



*PNEUMA CHRISTIAN ACADEMY
PARENT / STUDENT HANDBOOK*

K-12th Grade

2023 – 2024

CONTACT INFORMATION

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SCHOOL WEBSITE pneumachristian.org

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| | | |
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INTRODUCTION

Pneuma Christian Academy, a ministry of Pneuma Church, is a Christian school in Miami, Florida, that offers a strong educational program that embraces a Christian Bible based worldview.

As a ministry of Pneuma Church, Inc., Pneuma Christian Academy seeks to develop future generations by developing their minds and fostering a Christ-like character. Guided by Colossians 1:28, we embrace our call to “. . .tell others about Christ, warning everyone and teaching everyone with all the wisdom God has given us. We want to present them to God, perfect in their relationship to Christ.” (NLT)

We, therefore, endeavor to educate children in the necessary subjects and skills from a Christian perspective so that children may become all that Christ has intended for the purposes of the expansion of His Kingdom here on earth.

We believe that education is a partnership between parents and the school and are grateful to the parents who entrust us with their children’s lives and education. Pneuma Christian Academy is committed in this partnership as we seek to provide high quality education and spiritually enriching discipleship, leading young minds to develop critical thinking through a Biblical lens. The curricula we have chosen reflects our values and statement of faith.

We are thankful that as parents you are committed to providing your child a quality Christian education and are willing to make the sacrifices necessary to transform your child’s mind and heart (Rev. 3:20). We at Pneuma Christian Academy commit to partner with you to give your child an affordable private education that emphasizes Bible knowledge, advanced phonics, writing, mathematics, and science and other important academic disciplines.

As we journey together in a mutual commitment to your children, we humbly request your prayers that we might accomplish all we can for Christ’s glory.

MISSION STATEMENT

Pneuma Christian Academy's mission is to provide students with a first-rate education based on a solid biblical foundation so that they can develop into Kingdom leaders and world influencers with strong godly convictions who are prepared to effectively impact every sphere of society.

STATEMENT OF FAITH

(As stated in the Bylaws of Pneuma Church, Inc.)

A. The Trinity.

It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. The biblical revelation testifies that there is only one God and that He is eternally existent in three persons— Father, Son, and Holy Spirit.

B. God the Father.

God the Father is the creator and sustainer of all things, and He created the universe in love. He created man in His own image for fellowship and called man back to Himself through Christ after the rebellion and fall of man.

C. The Son.

Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven and became incarnate by the Holy Spirit through the virgin Mary; henceforth, He is forever one Christ with two natures—God and man—in one person.

D. The Holy Spirit.

The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature and conforms us to the image of Christ. The baptism with the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit.

E. The Scripture.

We affirm that the Bible, containing the Old and New Testaments, is alone the only infallible, inspired Word of God, and that its authority is ultimate, final, and eternal. It cannot be added to, subtracted from, or superseded in any regard. The Bible is the source of all doctrine, instruction, correction and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct.

F. The Atonement.

Christ's vicarious death on the cross paid the penalty for the sins of the whole world, but its benefits are only applicable to those who receive Jesus as personal Savior. We affirm that salvation is by grace through faith in our Lord Jesus Christ and as a covenant between the Father and the Son, we are beneficiaries of its benefits and cannot alter it by our actions.

G. Salvation.

The Word of God declares clearly that salvation is a free gift of God, based on the merits of the death of His Son, and is appropriated by faith. Salvation is affected by personal repentance, belief in the Lord Jesus (justification), and personal acceptance of Him into one's life as Lord and Savior (regeneration). The new life in Christ includes the privileges of adoption and inheritance in the kingdom of God's beloved Son. In love, God chooses man to be saved and follow Him. Salvation should produce an active lifestyle of loving obedience and service to Jesus Christ our Savior.

H. The Christian Life.

We believe that the Scriptures portray the life of the saint in this world to be one of balance between what is imputed to us as Christians and what is imparted to us according to our faith and maturity. Therefore, God's provision for His children is total, and His promises are final and forever. The shortcomings of the individual and of the church are because of the still progressing sanctification of the saints. The Christian life is filled with trials, tests, and warfare against a spiritual enemy. To remain faithful through all circumstances of life requires dependence upon the Holy Spirit and a willingness to die to personal desires and passions.

I. The Church.

The goal of the church is to make disciples of all nations through the government and the establishing of the Kingdom of God on Earth and to present the saints complete in Christ. The five-fold ministries listed in Ephesians 4 governs the church, along with the Elders and service of the deacons as mentioned in 1 Tim 3, as well as other leadership roles mentioned in Scripture. We affirm the church's purpose as offering worship to God, fellowship, ministry and instruction to itself, and evangelism and service to the world. It is essential to the life of the church that scriptural patterns of discipline are practiced and that oversight for church discipline, individual and corporate, is exercised by the leadership of the church.

J. The Priesthood of the Saints

All believers have the calling to function as a priest (God's representative) to fulfil effectively and efficiently the purpose of God in the body of Christ, their family and society as a whole.

K. Baptism and the Lord's Supper.

The Word of God places on the church two perpetual ordinances of the Lord Jesus Christ. The first, baptism, is the outward sign of what God has already done in the individual's life and is a testimony to all that the person now belongs to Jesus. It is identification with Jesus and is affected in the name of the Father, the Son, and the Holy Spirit. The Lord's Supper is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again; it is a sign of our loving participation in Him. Both institutions are restricted to those who are believers.

