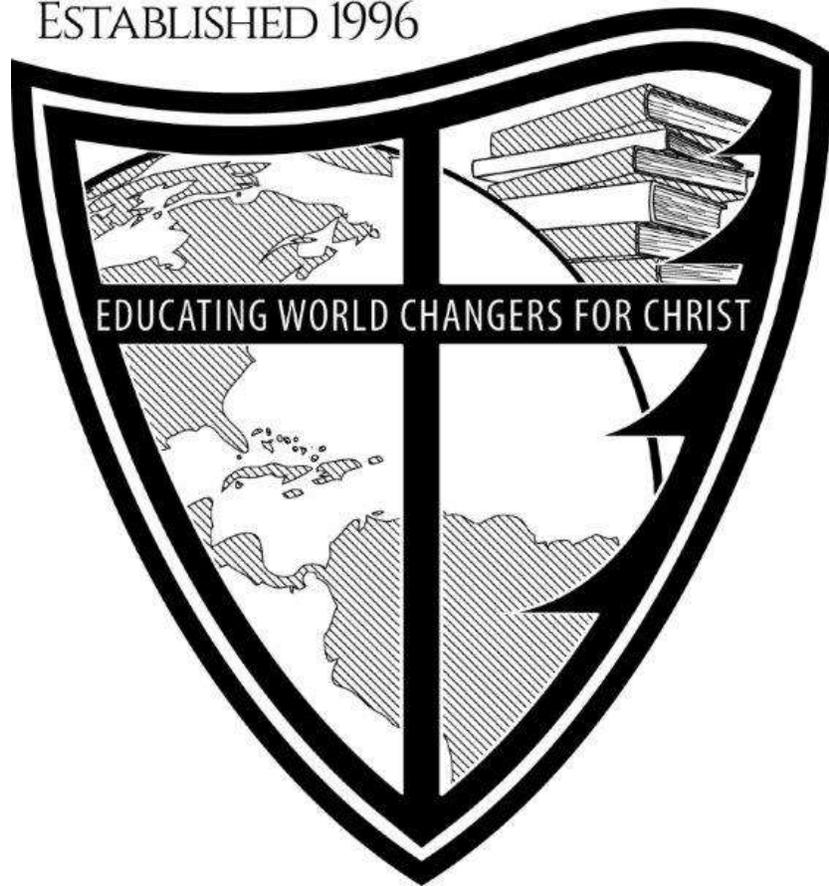


**PINEWOOD**  
**CHRISTIAN ACADEMY**  
ESTABLISHED 1996



**2020-2021**  
**Parent-Student**  
**Handbook**

198 Knight Boxx Road  
Middleburg, FL 32068  
(904) 272-6408  
Fax: (904) 644-0566  
Website: [www.pcaknights.org](http://www.pcaknights.org)

### **Office Hours**

8:00 a.m. – 4:00p.m. Mon. – Fri.

### **School Hours**

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

### **ADMINISTRATION**

Jason Borko – Head of School  
Amy Layton – Acting Director of Early Childhood Education  
Kristeel Barbuto – Office Manager  
Joy Layman – Finance Director

### **ACADEMY MINISTRY TEAM**

Rick Henning (Chairman)  
Reverend J.D. Funyak (ex-officio)  
Head of School – Jason Borko (ex-officio)  
Ross Check  
Louise Martin  
Ashton Scott, Esq.  
Melissa Webber  
Laurel Wing  
Valeri Work

## CONTENTS

Vision, Mission, and Purpose	1
Organization, Accreditation, and Educational Statement	2
Doctrinal Statements	3-4
Admission Policy and Enrollment Procedures	4-5
Attendance	6-7
Drop-off, Pick-up, and Early Check-Out	7-8
Curriculum	9
Chapel and Field Trips	10
Assessment of Student Performance	11-14
Volunteering & Parent/Teacher Fellowship (PTF)	14
Lunches & Snacks and Lost & Found	15
Health & Safety and Medications	15-17
Dress Code and Dress Down Days	17-19
Discipline Policy and Code of Conduct	19-23
Academy / Homeschool Partnership	23
Emergency Situations and Closing of School	24
Financial Policies	24-25
Extended Care Program	25

## **VISION**

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

## **MISSION**

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

## **PURPOSE**

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

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

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

Follow these steps:

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

## **ORGANIZATION**

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

## **ACCREDITATION**

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

## **EDUCATIONAL STATEMENT**

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

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

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

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

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

## **DOCTRINAL STATEMENTS**

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

- c. The Holy Spirit applies the work of salvation to those who were chosen by God. He performs a work of grace (regeneration) in the “dead” sinner, making him alive and thus able to respond to Christ through repentance and faith (Ephesians 2:1-5; Acts 16:14; John 10:27; John 1:12-13).
7. The Work of the Holy Spirit—by the gracious working of the Holy Spirit, the believer is being continually and wholly conformed in the image of God and is enabled to die more and more unto sin and to live unto righteousness.

