrass or harass any student and not harm or disturb the contents.

A general search of school properties and the contents within the premises may occur at any time in numerous ways, where there is reasonable cause. Illegal items found will be confiscated and disciplinary action taken by the school administration as deemed appropriate. If laws are broken, charges will be pressed by the school. Parents of students found with confiscated items will be contacted.

Electronic devices may be confiscated when reasonable concern indicates inappropriate use has occurred.

Student backpacks:

1. Students are supplied lockers for storing books and supplies and are given 5 minutes between each class to get the necessary supplies for the next class.
2. Students are encouraged to bring 2 classes worth of supplies with them in order to assist those who struggle getting to their lockers during the 5 minutes.
3. Most days, there is a 10 minute break between 2nd and 3rd period. This allows for a longer time to use the bathroom or grab items for classes. These helps are in place so that students do not have to carry all of their textbooks and supplies with them from class to class in a backpack.
4. Students are encouraged to use the school-supplied planners to write down evening homework. This will assist the student in only bringing home the necessary books for the evening.
5. Some courses have online textbooks or home copies of the textbooks. Check with individual teachers to see if that course textbook is online. Many teachers allow at least

some time in class to begin/finish homework. Students who utilize this teacher provided time tend to not find it necessary to take as many books home in the evening.

Snow Days, Late Starts and Delays:

If the Federal Way School District is closed due to snowfall or accumulation, Pacific Christian Academy will also cancel school. You may call the school office at 253.943.2500 or watch Channels 4, 5 and 7 to verify PCA's closing. Excessive snow days may be made up prior to the end of the school year.

PCA also has a system called Blackboard. PCA will use this for communicating emergency and non-emergency information to students and staff via text and/or voicemail.

In the event of early release due to an emergency or inclement weather, students will be held on campus until picked up by their parent or an approved family friend or relative. Student drivers will be released to leave upon parent permission.

Volunteers:

Many opportunities are available to parents/guardians willing to help in those areas you most enjoy and have a particular skill. Give us a call and we can find a place for you at times that work with your schedule.

All PCA parents are asked to give 30 hours to the school. To say "thank you" a \$100 voucher will be awarded and credited to the account on the last payment of the current school year, generally in May. Hours earned after May 1 will be credited to the following school year.

APPENDIX

Student Sexual Harassment Policy

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advance, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to or rejection of the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with an individual’s academic performance or create an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature, either online or in person. Among the types of conduct which are inappropriate are:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive object or pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
6. Verbal use of sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

What to do if you Experience or Observe Sexual Harassment:

Scripture teaches us to honor one another and to be kind towards one another (Ephesians 4:42) Students who feel that they have been subject to conduct of a harassing nature (whether by a student, school employee, official or an outsider) are encouraged to promptly complete a written report and turn the form in to one of the school officials designated below or to any teacher the student feels comfortable approaching. Students who observe conduct of a sexually

harassing nature are also encourage to complete a report and turn the form in to one of the administrators or to any teacher with whom the student feels comfortable. The teacher will then inform one of the school officials listed below.

Students who prefer to give an oral report may ask the teacher or staff person to complete the report for them. All complaints will be promptly investigated.

Where to Report Sexual Harassment:

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- Debbie Schindler, Head of School
- Renita Hall, Dean of Academics
- Stephanie Pond, Director of School Operations
- Ruth Williams, Director of EE and Student Care
- Saul Hardin, Athletic Director

In the event that one of these individuals is involved in the alleged harassment, then the complaint should be immediately taken to another individual.

Confidentiality:

Special safeguards will be applied in handling sexual harassment complaints. However, in order to act on behalf of all its student and employees, the school cannot guarantee the anonymity of an individual making a complaint. The school reserves the right to fully investigate every complaint and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation:

It is against the school’s policy to discriminate or retaliate against any person who has filed (or intends to file) a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment. Any student or employee who, after appropriate investigation, has been determined to have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy, shall be subject to disciplinary action, up to and including immediate termination of employment or expulsion from school.

False Claims

Given the nature of this type of harassment, the school recognizes that false allegations of sexual harassment can have serious effects on innocent people. Therefore, the school may take disciplinary action, up to and including immediate termination of employment or expulsion from school in cases where false, frivolous or vexatious complaints are submitted. No disciplinary action will be taken where reports are made in good faith.

Procedures for Investigation of the Complaint and for Taking Corrective Action:

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Head of School, unless the Head of School is the alleged harasser, in which case the President of the School Board of Trustees shall be immediately informed of the complaint. The Head of School (or the President of Board, if applicable) will direct the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment, in violation of this policy, will be subject to appropriate disciplinary action, up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Cell Phone Policy

All electronic devices are required to be turned off and are not permitted to be used on campus:

- a) During class periods, chapel, or study hall unless instructed by the teacher for classroom purposes.
- b) To threaten, harass, ridicule, cyber-bully, and/or sexting. (See Discipline – Major Offense)
- c) To photograph, videotape, or record students or staff at school or school activities without prior consent of parents/guardians and approval of school staff, unless sanctioned by the Dean of Academics for particular school events such as awards, assemblies, sporting events or performances. (See Discipline – Major Offense)

Pacific Christian Academy

Electronic Device Agreement

The Signature(s) On This Page Are Legally Binding And Indicate The Parties WHO Signed Have Read The Terms And Conditions Carefully, Understand Their Significance And Agree To Abide By Them At All Times.