L. Eschatology

We affirm the bodily, personal, second coming of the Lord Jesus Christ, the resurrection of the saints, the millennium, and the final judgment. The final judgment will determine the eternal status of both the saints and the unbelievers, determined by their relationship to Jesus Christ. We affirm with the Bible the final state of the new heavens and the new earth.

M. Spiritual Realm

We affirm God reigns over a spiritual realm in which a spiritual battle is taking place between the Kingdom of light and the kingdom of darkness.

N. Beginning of human life

We affirm the sanctity of human life and that life begins at the moment of conception.

O. Purity in the Church

We affirm chastity for Christian single men and women and the sacredness of Christian marriage.

P. Marriage

We define marriage as a union between one born as a man and one born as a woman and that romantic and sexual contact between the same sex is sinful according to Romans 1: 26 – 27 and 1 Cor. 6: 9-10. Therefore, we reserve the right to marry couples that are recognized to be Biblical.

Q. Healing

Healing—body, soul and spirit—and all of God’s provisions for His saints, are provided for in the atonement, but these must be appropriated by faith.

R. Religious Exemption

In conjunction with the ministry’s Statement of Faith, Pneuma Church, Inc. believes that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. Pneuma Church, Inc. believes that any form of homosexuality, lesbianism, bisexuality, bestiality, transgender, incest, fornication, adultery, including bigamy and polygamy, and any other form of sexual immorality are sinful as defined by the Bible. We also believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

Pneuma Church, Inc. and its elders reserve the right to refuse to perform any ceremony that would be contrary to the marital beliefs of Pneuma Church, Inc. Pneuma Church, Inc. also reserves the right to refuse use of facilities for any ceremony or event condoning such practices. Pneuma Church, Inc. and its ministries, including its schools, reserve the right to dismiss or not to hire anyone who, being single or married, is practicing sinful sexual behavior. Anyone professing or discovered to be practicing any form of sexual immorality contrary to the beliefs of Pneuma Church, Inc. cannot hold office or job within Pneuma Church, Inc. or its ministries or schools. Furthermore, Pneuma Church, Inc. reserves the right as a religious organization to prohibit the physical expression of such practices within our ministries. Pneuma Church, Inc. also reserves the right to remove from its property anyone who is openly exhibiting acts of sexual immorality.

NON-DISCRIMINATION POLICY

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

SCHOOL HOURS

8:00 a.m. to 3:00 p.m.

The school will be locked down at 9:00 a.m. If a student arrives after 8:30 am, the parent will need to walk in to sign the student in and provide justification for the student's tardiness.

OFFICE HOURS

School office hours are from 8:00 a.m. to 3:30 p.m. The office is closed on weekends, holidays, and when the school is closed. The office is open throughout the summer from 8:00 a.m. to 3:30 p.m.

SCHOOL CLOSURE

The school is closed on all legal holidays. Please use Alma to take note of all teacher service days when students are off from school.

If the school deems that it should close due to a weather emergency, parents will be informed via email and/or through Alma.

VISITORS

All visitors on campus must present a valid picture ID and be issued a visitor's pass to remain on campus. Visitor passes are issued at the front office and must be worn and displayed at all times while on campus.

CHANGE OF ADDRESS/WORK/PHONE NUMBERS

If you have a change of address, home telephone or business telephone number, please inform the office immediately. This is vitally important should an emergency occur, and you need to be contacted.

EMAIL

All teachers have email addresses. This is normally the most effective way to reach a teacher. You may access the directory for all teachers and staff in Alma.

MESSAGES

If you need to leave a message or speak with your child's teacher about a non-emergency issue, please contact the teacher by email or through Remind, PCA's unofficial form of communication.

Carpool changes should be handled by contacting reception staff and submitting changes in writing via email, providing the name and a photo ID of the person who will be picking up the child(ren).

COMMUNICATION AND CONFERENCES

Proper communication is essential in the operation of a school. Your cooperation concerning the signing and returning of important notices and school papers will be greatly appreciated. If you have any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school immediately.

It is important for the student to know both parents and teachers are working harmoniously for his/her welfare. Open, unwarranted criticism of school practices (or those in authority), often reap tragic results in our children. When there is a misunderstanding, the parent should take it immediately to the teacher.

Often an email or note can clear up the difficulty. If the problem remains, a three-way conference will be arranged with the parent, the teacher, and the Principal.

The parents or teacher may request a conference at any given time. Appointments with teachers should be requested at least one day in advance. Please email the teacher requesting an appointment. All appointments will be scheduled after 3:00 p.m..

LUNCH PROGRAM

All students will eat lunch on campus.

Students in K-2nd Grade must participate in PCA's Lunch Program. The only exception is a student who has an allergy documented by a doctor; a doctor's note is required.

The cost of the lunch program will be added to your account monthly.

Students in grades 3-12 are not required to but can participate in the Lunch Program for lunch only (not snacks or breakfast) at a monthly cost. Students in grades 3-12 who do not participate in the lunch program must bring their lunches and snacks.

Students are not allowed to use microwaves to heat up food. If you want your child to eat warm food, the food must be brought in a thermos by the student.

We are a peanut free school. Please refrain from sending any food that contains peanuts.

Food delivery of ANY kind to the school is not allowed. This includes parents dropping off lunch in the middle of the day or vendors such as Uber Eats, Postmates, etc. If your child is not enrolled in the lunch program, he/she must arrive at the school in the morning with his/her lunch.