## **ADMISSION POLICY**

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

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

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

### **Requirements:**

1. A child entering Pre-Kindergarten/VPK must have reached the age of four years by September 1 of the fall in which he/she would be enrolled. All Pre-Kindergarten/VPK students are admitted on a six-week trial basis and must be fully toilet trained.
2. A child entering Kindergarten must have reached the age of five years by September 1 of the fall in which he/she would be enrolled.
3. A child entering first grade must have reached the age of six years by September 1 of the fall in which he/she would be enrolled.
4. All children entering 2<sup>nd</sup>-8<sup>th</sup> grades must have successfully completed the previous school year, and his/her school work and behavior compare favorably to the

standards at PCA, the child will be placed in the grade for which he/she is applying. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, he/she may repeat the previous grade.

With regard to academic considerations, if a child has exceptional abilities or needs, the Administration will determine if placement at PCA is appropriate (please refer to our Exceptional Student Education Policy on p12). Each situation will be examined thoroughly after testing is completed. Exceptions to this policy can only be made by the Administration and/or the Academy Ministry Team.

## **ENROLLMENT PROCEDURES**

### **New Students**

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

### **Returning Students**

1. Complete a re-enrollment contract and pay the non-refundable enrollment fee.
2. Pay tuition in full by July 1, or arrange for monthly payments through the Finance Director.

PCA relies on the Re-enrollment Contract to determine staffing and curriculum needs for the upcoming year. Therefore, after March 31, re-enrolled families who choose not to attend PCA in the fall will still be responsible for paying the Enrollment Fee.

## ATTENDANCE

### **Absences**

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

1. Students must be in school at least half of the day in order to be considered Present (i.e. not Absent).
2. A student must be in attendance at school at least half of the day in order to be eligible to participate in any extra-curricular, athletic, or school-related social activities either after school or that evening.
3. If a student is dismissed or checked out of school early because of sickness, they will not be permitted to participate in any extra-curricular, athletic, or school-related social activities either after school or that evening.
4. All absences, should be explained via a written note with a reason stated and turned in to the teacher or the office within three (3) school days of the absence. Please call the front office on the day of the absence.
5. The administration evaluates all absences and designates them as either excused or unexcused.

Absences are considered excused

- when a written note or email is provided by the parent or guardian (acceptable reasons may include illness or injury, family emergency, and/or doctor or dentist appointments that could not be scheduled after school) – **a text message to the teacher does not count as a written note for an excused absence**
- with the prior knowledge and/or consent of the administration (see #7 below)

Absences are considered *unexcused*

- when NO note is provided by the parent or guardian
  - without the knowledge and/or consent of the administration
6. Make-up work may be provided for excused absences only. The responsibility rests upon the student / parents to get make-up assignment(s). One day of make-up time will be permitted for each day of excused absence (this grace period will not include long term projects and/or previously scheduled tests, which will remain due on the originally scheduled dates, per teacher discretion).
  7. If a student's family plans to miss multiple days in a row they may use the **Extended Absence Form** to receive assignments and due dates in advance. This form can be obtained from the homeroom teacher or the school office. All assignments will be due on the dates indicated by the teacher. If a student uses an **Extended Absence Form**,

projects due after the student's return to school will remain due on those scheduled dates unless there are extenuating circumstances which warrant additional time. ***The grace period noted in #6 above (i.e. one day of make-up time per day of absence) does not apply when using an Extended Absence form.***

8. Students may not be promoted if absences exceed 15% of the total number of school days (i.e. 26 days).
9. Absences due to extraordinary circumstances may not exceed 20% of the total number of school days (i.e. 35 days). These circumstances may include:
  - hospitalization or illness of student or parent/guardian
  - death in the student's or parent/guardian's immediate family
  - court-ordered visitation with appropriate documentation
  - parent/guardian's unforeseen military deployment or exercise
10. Perfect attendance will be awarded at the end of the year if a student has no absences for the school year (*please note: every 5 tardies will constitute an unexcused absence – see "Tardies" below\**).

### **Tardies**

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

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

### **DROP-OFF AND PICK-UP**

To ensure the safety of our students, all cars must load and unload in the designated zone. Please protect our little ones and do not pass in the car line or use your cell phone while in the car line— a few seconds of inattention can result in a terrible accident. Please do not drive away until your car door is securely closed.

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

### **Drop-off Procedures**

Car line will be open for drop-off from 7:50–8:10 a.m. Parents may NOT park and send their children to walk alone during morning car line! ALL non-patrol students dropped off before 7:50 must be signed into the Extended Care program and the parent will be charged accordingly. Any students arriving after 8:10 must be checked in by a parent or guardian through the office and will be considered tardy.

Students may NOT be dropped off to check in by themselves after 8:10 as this compromises their safety. In the event that a parent leaves their student(s) unattended in the parking lot, the child(ren) will be held in the office until the parent returns to sign them in as required.

### **Pick-up Procedures**

Students should be picked up between 3:10 and 3:25p.m. After 3:25, all students not picked up will be checked into the Extended Care program and the parent will be charged accordingly.

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

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

### **Early Check-Out Procedures**

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

A student with an illness or other injury will be taken to the office and the parents will be notified. If the illness or injury is deemed serious, a parent will be called and arrangements made to have the child picked up. **PCA does not have a clinic, nor is the office staff trained to care for sick or injured children – please have an emergency contact available to pick a child up in case of serious illness or injury.**

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

## **CURRICULUM**

### **Selection of Textbooks and Literature**

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

*George Washington*

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

### **Homework**

Homework is essential for students to acquire certain skills and achieve independence in the learning process. In many cases (especially in the higher grades) there just isn't enough time during the school day for sufficient practice. Homework also provides students with ample opportunities to develop responsibility as they transport their textbooks, materials, etc. to and from school; organize their assignments; and manage their time so they can get their work finished. Therefore, it is important for teachers to familiarize students with the demands of homework, and to teach them the study skills necessary for its successful completion.