Access to electronic information is available to the students and staff of Pacific Christian Academy, using a variety of electronic devices (computers, cell phones, tablets, e-readers, etc). This access provides diverse and unique resources, contributing to the educational excellence in our school. This access will significantly enhance creativity, collaboration, communication and sharing of resources.

The Internet is an electronic information resource connecting thousands of electronic devices all over the world and millions of individual subscribers. As examples, students and staff using the Internet have access to:

1. Electronic communication with groups and individuals on such topics as culture, environment, the arts, government etc.
2. Information and news from various sources such as NASA, university libraries and the Library of Congress.

With access to people all over the world comes the availability of material that does not contribute educational value in the context of the school setting. On a global network it is impossible to control all materials. PCA has taken the following precautions to attempt to restrict inappropriate materials.

1. Hardware and software will be used to screen out inappropriate materials.
2. Staff and student training in acceptable use of electronic information will be provided.

Pacific Christian Academy Acceptable Policy

Users must make efficient, ethical and legal use of the information network and information services. Any violation of this policy will result in appropriate disciplinary action and may also be subject to legal action, including any applicable criminal laws.

- Use of the information network and information system is a privilege, not a right.
- Attempts to log into any account other than your own is strictly prohibited.
- Transmission of any material in violation of any U.S. or Washington State Law or regulation or any intellectual property or personal right of any person or entity is prohibited. This includes, but is not limited to, laws and regulations concerning copyrighted material, threatening or obscene material, photographing/videoing individuals and material protected by trade secret.

- PCA will determine what is appropriate, and inappropriate use. The decision is final.
- PCA has the right to review any material stored on the network and to remove any material which is deemed contrary to policy.
- Use of the network for commercial activities, product advertisement or political lobbying is prohibited.
- Security problems must be reported promptly to a supervisor.
- Vandalism is defined as any malicious attempt to harm or destroy any component of information networks or resources and will not be tolerated.
- Commission of any violation may result in withdrawal or denial of access privileges to information network and information resources; in addition, school disciplinary action and/or appropriate legal action may be taken.

As condition of my privilege to use the PCA Electronic Information System and to access public networks such as the Internet, I understand and agree with the following:

1. I understand and will abide by this Electronic Device Agreement, in its entirety, including all attachments. I further understand that any violation of the restrictions contained herein is unethical and may constitute a criminal offense or give rise to other liability. Should I commit any violation, I understand that my access privileges to the information network and information resources may be denied or withdrawn; in addition, school disciplinary action and/ or appropriate legal action may be taken.
2. I further understand that PCA administrators have the right to review any stored electronic information and edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise inappropriate, and I hereby waive any right of privacy and any other proprietary or personal rights which I may otherwise have in and to such material. I understand that the use of the network shall be limited to school approved curriculum purposes.
3. I further understand that PCA will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the information resources, including, without limitation, access to public networks.
4. I further understand that only software and materials that are supplied by a PCA administrator will be allowed to be installed, downloaded, copied, or used on any electronic device on the PCA campus or elsewhere from an electronic device owned by PCA.
5. I further agree I will NOT change set-up files on ANY electronic device including groups, colors, printer selections, files, or any one person's set-up format, and that I will not be permitted to use any file exchange program without prior approval.
6. I further understand that the Internet access is available to PCA students with instructor permission only. At all times, access will be available to school appropriate sites only with previous approval from instructor.
7. I further understand that financial obligation of repairing or replacing damaged or destroyed school property whether accidental or intentional must be assumed by the student and/or Parent/Guardian. This includes any and all electronic devices; plus, all

printers, monitors, or color; and keyboards, scanners, LCD projection devices and all other computer hardware equipment found at PCA. The program instructor, with the replacement or repair cost at school price will arrange this repair or replacement. Grades will be withheld until payment is made.

DISCLAIMER: PCA MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESSED OR IMPLIED, FOR THE SERVICE IT IS PROVIDING, INCLUDING, WITHOUT LIMITATION, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. PCA WILL NOT BE RESPONSIBLE FOR ANY DAMAGES YOU SUFFER. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, non-deliveries or service interruptions caused by the Schools own negligence or errors or omissions. Use of any information obtained via the information network is at your own risk. PCA specifically denies any responsibility for accuracy, quality or timelines of information obtained through its services.