ATTENDANCE

All attendance matters should be communicated to the school by email at pattendance@pneumachristianacademy.org

Absences

An absence will be considered unexcused until the parent(s) provides proper documentation to the administration that demonstrates the absence is excused. Absences are only excused if they are due to illness, doctor or dental appointments, or a death in the family. A doctor's or dentist's note must be provided before the absence is considered excused. All attendance documentation or information **must** be sent to pattendance@pneumachristianacademy.org.

After an absence, students are responsible for checking with their teachers for any make up work. Students have as many days to make up work as the number of days they were absent (i.e., if a child is sick for two days, he has two days to make up his work).

Students are only permitted 9 unexcused absences every 2 quarters (1 semester), for a total of 18 unexcused absences in the entire school year. More than 18 unexcused absences in a school year will prevent the student from advancing to the next grade, regardless of how they have performed in their coursework. A student who accumulates 9 absences in the first semester must make up the absences during the half-days before the Christmas break; if this is insufficient to make up all the absences, the

student will make up the rest of the hours during the week following the last day of school.

Tardies and Early Pick-Up

School begins promptly at 8:00 a.m.. A student is **late if not inside the classroom** by 8:00 a.m. Students who arrive to school after 8:00 a.m. without a doctor's or dentist's note will be marked as late unexcused. Eight (8) unexcused tardies count as one (1) unexcused absence.

If a student arrives after 8:30 am, the parent will need to walk in to sign the student in and provide justification for the student's tardiness.

Students may not leave campus during school hours **unless checked out by a parent**. Parents must come to the reception area to sign students out during school hours. The number of hours that the child misses due to leaving early are hours that the student is absent and will be treated the same as tardies.

STAYING AFTER SCHOOL

Students who must stay after school for tutoring or detention must be picked up by the designated time. Students who are not picked up at the designated time will be expected to pay the appropriate fee. Students are not permitted to return to the classroom after dismissal time without a teacher's permission.

If a student needs to come back to pick up things that he/she left behind, a parent needs to accompany the student to the classroom.

ARRIVAL AND DROP-OFF

Students should arrive by 7:45 a.m., when classrooms open and teachers are on duty. Students are dropped off outside the gate to the playground. Please refer to the map in Appendix A.

BEFORE CARE

Before Care will be available from 7:00 am to 7:40 a.m. only for students who have previously registered with the school, at a cost that is added to monthly tuition.

PICK-UP

Early pickup time is **from 2:00 p.m. to 2:30 p.m.** Students picked up early must be picked up at the reception area. Students that are being picked up after 2:30 p.m. must wait until the regular pick-up time.

Elementary student (Kindergarten through 5th grade) pick up **begins at 2:45 p.m.** **Middle school and high school** student pick-up is between **3:00 p.m. and 3:15 p.m.** Any students remaining at the school after 3:15 p.m. will be charged \$1.00 per minute, per child, until a parent arrives and picks them up in reception.

Students will be picked up outside the gate to the playground from 2:45 pm to 3:15pm. Please refer to the map in Appendix A.

You must wait for your child in the car. When you arrive, a staff member will call the teacher in the classroom to let her know. Your child will then come down from the classroom to meet you in your car. Only parents picking up a preschool child or families with students in both preschool and K-12th grade will be allowed to park in the parking lot; these parents will pick up all their children at the reception

area. Parking outside the school fence is not allowed.

AFTER-SCHOOL CARE

If you are looking for an after-school program, we are partnering with Hope for Miami for after-school care for students K-8.

CARPOOLS

The student will be released only to an authorized parent unless the teacher or the office has received a written notice to the contrary. All arrangements for going home with other children must be made before school, and the child's teacher must be notified in writing prior to any change in the usual arrangements. Changes to carpool must be made in advance of the school day and in writing; notification to the school by phone is not acceptable except in an emergency.

PARKING

One-way lanes are only used to drop off or pick up students and only for those drivers who will not be leaving their vehicles. Drivers must never leave their vehicles unattended unless they are properly parked in a parking spot. See the map in Appendix A.

Unless you have a handicapped tag, do not park in any handicapped spaces.

HEALTH POLICY

A copy of your child's current immunization record must be on file with the school for your child to be allowed to attend. All immunization records must be kept current. The state may change its requirements from time to time; if this occurs, the school will adjust its screening policies to comply.

Any parent that has a student with a medical condition such as diabetes, asthma, allergies, etc., must make sure that this information is on file at the school.

Parents must notify the school by email at pattendance@pneumachristianacademy.org if their child has a serious infectious, communicable disease, infections of the skin or eyes, lice, or nits. A child must not be brought to school if he/she has one of the following symptoms:

- Fever
- Cough
- Headache
- Nausea
- New loss of smell or taste
- Symptoms and signs of possible severe illness [such as lethargy, uncontrolled breathing, diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, wheezing or untreated persistent cough].
- Lice or nits, whether active or not.
- Diagnosis of a communicable disease; a doctor's note that the child is no longer contagious and is able to participate in the school's activities must be provided for the child to return to school.