Pinewood Christian Academy teachers do not assign homework as “busy work” or as a disciplinary measure. Students will be assigned reasonable amounts of homework at the discretion of the teacher. A typical student might expect the following average daily homework loads:

- 30 minutes in grades K-2
- 30-60 minutes in grades 3-5
- 60+ minutes in grades 6-8

Please note that this does not include long-term or ongoing assignments, such as reviewing math facts or spelling words, science/history projects, book reports, research papers, etc. Whenever possible, teachers will avoid assigning homework on Wednesday nights to allow for families' and students' attendance at church functions. If an issue arises because of the amount or difficulty of homework assignments, please contact the teacher.

**However, the amount or difficulty of homework will not be adjusted simply because a child has other demands on his/her time (e.g. sports, lessons, travel, etc.).**

A student planner will be provided in grades 1–5. Students in grades 6-8 are required to supply their own planner. Class topics, homework, test dates, and project deadlines can be viewed on each teacher’s page in Gradelink.

### **Resource / Elective Classes**

In addition to core academic courses, PCA provides resource and elective classes for most grades including Spanish, Technology, Physical Education, Art, Music, and Library. Students in K-5 are given grades for their participation using the O,S,P,N,U grading scale, and students in grades 6-8 are assigned grades on the A,B,C,D,F scale. These grades are not used in determining readiness for the next grade level (i.e. promotion).

### **Chapel**

This is a special service of worship for students, families, and faculty each Thursday at 8:25a.m. These weekly gatherings provide opportunities to:

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

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

### **Field Trips**

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

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

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

## Technology Policy

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

## ASSESSMENT OF STUDENT PERFORMANCE

### Grading Codes and Scales

The evaluation of learning is one of the ways teachers communicate students' progress. Therefore, grades will be assigned as follows:

<b>K-2nd</b>	<b>+</b> = Exceeds expectations	
	<b>✓</b> = Meets expectations	
	<b>-</b> = Below expectations	
<b>3rd – 8th</b>	<b>A</b> – Excellent	90-100%
	<b>B</b> – Very Good	80-89%
	<b>C</b> – Average	70-79%
	<b>D</b> – Below Average	60-69%
	<b>F</b> – Failing	0-59%
<b>Resources</b>	<b>O</b> – Outstanding	90-100%
	<b>S</b> – Satisfactory	80-89%
	<b>P</b> – Progressing	70-79%
	<b>N</b> – Needs Improvement	60-69%
	<b>U</b> – Unsatisfactory	0-59%

### Grades and Sports Participation

Interscholastic student athletes must maintain a minimum of 70% in each academic subject (including Math, Reading / Language Arts, Science, Social Studies, and Bible) during the particular season in which the student is playing. Failure to meet these minimums in any of these classes will result in the student being declared ineligible to participate in his/her chosen sport. The student may be reinstated when the (s)he meets these minimums on subsequent progress checks. Student athletes are also expected to maintain good behavior.

### Weekly Folders

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

### **Gradelink**

3<sup>rd</sup> – 8<sup>th</sup> grade teachers will post grades weekly on Gradelink which will be viewable by parents online and/or through the app. Information will be provided to parents about the activation of their Gradelink accounts. It is the parents' responsibility to monitor their student's progress through each academic quarter (printed progress reports will only be issued by request). Parents may set academic alerts so that Gradelink will send a notification of any grade that is entered below whatever threshold they set.

### **Report Cards**

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

### **Parent–Teacher Conferences**

Awareness, sensitivity, and frequency are the keys to successful parent and teacher communication, and parent-teacher conferences serve to unite the school and home in the child's best interest. Students may also be present at conferences, upon agreement of both the teacher and the parents. **If the child is present, please include him/her in the conversation and ensure that he/she sees parents and teacher working together for his/her benefit.** Information that is shared should be helpful, specific, and useful to the building up of the student, parent, and/or teacher (I Thessalonians 5:11).

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

### **Standardized Testing**

Students in grades K-8 are given standardized benchmark tests each year. Parents may request to see the results of these tests at any time; however, an official annual report will only be sent home with the final report card in June. Parents are encouraged to use discretion when sharing the results with their children. Every child is made in the image of God and is endowed by Him with various gifts and abilities. While these tests are valuable as one tool for assessment of a student's learning, it is not a measure of the value, worth, or intelligence of a child. Questions or concerns regarding interpretation of the results of these tests should be directed to the teacher or the administration.

### **Exceptional Student Education Policy**

At times, there may be a student who meets the school's requirements for admission yet needs assistance beyond regular instruction in an academic area; this may include

speech and/or hearing, a learning disability, or other health impairment. In such cases, parents should meet with the teacher and administration to discuss possible testing and/or accommodations.