Student name please print

Grade

Signature of User

Date Signed

Parent/Guardian Section

I hereby give permission to issue an account for my child. I accept full responsibility for supervision if and when my child's use of information network or information resources is not in a school setting.

Parent or Guardian's Name: _____
(Please Print)

Signature of Parent or Guardian

Date Signed

Pacific Christian Academy CODE OF CONDUCT

Students entering PCA will be required to sign the following pledge, which will become a part of their permanent files. When they sign this pledge, they are agreeing to the principles expressed in it. The administration and faculty assumes responsibility for enforcement of the expected behavior. Student conduct outside of school hours, or events, will remain the responsibility of the parents. However, PCA reserves the right to take action when a behavior outside of school time or events is illegal or detrimental to the overall well-being of students or the reputation of the school.

Honor Code Pledge:

I _____ (please print your name), agree and pledge myself to the following standards established by Pacific Christian Academy:

1. I will respect and honor God in all I do.
2. I will value and maintain a high regard for this life God has given me.
3. I will diligently apply myself to the best of my ability and strive for the highest level of education: spiritually, academically, and physically.
4. I will respect and honor people and treat them the way that I would want to be treated.
5. I will maintain self-control and strive towards a godly attitude in all I do.
6. I will not gossip, bully or harass my fellow students, staff or parents both on and off campus.
7. I will respect the property of others. Students damaging any personal or school property will be required to pay for all damages and may face expulsion.
8. I will submit to the civil authority of our country and obey its laws. I realize this will prohibit such things as the use of tobacco, alcohol, illegal drugs, gambling and shoplifting.
9. I will seek to follow the will of God for my life and to be an example of Christ-like behavior to my peers.
10. I will participate and support school activities such as chapels, advances, trips and functions requiring student participation.
11. I will remain sexually pure and free of pornography and immorality in any spoken, written or electronic form.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Pacific Christian Academy

ACADEMIC INTEGRITY

At Pacific Christian Academy, we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty includes, but is not limited to:

Cheating on Exams or Assignments

1. Copying from others on any assignment, quiz or test.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefit.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g. telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, notes of any kind) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination material.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Consequences

- 1st: Zero on paper and notification to parent.
2nd: One day suspension

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work (when in doubt, ask).
2. Including in any assignment turned in for credit any materials not based on your own research and writing.

This includes:

- a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
 4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
 5. Failing to use quotation marks where appropriate.
 6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, end notes and/or a bibliography.
 7. Making up data for an experiment ("fudging data").
 8. Citing nonexistent sources (articles, books, etc.).
 9. Including portions of content found online without proper notation.

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

Sources

Goldey-Beacom College Academic Honor Code,
[Http://gb.edu/advisement/honorcode.html](http://gb.edu/advisement/honorcode.html)

Pacific Christian Academy

Statement of Understanding for Participation in School Activities

Admission to the programs of Pacific Christian Academy is considered with the expectation that all questions and information requested during the application process including continued enrollment, are answered truthfully and completely. I understand that any misstatement or omission of information made on any application or during the admission process may result in revocation of an offer of admission and/or enrollment to, or dismissal of, my son/daughter/ward from PCA.

By signing, the parent, guardian and student affirm that they understand and agree that enrollment at Pacific Christian Academy is subject to and expressly conditional on the student's compliance with the terms, conditions, rules and policies stated in the PCA Parent/Student Handbook, Statement of Faith and in other written statements, current and/or amended. The student and parent/guardian are expected to follow these rules, regulations, and policies. Failure to do so may result in corrective action, including dismissal from PCA.

Participating in any school activity may involve injury of some type, either to yourself or a fellow student participant. Such injury can include direct physical and possibly crippling injury, as well as the possibility of emotional injury experienced as a result of witnessing or actually inflicting injury to another. The severity of such injury can range from minor to catastrophic, such as complete paralysis or even ones' future ability to earn a living, to engage in other business, social and recreational activities, and generally, to enjoy life.

Activity injuries can result from the incorrect or correct performance of playing techniques used in tryouts, practices, warm-ups, games, drills, exercises and other similar undertakings. Injury can also result from failure to follow game training, safety or other rules. Injury can result from the use of transportation provided or arranged by the school to and from school activities.

Therefore the purpose of this WARNING is to aid you in making an informed decision as to whether your child should participate in these activities. In addition, its purpose is to make you aware that as a student participant, or as a parent or guardian of a student participant, it is your responsibility to learn about and/or inquire of coaches, physicians, advisors or other knowledgeable persons, regarding any concerns that you might have at any time regarding the participant's safety.



Pacific Christian Academy
Parent Agreement Fall 2019

I have received the Parent Student Handbook and am in agreement with the policies and procedures as outlined.

Parent Signature

Date

Student Signature

Date

Locker Consent

Full Name: _____ Grade: _____

I understand that having a locker is a privilege. Any misuse of locker may result in the loss of this privilege. I understand the school may search lockers at any time.

Parent Signature

Date

Student Signature

Date