MEDICATIONS

Medications to be administered to students at school must be turned in by the parent(s) to the front desk staff. Students are not permitted to have medications, prescription or over the counter, on their person or in their backpacks while in school. To be given prescribed medications by the school, students must have a doctor's note with instructions to staff on how to administer medications. All prescribed medications such as an inhaler, antibiotics, Epi Pen, etc., must

- Be in the original container.
- Be labeled with the child's name.
- Include directions to administer the medication.
- Not expired.

We must have written parental permission to administer any medication to your child.

In case of surgery, fractures, or prolonged illness, a note from the physician should be given to the office staff or the teacher regarding any limitation of activities or special consideration.

INTERNET AND WI-FI ACCESS

Students will have access to PCA's Wi-Fi network through the Student Wi-Fi only. Any violation of this policy, such as using VPNs or hotspots to access websites that are not accessible through the Student Wi-Fi, will be met with appropriate disciplinary action.

STUDENT CELL PHONES

Cell phones are prohibited while at school. If a student brings a cell phone, it must be turned off (as opposed to being placed on silent or vibrate) and placed in their backpack until the student is picked up. Transgression of this rule will result in disciplinary action. If parents need to contact their child during school hours, they can call the front office.

STUDENT DEVICES

Students in grades 3-12 are required to have Chromebooks to complete coursework. **Only Chromebooks are permitted.** PCA is not liable for personal loss, theft, or damage to any electronic or memory device, including memory sticks, brought to school. Furthermore, misuse of the device or violation of PCA's Internet and Wi-Fi policy will result in disciplinary measures which may include the loss of privilege to bring the device to school. Devices and Internet use can only be used at the direction of the teacher in the classroom for academic purposes. If a student does not bring their device and charger, they will be sent home.

PROGRESS REPORTS AND REPORT CARDS

Parents are required to activate their account in Alma, pneuma.getalma.com, Pneuma Christian Academy's Student Information System, SIS, for grades and school information. Any parent who does not have a login or has no access to Alma should contact the school office.

Parents are responsible for monitoring student grades in Alma. Parents should monitor grades in Alma since those are official progress reports and final grades. For students using Ignitia in grades 3 – 12, the grades in Ignitia are not official grades; the course grade may include work completed outside of Ignitia.

Student progress reports are available at the end of the first four to five weeks of each quarter. Student reports cards are available at the end of each quarter. These reports are emailed to parents and are available in Alma throughout the school year.

Parents will receive a final report card via email or through Alma approximately one week after the last day of school.

Report cards and all other student records will be withheld if tuition or other charges and fees are not current.

GRADING SCALE

| | |
|----------------|----|
| 97-100 | A+ |
| 94-96 | A |
| 90—93 | A- |
| 87-89 | B+ |
| 84-86 | B |
| 80-83 | B- |
| 77-79 | C+ |
| 74-76 | C |
| 70-73 | C- |
| 68-69* | D+ |
| 66-67* | D |
| 65*† | D- |
| 64 and below*† | F |

*** Elementary (K-5th) and Middle School (6th-8th): a grade of D+ or below is a failing grade that will require the student to retake the class.**

† High School (9th-12th): a grade of D- or below is a failing grade that will require the student to retake the class.

ACADEMICS

Pneuma Christian Academy utilizes curricula that are in line with its Christian Mission and Vision and its Statement of Faith. PCA chooses curricula and educational endeavors that will develop intellectual competence and academic excellence in each student. The curricula are multi-faceted and differentiated

to address each student's learning needs.

Elective Classes

Elective classes are held once a week for elementary and twice a week for middle/high school. Students in middle school will take one elective class and high school will be able to take two elective class, which the student will choose from those provided by PCA.

School Supplies

Tuition and registration do not include school supplies. At the time of enrollment, a list of supplies required for each grade is provided. These items should be brought to the Open House meeting scheduled at the beginning of the school year or dropped off at the school the week before school starts.

Physical Education

Classes emphasize sports and games appropriate for each age level. Students must wear a P.E. uniform to class. Please refer to Appendix B for approved P.E. uniforms.

Restriction of Activities

If there are any medical conditions which restrict a student's activity in P.E. classes or sports in general, instructions in writing signed by the parent must be furnished to the teacher or the office at the beginning of the school year or as soon as medical condition is diagnosed.

Grade Acceleration / Demotion

Students may be given advanced coursework at the same grade level. Students may only be assigned coursework from a higher grade level if they pass all examinations for the lower grade level. Students may also be demoted to a lower course if it is considered that they would benefit from revisiting foundational material to improve their learning outcomes.

Honors

For a student to receive Honors credit for a course, the student must be working at an accelerated pace through the course, must complete all the units in the curriculum (not just those assigned to other students), and obtain a B or above in the course.

Grade Retention / Failing a Class

Retention will only be considered when all strategies for remediation have been implemented and documented but have failed to prepare the student to enter the next grade level. When a teacher is considering the recommendation of retention, all necessary administrative personnel will be involved in the discussion and decision-making process.

If at the end of the school year a student has failed a course and wants to advance to the next school year, the student must complete credit recovery in Summer School. The coursework must be completed over the summer. Coursework cannot be transferred over from the previous school year.

Academic Probation

A student whose overall average, i.e., the average of all his/her courses, is a D+ or below will be placed on Academic Probation. Students on Academic Probation will be ineligible to participate in athletics, events, field trips or other types of trips taken by the school, or any other extracurricular activities. A student will

remain on Academic Probation until the overall average of all his/her courses is a C or better.