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

If a child has undergone psychoeducational testing, a copy of the results and recommendations must be provided to the administration before any accommodations can be provided in the classroom. If a child begins to exhibit behaviors associated with a learning disability, parents may consider having an evaluation done either through Clay County Schools or through a private provider. When requesting that teachers fill out paperwork related to such testing, **parents should give all forms to the Office Manager, as well as a pre-addressed stamped envelope to each requesting organization.**

### **Promotion**

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

Kindergarten: promotion to first grade is contingent on meeting or exceeding grade level expectations of all skills.

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

Grades 3-8: Promotion to the next grade level is contingent upon successful completion of the required course work, and the student achieving

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

*Junior High students who complete both 7<sup>th</sup> and 8<sup>th</sup> grade at PCA may receive high school credit for Technology and Spanish. Eighth grade students who pass both Algebra 1 and the Florida End-of-Course Exam (EOC), may receive high school credit.*

### **Retention**

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

### **Honor Roll**

“A” and “A/B” Honor Roll recognition is given at the end of each quarter in grades 3-8.

- Students in grades 3-5 must earn A's and/or B's in the core subjects including Language Arts (English, Reading, and Spelling), Math, Social Studies, Science, and Bible as well as earn O's and/or S's in all Resource classes.
- Students in grades 6-8 must earn A's and/or B's in all classes to achieve Honor Roll.
- Students in grades 3-8 earning a P or lower in Conduct will not qualify for the Honor Roll *regardless of his or her academic grades.*

## **VOLUNTEERING & PARENT / TEACHER FELLOWSHIP (PTF)**

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

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

Opportunities to volunteer include:

- helping in a classroom
- helping at home (baking, preparing crafts, providing supplies, etc.)
- helping in the school office or library
- helping at one of our annual all-school events (Scholastic Book Fair, Grandparents Day, Thanksgiving Feast, Community Open House, Family Dinner & Auction, and Race for Education) – these events act as both fundraisers and family fellowship opportunities, and parent involvement is both essential and appreciated!
- any other general help as needed in the school

Please note: all individuals who wish to volunteer “behind locked doors” during the school day, and/or as chaperones on field trips, must complete SafeCARE training to ensure the safety of our children. A copy of the completion certificate must be printed and submitted to the school office for a background check. SafeCARE can be accessed through the school's website ([www.pcaknights.org](http://www.pcaknights.org) > Current Families > Important Links).

*\*Any promotional materials or solicitation requests from school families or friends to be sent home with students must be submitted to the school office for approval.*

### **Classroom Visits**

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

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

### **Class Parties**

Class parties will be scheduled at the discretion of the teacher, PTF representative, and administration. Please make advance arrangements with the teacher to send special treats from home to celebrate a birthday. Birthday presents will not be exchanged at school. *Invitations to a private party outside of school and the school day must not be passed out during school unless there are sufficient invitations for the entire class.*

### **LUNCHES AND SNACKS**

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

Lunches will be eaten in the picnic pavilion, or in the classroom in the case of inclement weather. Parents may order hot lunches for their child(ren) from various local vendors online at [tinyurl.com/pcalunchorders](http://tinyurl.com/pcalunchorders). Orders must be completed online in advance and paid for in the school office.

Hot lunches are served Tuesdays through Thursdays; students must bring their own lunches on Mondays and Fridays. **There is no provision for any student in the academy or Extended Care program to warm up food in a microwave.** Junior High students may purchase commercial beverages from the school office during lunch on Wednesdays.

### **LOST AND FOUND**

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

### **HEALTH & SAFETY**

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

**STUDENTS MAY NOT RETURN TO SCHOOL UNTIL THEIR TEMPERATURE HAS BEEN BELOW 100°, OR THEY HAVE BEEN VOMIT / DIARRHEA FREE, FOR AT LEAST 24 HOURS.** *\*Please also refer to our 2020-21 Re-Opening Plan appended at the end of this Handbook.*

Students who become ill during the day or who sustain a significant injury will be taken to the office and their parents will be contacted. If the illness or injury is deemed serious, a parent will be called and arrangements made to have the child picked up. ***PCA does not have a clinic, nor is the office staff trained to care for sick or injured children – please have an emergency contact available to pick a child up in case of serious illness or injury.***

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

### **Medications**

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

1. Parents must bring ***all*** medication to the school office which will be kept in locked storage. **All medication must be accompanied by a signed request from the parents, including administration directions.** Forms are available in the school. Any changes in the request or administration directions must be submitted in writing to the office and signed by the parent.
2. Students are not allowed to keep any medication in their possession during the school day. Exceptions include an inhaler or Epi-pen / Epi-pen Jr., which must be accounted for by a parent note kept on file in the school office.
3. Prescription medicine must be in the original prescription bottle as prepared by the pharmacist. The label must bear the student's name, the doctor's name, name of the drug, date, and the directions for the dosage and frequency of administration.
4. Non-prescription medications must be in the original packaging. Non-prescription medications may include ibuprofen or Tylenol, ointments, lotions, creams, cold tablets, and cough medicine or lozenges.
5. Medication will be dispensed only by designated personnel; students will not be allowed to administer any medication to themselves (with the exception of aforementioned student inhalers or Epi-pen/Epi-pen Jr. which must be accounted for by a parent note kept on file in the school office).

6. Parents need to pick up their student's medication at the end of the school year. Any medications not picked up after the last day of school will be discarded.