STUDENT SUPPORT DEPARTMENT

In order to enhance the services that Pneuma Christian Academy (PCA) provides to students, PCA has partnered with Specialized Academy for Innovative Learning (SAIL) to render the services under the umbrella of PCA's Student Support Department (SSD). SSD will provide educational services to qualified students to include but not limited to specialized tutoring, educational therapy, and different academic labs. SSD will also be providing a Track II option for PCA students. This academic option is designed to assist students in an alternate/multigrade learning environment. This is not an ESE class, but a class geared to different learners and one that will focus on remediating learning gaps for students to become independent and proficient learners. Track II will also offer a place for the advanced student to work in college level classes and assist PCA with apprenticeship opportunities for our students.

The Student Support Department will also address ACT/SAT College Board testing, Dual Enrollment and function as a liaison between the families, students, faculty, administrators, and other therapists and/or professionals. For more information, contact SSD at ssd@pneumachristianacademy.org.

Evaluation for Learning / Behavioral Need

PCA is interested in the academic progress of all its students. A teacher will always use various strategies for remediation and/or behavior management, including parental involvement and intervention from the Principal and/or the Student Support Director. If after these interventions, the academic team composed of the teacher, the Principal, and the Student Support Director believe that the child may have a learning or behavioral need, **parents will be required to have the student evaluated** by the appropriate professional. For a student to receive accommodations, documentation that provides the reason for the accommodation must be provided to the Student Support Director.

Community Service

High school students are required to complete 100 hours of community service to be eligible for graduation. Community service must be documented and turned in to the Student Support Director.

BIRTHDAYS

Birthday parties during school hours are only permitted from 2:00 p.m. - 3:00 p.m. When planning to celebrate a birthday on campus, the student's teacher must approve the birthday party, and the parent(s) must give a two-day notice to the front office. If ordering pizza, the parent(s) must tell the front office which company that is delivering the pizza and what time it is being delivered. Parents may also send a treat such as individually wrapped cookies or cupcakes.

If your child chooses to give out birthday invitations at school, there must be an invitation either (1) for every member of the class or (2) for all the boys or (3) for all the girls in the class.

Please note that we may need to include additional regulations for these events for health reasons.

HOLIDAY CELEBRATIONS

PCA does not celebrate Santa Claus, the Easter Bunny, or Halloween. We do not allow our students to

participate in Halloween activities while at school. Please do not bring or send your child with any Halloween party favors, toys, candies, cakes, or other related symbols or items. A short Valentine's Day party will be held, and students should only bring Valentine greetings that are appropriate and do not encourage romantic relationships.

FIELD TRIPS

All students must have a signed permission form from their parent(s) to participate in a field trip. Parents are welcome on most school field trips as chaperones or volunteers; however, space on school vehicles is limited, so parents may have to provide their own transportation. Some venues include a limited number of adults per students as part of the field trip fee, so only a limited number of parents will be covered by the fee; any additional parents will be responsible for their own fee to the venue.

Parents must remember that the teacher oversees the group while on a trip.

Parent / Adult Participant in Field Trip

Parents who are traveling with the school on field trips must sign a statement of cooperation, which reflects our school's policies and Christian testimony. If you have any questions about any of the statements below, please see or call the trip leader prior to the trip for clarification. To participate in the field trip, each parent/adult participant must agree to comply with the agreement.

Trip guidelines for parents:

- There is a no smoking/vaping policy on all school trips.
- There is a no alcohol consumption policy on all school trips.
- Dress must be modest and conform to the student dress code for all trips.
- There should be no profanity on any school trip.

Parents are not allowed to change any trip activity, nor may they give permission for students to participate in any activity not approved by the trip leader.

PARENT VOLUNTEER HOURS

Parents are encouraged to volunteer a minimum of 10 hours each school year on PCA Serve Days or at any PCA school event. All volunteers must check in with the school office upon entering the campus. All volunteers must coordinate their activities with the teachers and/or designated staff.

Three hours of parenting training/workshops is required each year during the school year for each custodial parent or guardian. A schedule of training sessions/workshops will be published in Alma.

CODE OF CONDUCT

To assure the right of each student to receive a quality education which best brings glory to God, we have established a code of conduct for the students at PCA.

1. The first principle that the students need to learn is **obedience**. There are three (3) points to obedience.
 - a. Doing **what** one is told.
 - b. Doing it **when** one is told.
 - c. Doing it with the **right** attitude.

2. The second principle is **respect**. This is fundamental to getting along with people. It starts in the home with attitudes towards parents and siblings. These same attitudes carry over into school. At PCA, **we will not tolerate disrespect of any kind, including public criticism**. If an administrative decision is made, it is final and the issue needs to be dropped.
3. The third principle is **responsibility**. This is when a person is given things to do and has developed the self-discipline to get the job done.

The following offenses and disciplines will be strictly enforced:

Category 1: Up to 4 demerits (All discipline handled by the teacher in the classroom)

- Talking without permission
- Self-correctable dress code issues
- Outside of class without a pass
- Writing notes in class
- Chewing gum or littering
- Throwing objects or classroom disruption
- Failure to have all materials for class
- Having symbols or other offensive or objectionable drawings or words on books or materials
- Bringing toys or electronic devices to school, including aftercare
- Horseplay (during class or in-between classes)
- Committing acts of minor disrespect such as facial, vocal, or physical reactions
- Failure to follow directions
- Not following the Golden Rule (Matthew 7:12)
- Excessive tardiness to class; (8) in a quarter.
- Disrespect of another student or staff member
- Parking violation
- Minor public displays of affection including hand holding, hugging, or kissing.

Category 2: Up to 8 demerits and detention (Handled by the teacher and/or Dean with in-school detention and with an e-mail/phone call home.)

- Any Category 1 infraction a student commits a second time or more.
- Leaving assigned area or classroom without permission
- Dress code violations that require intervention from administration
- Lying or acts of dishonesty
- Foul language
- Disrespect to those in authority (administrators, teachers, and staff)
- Misuse of others or their property
- Frequent critical or derogatory remarks to others
- Using or writing improper language (extreme)
- Plagiarism/cheating in HW or Classwork; will also result in academic penalty
- Using an electronic device without permission or at an unapproved time or location

Category 3: Up to 12 demerits and In-School Suspension (ISS) or Out-of-School Suspension (OSS)

(Dean and Principal must be involved with a parent meeting or phone call).

- Repetition of category 2 or 3 actions
- Use of dirty gesture

- Bullying and harassment in person, writing, or social media (as defined in the handbook)
- Physical altercation
- Tampering or damaging school, another student's, or teacher's property
- Breaking in or vandalizing the campus or property
- Pulling fire alarm
- Skipping Class
- Excessive dress code violations
- Publicly criticizing school policies and/or staff
- Forging a parent's signature
- Plagiarism/cheating in a Quiz, Project, or Test; will also result in academic penalty
- Stealing
- Carry or using tobacco, e-cigarettes or any vapor products on or off campus
- Being in possession of any illegal item
- Pretending to use or have drugs, legal or illegal
- Bringing or pretending to have alcoholic beverages on or off campus
- Possession of or posting lewd material on campus including access via the internet
- Bringing fireworks to school
- Possession of incendiary materials or device
- Carrying sharp objects or any kind of weapon

Category 4 - Expulsion (Principal and Dean will meet with parents)

- Repetition of any Category 3 action
- Threat of physical abuse to teacher, staff, student, or property
- Acts of sexual immorality on or off campus (including social media)
- Bringing any item to school that could be determined to be a weapon with intent to cause harm.
- Bringing any illegal items to school with intent to use or resale.
- Excessive acts of violence

Additional Actions:

Behavioral Contract: A student that accumulates excessive demerits will be placed on a Behavioral Contract. A student on a Behavioral Contract will be ineligible to participate in athletics, field trips, events, or other types of trips taken by the school. Any student who violates the Behavior Contract will be reviewed for dismissal.

Suspensions: Any student who receives a category 3 violation will receive a suspension (ISS or OSS). Students may also be suspended for any repeated offenses or for other offenses, as deemed necessary by the Dean or the Principal. The length and time of the suspension will be determined by the circumstances surrounding the infraction.

An ISS will result in a participation grade of 0 for each class missed while serving an ISS. Any OSS will be considered an unexcused absence. Therefore, all tests and makeup work will receive an academic penalty at the discretion of the Dean.

Expulsion and/or Disqualification for Reenrollment: A student may be expelled or disqualified for reenrollment for any violation, as deemed necessary by the administration. **The following parental actions** can also lead to student expulsion or disqualification: (1) Parent(s) verbal abuse of school staff members (2) Parent(s) physically threatening or intimidating school staff members (3) Parent(s) approaching other student(s) to intervene in issues that occurred during school or outside of school

hours.

ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in your schoolwork. All work and all grades should result from the student's own understanding and effort. Academic dishonesty can take many forms, including but not limited to:

- Cheating: Using or attempting to use unauthorized assistance, information, or study aids in any academic exercise; copying answers from another student's work.
- Plagiarizing: using someone else's work or ideas as if they were your own.

DRUGS, ALCOHOL, AND TOBACCO

Pneuma Christian Academy is a drug-free zone; therefore, drugs, alcohol, and tobacco are not permitted in the buildings or on the grounds at any time. This includes odorless cigarettes or pipes.

The Administration and Staff of Pneuma Christian Academy is dedicated to preventing and eliminating substance abuse on school property and at school-sponsored activities. The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, vaping devices and paraphernalia or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling drugs on school property or at school functions may be immediately expelled. In the enforcement of this policy the school may also conduct random searches as set forth in this handbook.

Students will be randomly selected for the drug testing throughout the year or if a reasonable suspicion exists. If a student takes any action to avoid, manipulate or interfere with the test or the test results, it will be considered a positive result and disciplinary action will be taken.

If a student tests positive, a parent/guardian will be contacted directly by the Dean and a meeting will be scheduled. The parents will receive an explanation of the test results, to include the type of drug, level of use, and window of time of use. Refusal to participate in such a test may result in expulsion from the school. Any student who voluntarily seeks help for substance abuse will receive confidential assistance and referral. The Administration will seek appropriate parental and counselor involvement to assist the student.

If a student tests positive because of a urine drug test, and the student's parent protests the test, the student will be required to submit to a controlled substance screening blood test at a recognized medical facility or laboratory at the parents' expense. A blood test will provide specific details as to any controlled substance, including nicotine, that may be present in the student's system and the level of concentration. The student must submit to the blood test within 72 hours of being notified by the administration and show proof of such.

Students who test positive because of a drug screening conducted by the school will face disciplinary action up to dismissal from school.