### **Peanut & Nut Policy**

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

Students will be encouraged to thoroughly wash their hands after eating to reduce potential cross-contamination of common surfaces in the school community including door knobs, computer keyboards, balls, playground equipment, etc. Students who have eaten peanut butter, peanuts, or nuts before coming to school, should wash their hands to help prevent accidental cross-contamination of common surfaces.

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

### **Head Lice Policy**

When a child has a confirmed case of head lice, he/she must be picked up from school as soon as possible. He/She must then be treated either by a professional or at home. The child must be nit free in order to return to school. **Parents must bring their child(ren) to the office to be cleared before they are readmitted to class.**

### **DRESS CODE**

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

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

**Girls** may wear solid navy or khaki slacks, shorts, jumpers, skirts, or culottes / capri pants; and solid white, red, dark green, yellow, or navy collared long- or short-sleeved shirts long enough to be tucked in, or collared blouses. Sleeveless tops are inappropriate. Shorts,

skirts, etc., must be below mid-thigh. Shirts must be buttoned appropriately without showing undershirt, tank-top, or bodice.

### **\*Junior High Dress Code Exception**

*Students in 6<sup>th</sup>-8<sup>th</sup> grades may wear short- or long-sleeved polo style shirts of any solid color (no stripes, patterns, checks, or polka-dots) as part of their regular uniform. Brand logos should be minimal.*

### **Winter Wear**

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

### **Footwear**

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

### **Hair and Jewelry**

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

### **Required Chapel & Field Trip Attire**

Monogrammed hunter green shirts and khaki bottoms must be worn on Chapel days (Thursdays) and on field trips, unless otherwise indicated. *PreK students may wear their Little Knights t-shirt for Chapel and field trips.*

### **Physical Education Attire**

A P.E. uniform for first through eighth grade students is mandatory on P.E. days. The P.E. uniform consists of a PCA Knights t-shirt (purchased from the school) and solid black or hunter green athletic shorts (which may be purchased at any store, or from the school). All shorts must conform to normal dress code length: mid-thigh. *Spandex or leggings may be worn underneath shorts to meet length requirement.* Solid colored sweats may be worn for P.E. only in the winter for warmth. Socks and supportive athletic shoes are to be worn during P.E.

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

## **Dress Down Days**

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

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

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

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

## **Attire for Extracurricular Activities**

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

## **Dress Code Non-Compliance**

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

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

## **DISCIPLINE POLICY**

### **Philosophy**

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

The primary concern at PCA is the hearts of students, as God has clearly revealed in His Word that behavior is a mirror of the heart (Luke 6:45). Commendable behaviors are encouraged by using positive reinforcement and inappropriate behaviors are corrected, as often as possible, by applying natural consequences of the student’s conduct and attitude. And, just as Christ has reconciled us to God, all discipline is intended to be restorative in nature (Hebrews 12:11), offering grace to students when they make poor choices and teaching them how to behave differently in the future.

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

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

### **Code of Conduct**

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

The following is a brief guide to which students can look to as they endeavor to achieve self-discipline. Please note that not all possible behaviors are included here, and the administration reserves the right to confront issues which may not be specifically listed. In addition, while this guide may refer to specific behaviors, it is desirable that all students conduct themselves according to the “spirit of the law” rather than the “letter of the law.”

1. Students are to demonstrate respect in all interactions with teachers and staff. This applies also to interactions with others about teachers and staff (including when communicating via email, text messaging, social media, etc.).
2. Students are to treat all fellow students with dignity, courtesy, kindness, and consideration. This applies also to interactions with others about fellow students (including email, text messaging, social media, etc.).

3. Good manners should be displayed at all times. Spitting, littering, chewing gum, and other such actions are not acceptable.
4. Students are not to engage in inappropriate physical contact, including horseplay or public displays of affection at school or school-related functions.
5. Students are to remain outside of classrooms unless/until there is an adult present in the room.
6. Care of school property is expected; therefore, students (and by extension, parents) are responsible for the replacement of, repair of, or payment for damage to school property.
7. Students are expected to keep the school facilities and grounds in an orderly state.
8. Students are to dress properly at all times (i.e. follow Dress Code).
9. Gambling in any form is prohibited.
10. Writing, reading, and/or the passing or receiving of personal notes in class is disruptive to the learning process and will not be tolerated.
11. Student initiated "clubs" are not allowed as they are often discriminatory (whether intentionally or not) and can result in hurt feelings.
12. Any behavior which may be construed as harassment or bullying will not be tolerated. This may include (but is not limited to) persistent teasing, social isolation, intimidation, and humiliation. *\*In cases where such behavior occurs among PCA students outside of school, whether in person, or via social media or the Internet, the administration will work with parents to resolve the issue.*
13. Toys and portable electronic devices (including, but not limited to, game devices, tablets, smart watches, etc.) are not permitted at school during the school day, during Extended Care, or on field trips (unless otherwise noted). If these items are seen by teachers or staff, they will be taken away and sent to the office where they must be picked up by a parent.
14. The school strongly discourages students having cell phones at school. However, if parents deem it necessary that their child have a cell phone at school, it must be **turned off** and stored in a secure place out of sight at all times. If a student has a cell phone out during the school day, during Extended Care, or on field trips (unless otherwise noted) it will be taken away and turned in to the office where it must be picked up by a parent. *PCA will not be responsible for lost or broken cell phones.*