SEARCH POLICY

The Principal and/or the Dean are authorized in the presence of another witness to search a student's person and belongings if he/she suspects the student has illegal or unauthorized items. The search may be conducted without the student's or parents' permission. Registration of the student in Pneuma Christian Academy constitutes parental permission to such searches. The search will include backpacks, purses, pockets, lockers, desks, etc.

OFF-CAMPUS CONDUCT

Pneuma Christian Academy students are expected to maintain Christian conduct off campus as well as on campus. Attendance and/or participating in an event in which alcohol and/or drug activity occurs may lead to dismissal from school.

STUDENT WEBSITES AND SOCIAL NETWORKING

Pneuma Christian Academy has deemed that the inappropriate use of social networking websites (i.e., Twitter, Facebook, Instagram, Snapchat, or group texts, etc.) is not compatible with the purpose and mission of the school. Any student found using these sites in an inappropriate manner which contrasts with the school's conduct standards, moral standards will be subject to disciplinary action up to and including dismissal from the school.

PHYSICAL CONTACT/IMMORALITY

Demonstration of romantic involvement between students on the school campus or at school events is forbidden. Hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in suspension or expulsion.

In accordance with the school's recognition of Biblical authority, no immoral conduct will be tolerated, including identifying statements related to immoral conduct. The Bible strictly forbids immoral conduct and the advocacy for such sinful behavior. (1 Thess. 4:1-8) An identifying statement is defined as a statement that a student is sexually active, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey that a student engages in or has a propensity or intent to engage in immoral and/or sexual acts. Participating in or immoral conduct or sexual activity is incompatible with enrollment at a Christian school and is a basis for dismissal.

BULLYING

Pneuma Christian Academy prohibits all bullying on school premises, at school-sponsored functions or activities, or while students are being transported by any means of transportation provided or supported by the school.

Any student who believes he or she has been or is currently the victim of bullying may report the situation to the Principal, the Dean, or a teacher.

HUMAN DIGNITY / HARASSMENT

We expect all persons to treat each other with respect because they are made to reflect God Himself.

- Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted.
- Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.
- Any student who believes he/ she has been the subject of harassment should report it immediately to a teacher, the Dean, or the Principal.
- Any student, parent, or teacher who experiences or observes harassment in any form at the school must report it immediately.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.
- Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

SCHOOL RULES

Reasonable rules have been established for safety and proper character development of all PCA students. Each teacher may set additional rules for expected behavior in that classroom. We encourage parents to review with their children the classroom rules and the Code of Conduct as an opportunity to understand specific standards and address any concerns.

Areas Off Limits to Students

The following areas are off limits to students unless they have a teacher's permission:

- Offices
- Kitchen
- Any building before 7:45 a.m. and after 3:30 p.m. Students are only allowed if assisting in Extended Care or for a special meeting.
- Teachers' desk areas or files
- All storage buildings, rooms, and cabinets
- The church sanctuary beyond the doors at the bottom of the stairs
- Main office and copy room (unless sent by teacher)
- Science closet
- Storage or janitor's closets

Prohibited Items

The following items are not permitted at school:

- Baseball caps or any head covering
- Playing cards and trading cards
- Knives or any other weapons
- Sunglasses (except to be worn outside)
- Toys
- Calculators (except for Algebra I or higher students)

- Electronic equipment of any kind (i.e., flashlights, radios, gaming devices, MP3 players or cell phones.)
- Wristwatches with alarms
- Any items deemed by teachers to be a distraction in the classroom.
- Magazines
- Suitcases and Briefcases
- Anything with inappropriate slogans or pictures
- Pullover jackets, non-uniform sweatshirts, or non-uniform sweaters

DRESS CODE

Students should wear the correct uniform for the day. Appendix B lists PCA approved uniforms.

Students will be permitted to attend class only if they are dressed in a complete PCA uniform. Any student who comes to school without a complete uniform will be required to call their parents to bring proper clothing and will not be permitted in class until properly attired.

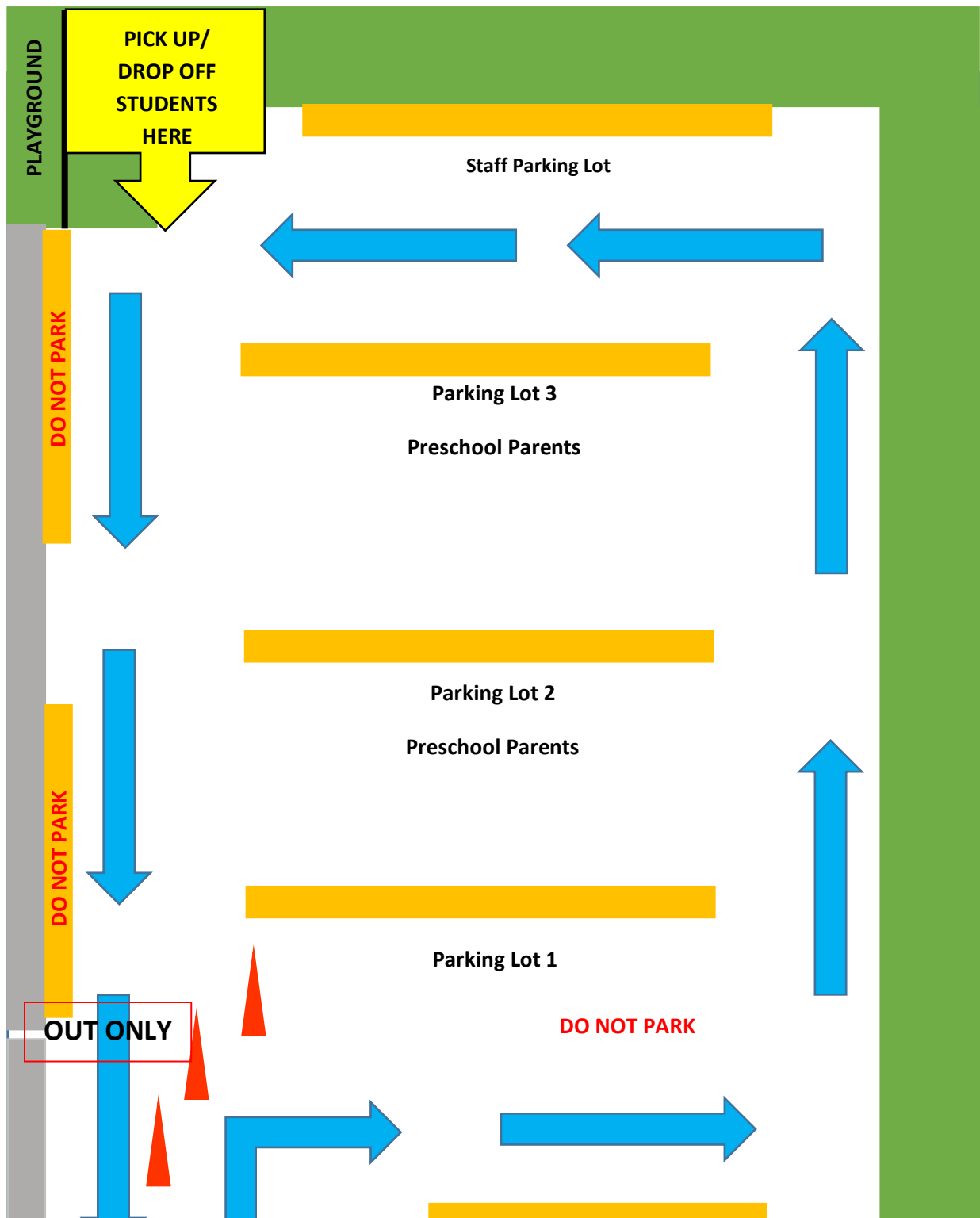
Students should write their names on the inside of all uniform wear to prevent loss.

Additional Dress Code Provisions

- Students must always wear their student ID around their neck during the school day, during field trips, and at any time the students are representing the school.
- For Elementary students, all shirts and polos must be neatly tucked in.
- Students may **ONLY** wear the PCA uniform jacket.
- Girls' skirt length will be no shorter than the top of the knee.
- Girls may wear only **black or grey** tights under the school uniform.
- Boys' shorts will be no shorter than 2 inches above the knee.
- Shirts must be tucked in and buttoned fully, excluding the very top button.
- Students are **not permitted to wear jeans with rips or tears** anywhere, short shorts, leggings, jeggings, spaghetti strap tops, exposed midriff, pajama bottoms, sleeveless shirts, or any inappropriate words or phrases on clothing. Oversized or undersized clothing is not permitted.
- Tennis shoes that have wheels or platforms are not allowed.
- Hats and head scarves may not be worn.
- All students will wear PCA uniforms for all field trips unless otherwise approved by the school administration.
- All tattoos should be covered by the student's clothing. Athletes must cover any tattoo at practice or games. Henna or temporary tattoos of any kind are not permitted.
- Older girls may wear make-up that is simple and tasteful. Make-up must be applied only at home.
- Piercings and jewelry
 - Boys are not allowed to have pierced body parts or wear earrings.
 - Girls are allowed to wear one earring in each ear lobe. No other body piercings are allowed in either male or female students.
- Hair

- Hair must be neat and well-groomed. Hairstyles that disrupt the learning environment (Mohawks, spiked, etc.) are not allowed.
- Hair dyes that can be considered an unnatural hair color or bleached are not allowed.
- Boys' hair will be neatly trimmed off the ears, eyebrows, and collar . Boys are also not allowed to have lines, or any type of design shaved into their hair. Boys are not permitted to use a band or any item to hold their hair up; older boys must always be clean-shaven. Students violating the hair code may be asked not to return to school until they meet the hair code.

APPENDIX A



APPENDIX B

Approved Uniforms

| Tops | Bottoms | Shoes |
|--------------------------------------|--|---|
| <u>Regular Uniform</u> | | |
| Pneuma Polo | <u>Girls K – 8:</u> Plaid skort with PCA logo. <u>Boys K – 5th:</u> Grey shorts or pants <u>Girls K – 9th:</u> Plaid skort or grey pants <u>Boys 6th – 12th:</u> Grey pants or black shorts | Closed toe shoes |
| <u>PE Uniform</u> | | |
| White PCA PE Shirt | Grey PCA PE Shorts | Tennis shoes or workout sneakers or shoes |
| <u>Chapel</u> | | |
| Chapel Shirt or regular uniform polo | Blue Jeans (\$1) that are not ripped, torn, or too tight or regular uniform bottoms | Closed-toed shoes |

By signing below, I acknowledge that I have read, understood, and I agree to follow all policies and to maintain the standard of behavior and conduct required by the school as described in this Parent/Student Handbook.

Student

Date

Parent

Date