## Formal Discipline Procedures

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

These behaviors include but are not limited to:

1. **Persistent disrespect** shown to any teacher, staff member, or fellow student.
2. **Persistent dishonesty** including lying, cheating, and/or plagiarism.
3. **Rebellion** – purposeful disobedience in response to instructions.
4. **Fighting** – pushing or striking a person with the intention to harm.
5. **Obscene, vulgar, or profane language or gestures** including taking the name of the Lord's name in vain.
6. **Threatening, harassing, or bullying** whether in person, in written notes, on the Internet, in text messages, or through social media.
7. **Theft** of any kind.
8. **Possession** of items such as weapons (real or fake), alcohol, tobacco, vaping devices and/or paraphernalia, incendiary devices (including matches, lighters, fireworks, etc.), narcotics or any medication (Rx or OTC), etc. at school or during school functions will result in disciplinary action as well as referral to civil authorities as appropriate.

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

- An administrator will contact the parents and communicate the severity of the issue and its effects on the student and his/her peers, as well as the subsequent steps in the formal disciplinary process as delineated below.
- An administrator will issue to the student a written notice to participate in an after-school *anakainosis* session. *Anakainosis* is the Greek word meaning "spirit of renewal" (as in Romans 12:2). The intent of *anakainosis* is to "take captive every thought to make it obedient to Christ" (2 Corinthians 10:5), which will have a transforming effect upon the conduct and life of a PCA student. The student will bring this notice, signed by a parent, to the scheduled *anakainosis* session.
- The *anakainosis* session will typically consist of a one-on-one conference between an administrator and the student, including counseling and prayer.

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

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

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

### **Misconduct Outside of School-Sponsored Events or Activities**

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

### **Corporal Punishment**

PCA does not administer corporal punishment.

### **ACADEMY / HOMESCHOOL PARTNERSHIP**

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

As a ministry of Pinewood church, Pinewood Christian Academy was established to provide its members with an authentically Christian educational program. Historically, the Academy has partnered with homeschool families to provide access to its excellent resource classes and extra-curricular activities. As the school has grown, it has become necessary to formalize that partnership. If you are, or know of, a homeschool family that

would like to participate in the Academy's resource classes or after-school programs, please pick-up a copy of the policy from the school office, or encourage that family to do so.

## **EMERGENCY SITUATIONS AND CLOSING OF SCHOOL**

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

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

## **FINANCIAL POLICIES**

### **Tuition Payment Agreement**

Pinewood Christian Academy is wholly dependent upon families paying their tuition to fulfill its financial obligations and operating expenses. Therefore, every family is required to complete a Tuition Payment Agreement and must commit to one of the four payment options listed below (please note that scholarship money may not cover the full amount of tuition and fees and therefore Step Up and AAA families are also required to complete a Tuition Payment Agreement).

- Option 1      Pay tuition in full before the school year begins (a \$100 discount will be applied)
  
- Option 2      Pay tuition in 10 monthly installments through FACTS Tuition Management (an annual administrative fee may be assessed by FACTS). All payments made through FACTS are withdrawn either on the 5th or the 20th of each month.
  
- Option 3      Pay tuition in 10 monthly installments by debit/credit card kept on file in the school office (an additional form will be needed for this option). Parents may specify which day of the month their card will be charged.
  
- Option 4      Pay tuition monthly upon notification through financial statements via email. Payment must be made by the 20<sup>th</sup> of each month. Please be sure to have a reliable email address on file with the office – *the school will not be responsible for missed emails.*

Additional charges may be assessed including hot lunches, field trips, uniform purchases, and/or Extended Care fees.

## **Delinquent Payments**

Delinquent tuition is grounds for dismissal from the school. When a student's tuition payment or other fees, including Extended Care, is 45 days in arrears the student may be dismissed until all accounts are current. No report cards, grades, transcripts, or school records will be transferred or provided until all past due accounts are settled. Summer care fees must be paid in full prior to the first day of school.

All returned checks will be charged a **\$20** processing fee. Returned checks will be run a second time through the bank; if returned a second time, parents must pay with a certified check, cash, or money order in the school office.

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

## **Student Withdrawals or Dismissals**

Tuition will be assessed each quarter. If a child is withdrawn or dismissed at any time during the school year, parents will be responsible for the remainder of tuition due through the end of the current quarter. Records will not be released until all checks have cleared the bank and/or all accounts are up to date.

## **EXTENDED CARE PROGRAM**

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

**Enrollment Fee**      \$40.00 for the first child and \$15.00 for each additional child  
(this fee will be applied upon first use of Extended Care).

**Hourly Fees**            \$6.50 per hour, with a one-hour minimum charge. After the first hour, the time will be accounted for in ½ hour increments (any time from 5 minutes to 30 minutes will be considered a ½ hour).

*\*Contracted weekly rates are also available; please contact the school office for more information.*

**Morning**                    6:30 a.m. – 8:00 a.m.

**Afternoon**                12:00 p.m. – 3:30 p.m. (Pre-K only)  
3:30 p.m. – 6:00 p.m. (Pre-K through 8<sup>th</sup> grade)

**Late Fees**                **\$1.00 per minute for each minute after 6:00 p.m.** On the third time of picking up a student after 6:00 p.m., the privilege of utilizing PCA's Extended Care program may be revoked.

# RE-OPENING PLAN FOR THE 2020-21 SCHOOL YEAR

## GUIDING PRINCIPLES

- PCA is an educational ministry that works best through direct instruction in a setting that provides face to face interaction.
- PCA affirms that, while God is ultimately in control of all things, we have a duty to be good stewards of the children and families with whom we partner.
- PCA places a high priority on the health and safety of our students, faculty, and staff (and, by extension, their families).
- PCA acknowledges that people (especially children) get sick and that reducing the spread of communicable diseases is standard operating procedure in a school setting.
- PCA recognizes that individuals may not present symptoms yet still carry and transmit communicable diseases, including COVID-19.
- PCA will take all reasonable precautions and make all reasonable accommodations to reduce the transmission of communicable diseases, including COVID-19.
- PCA relies on the good will of all families and employees to act responsibly and protect the members of our school community (and, by extension, their families) by limiting the spread of communicable diseases, including COVID-19.
- PCA commends all families to choose for themselves what is the most appropriate learning environment for their children, and whether what follows meets their expectations and needs.

## PRECAUTIONS & PROCEDURES

While PCA generally endorses the health and safety measures recommended by scientists and public health experts including social distancing, the use of face masks, and sheltering in place whenever possible, not all of these practices will be feasible in a school setting from day to day.

Therefore, taking into account the recommendations from the Centers for Disease Control and Prevention, the American Academy of Pediatrics, state and local officials, and in consideration of our own philosophies, methods, and facilities, the leadership of Pinewood Church and Pinewood Christian Academy have determined to resume normal school activities while taking appropriate steps to mitigate the transmission of communicable diseases, including COVID-19, during the 2020-21 school year.

### **General Health**

In this section, the term “sick” means a combination of runny nose, cough, fatigue, achiness, sore throat, difficulty breathing, loss of taste or smell, vomiting, and/or diarrhea. *Per our Parent / Student Handbook, any student who has a temperature of 100° or more should be kept at home (regardless of other symptoms).*

- All students, faculty, and staff will have their temperature checked twice daily
  - first, upon arrival in the morning
  - second, just before lunch time (at snack time for 3K and PreK students)
- If any student is sick, he or she must be kept at home; if the student has a sibling (or siblings) also attending the school, parents are encouraged to keep them at home as well
- If any faculty or staff member is sick they will stay at home; if a sick teacher or staff member has a child (or multiple children) attending the school, they will be encouraged to keep them home as well
- Any students presenting with a temperature of 100° or more at any time before or during the day will be sent home (parents must ensure that they, or a family member or friend, can come pick up a sick child from school as soon as possible)
- Individuals may return to school after they are symptom free for 24 hours without the use of over-the-counter medication, or if they have a note from a medical professional stating that the child is not contagious (i.e. in the case of antibiotics, allergies, etc.)
- While no student, teacher, or staff member will be required to wear a face mask during the school day, neither will anyone be prohibited from wearing one – *please note that faculty and staff will not be required to enforce parents' desire for their child to keep a mask on all day (especially younger children)*
- All parents/volunteers who visit classrooms or eat lunch with their child(ren) will check in through the front office and have their temperature taken; individuals who wish to attend chapel will check in through the Grand Hall and have their temperature taken
- After-school activities (e.g. Extended Care, sports, etc.) will operate according to these guidelines

### **A Note Regarding Attendance**

PCA acknowledges that attendance at school is a primary factor contributing to student success. At the same time, given the unprecedented nature of this outbreak, and our desire to protect the health of not only our students, faculty, and staff but all those with whom they come in contact (especially families), *it is imperative that everyone make responsible choices to reduce the spread of communicable diseases by staying home when sick.*

PCA faculty and administration will make every effort to accommodate any family that chooses to keep sick children at home. Our attendance policy is quite lenient when it comes to how many days a child can miss and includes extra grace for absences for medical-related reasons. Please remember, that while we do not differentiate between excused and un-excused absences, a note from home and/or a doctor always helps when/if we have to justify absences.

*\*There will be no Perfect Attendance Awards given at the end of the 2020-21 school year, so please do not send sick children to school for that reason.*

## **School Facilities**

This section refers to parts of the school considered “common” areas where students, faculty, and staff frequently move about including hallways, bathrooms, office, gym, picnic pavilion, etc.

- All “touch points” will be disinfected three times during the school day by an adult faculty or staff member; these include door handles, light switches, bathroom fixtures, counters, etc.
- All hallway bathroom doors will be propped open to reduce contact with hands (these bathrooms are designed such that privacy is maintained even when the doors are open)
- Water fountains will be turned off (see section below regarding Food and Drink)
- Junior High lockers will be spread apart to avoid overcrowding in the hallway
- Classes will have assigned seating during lunch to prevent the double use of any one table each day (again, see section below regarding Food and Drink)
- Students will have daily access to the playground for recess (weather permitting)

## **Classrooms**

This section refers to individual classrooms where students, faculty, and staff spend most of their time together during the school day. *Please note that while the CDC recommends a six-foot distance between every student and/or the use of some sort of barrier (e.g. plexiglass, cardboard, etc.) on each desk, the American Academy of Pediatrics states that such measures are only marginally effective. Therefore, PCA will space students’ desks as far apart as each room and class size realistically allows, but we have to work within the physical spaces that we have.*

- All “touch points” will be disinfected three times during the school day by an adult faculty or staff member; these include door handles, light switches, desks, chairs, tables, etc.
- Teachers will minimize the sharing of classroom supplies such as books, pencils, erasers, markers, scissors, content manipulatives, clipboards, whiteboards, etc.
- Resource and Junior High teachers will ensure that desks, tables, and supplies/equipment are disinfected between each class
- All classrooms will have appropriate disinfectant hand soap and/or sanitizer available for use by faculty, staff, and students
  - *If a student is sensitive to commercial disinfectant soaps and/or alcohol-based sanitizers, parents should communicate with their teacher and personally supply appropriate soap or sanitizer for their child to use*

## **A Note Regarding 3K, PreK, and K**

A major component of early childhood education at PCA is socialization. This occurs both through planned activities and through natural interactions. Therefore, our 3K, PreK, and K classes have tables at which children sit, talk, learn, and play. *While we recognize that distance is key in preventing the spread of communicable diseases, including COVID-19, we also believe*

*that putting young children in desks and expecting them to interact at a “distance” is counter-intuitive and counter-productive to well-documented learning practices at that age level.*

PCA acknowledges that young children learn through play. It is therefore imperative that early childhood classrooms include centers and toys for daily use. *Please be aware that we cannot disinfect every toy handled by a child every day. The CDC has stated recently that COVID-19 in particular is not viable on surfaces for as long as they originally thought. Therefore, PCA will reduce excess toys in these classes.*

### **Food and Drink**

This section refers to school policy (for the foreseeable future) regarding snacks, lunches, and drinks during the school day.

- All students will bring their own snacks to school
- All students will bring their own lunches to school (except when eating hot lunch – *the hot lunch coordinator will wear a mask and gloves when serving food*)
- All students will bring their own water to school – *this is particularly important as all water fountains on campus will be turned off*
- There will be no sharing of food and/or drink during the school day
- All classes will eat lunch, as usual, outside in the picnic pavilion (weather permitting)

### **Response to COVID Exposure and/or Positive Case**

This section outlines procedures PCA will follow if/when a student (or member of his or her household) is exposed to or tests positive for COVID-19. ***In the event that a student (or a member of the student’s household) is exposed to and/or tests positive for COVID-19, the school should be notified immediately.***

- If a family suspects a member of their household has been exposed to COVID-19, they are strongly encouraged to keep their child(ren) at home until EITHER no symptoms present for 14 days OR a test shows negative for infection
- When a student or staff (or a member of their household) tests positive for COVID-19, the following actions will be taken:
  - The individual AND any siblings or children that attend the school MUST quarantine at home for the recommended 14-day period; individuals may return to school either
    - if symptomatic: after he/she is symptom-free for 72 hours without the aid of medication and/or a new test proves negative for infection
    - OR
    - if asymptomatic: he/she is still symptom-free after 14 days and/or a new test proves negative for infection after 14 days
  - All parents will be notified by phone and/or text message (parents must ensure their contact information is accurate in Gradelink)

- Daily temperature checks will be doubled for both students and staff in the class
- The classroom will be thoroughly disinfected; if the class visited a Resource room on the day the school is notified, that room will be also be disinfected
- If the positive case is in junior high, all rooms in which the student has classes will be disinfected and temperature checks for all other junior high students will be doubled daily
- While a quarantine period will not be required for all students in a class, teachers and administration will make reasonable efforts to accommodate any family who chooses to keep a child at home for an extended period to monitor him or her for symptoms (this includes siblings of the student who also attend the school)
- Parents should be extra vigilant to closely monitor their children (and any siblings who also attend the school) and keep them at home if they have a temperature of 100° or more and/or show signs of sickness

### **Responsibility to the PCA Community**

Irrespective of an individual's beliefs and/or politics regarding the origins, spread, and/or response to the Corona pandemic, it is the duty of each family to protect others in the PCA community from illness (of any kind). *Therefore, all PCA families are accountable to the following principles upon returning to school in August:*

- Any student that is sick must be kept at home; if the student has a sibling (or siblings) also attending the school, parents are encouraged to keep them at home as well
- Any students presenting with a temperature of 100° or more at any time should be kept home; if a student develops a fever during the school day, he or she must be picked up as soon as possible
- Any family that knowingly sends a student who has tested positive for COVID-19 to school could face dismissal
- Any attempt by any student or family to vilify or ostracize another student and/or his or her family for contracting and/or unwittingly exposing classmates to illness will be viewed as a violation of PCA's Family Covenant which states:

*I acknowledge that there will be times when I may be at odds with a PCA teacher, administrator, staff member, or other parent(s) and that dealing with such conflict publicly (e.g. harassment, gossip, social media, etc.) is potentially harmful to our school partnership, the PCA community in general, and the witness and reputation of PCA as a Christian school (see Galatians 5:13-15). Therefore, I commit to following the biblical principles of peacemaking and reconciliation as set forth in Matthew 18:15-17 and Ephesians 4:29-32 in all of my interactions, with the understanding that all other PCA faculty, administrators, staff, and families commit to doing the same.*