

Dear PCA Middle School Students and Families,

Welcome to the 2009-10 school year! This year brings many exciting changes as well as challenges as our campus grows and our middle school starts to come together. We hope that you will be able to take advantage of the many great opportunities PCA offers this year. It is important for students and their parents to become familiar with our policies and procedures. The PCA student handbook is located in this front section of your student planner. Effective organization is a key for success in the middle school and I hope you will use this planner as part of your organizational process.

My prayer for you this year is that “the God of glory will make you intelligent and discerning in knowing him personally, your eyes focused and clear, so that you can see exactly what it is he is calling you to do, grasp the immensity of this glorious life he has for Christians, oh, the utter extravagance of his work in us who trust him—endless energy, boundless strength!” (Ephesians 1:17-19, *The Message*).

In Christ,
Diane Bunker
Middle School Principal

I. ATTENDANCE POLICIES

Academic achievement is directly related to school attendance. The accepted standard for attendance at PCA is for students to be present and punctual ninety percent of the time. The responsibility of regular and punctual attendance has a direct relationship to the privileges of Free/Spirit Dress, Exam Exemption (Spring Semester only) and issuance of the TEA driving form.

A. EXCUSED ABSENCES

Any absence that is documented by the parent for a legitimate reason or by an administrator for a non-emergency condition is an excused absence. This includes but is not limited to: family trips, illnesses, doctor/dental appointments, personal business, college visits, etc. NOTE: excused absences count against the ninety percent standard. The documentation needs to be supplied at the time of the absence or immediately upon return to class. If you are taking a family trip, the school will need a note a week in advance.

B. UNEXCUSED ABSENCES

Any absence that cannot be documented by the parent for a legitimate reason or by an administrator is an unexcused absence. NOTE: unexcused absences count against the ninety percent standard and require disciplinary action. Examples of absences that would fall in this category: shopping, grooming appt., unexcused tardy that is over 20 minutes.

C. MEDICAL EMERGENCY

Any absence that can be documented by a medical professional as a hospital stay, treatment in an emergency room, or as a result of a physician’s directive to stay home **will not** be counted against the ninety percent standard (medically approved absence).

D. APPROVED ABSENCE

Any absence that can be documented as occurring due to participation in school events will not be counted against the ninety percent standard. In addition, the appropriate principal can approve family trips but this permission must be sought at least a week before the trip (the spiritual or educational value will be a consideration).

E. REPORTING ABSENCES

When students are absent, they must bring a note detailing the reason for the absence or a parent call the school office before 8:30 a.m. and report the absence via the voice mail system (460-3315 ext 1000). The voice mail message is considered the same as sending a note. The phone call and message must be made by the parent/guardian. Should the student return to school without a note or phone call from the parent, the absence will be considered as “unexcused” and result in a d-hall. Failure to bring a note within 24 hours when the student returns to school will result in the absence remaining unexcused. **The note or voicemail should contain an explanation for the absence.**

F. EXCUSED TARDIES

Any tardy for a legitimate reason that is documented by a parent or an administrator. Examples of acceptable tardies would include traffic, construction, illness, doctor/dental visits, inclement weather, etc.

NOTE: Excused tardies will be counted against the ninety percent standard at a 3:1 ratio (every three tardies-excused or unexcused to a class counts as one absence). This will affect exam exemption.

At 10 absences per class per semester the student will lose credit for the class pending an administrative review.

G. UNEXCUSED TARDIES

Any tardy that cannot be documented by a parent or an administrator. Unexcused tardies to any class (any period) will result in the student serving one detention per unexcused tardy. After 20 minutes the tardy will be counted as an unexcused absence. Examples in this category: an alarm not going off, Starbucks line, caught at stoplight, etc.

H. PERMITS TO LEAVE SCHOOL-EARLY/SIGNING OUT

Students knowing in advance that they are to leave school for an appointment must have either a written request signed by the parent or the parent must sign them out. Students whose schedule allows them to leave early do not need to sign out. Failure to sign out will result in 1 d-hall.

Students who are ill must obtain a pass from their teacher to the receptionist. At that point, the receptionist or an administrator will decide if a visit to the Nurse is needed. Students who are sent to the elementary campus to see the Nurse will check out through the Nurse’s office when picked up.

I. SIGNING IN

Students who arrive late to school or who have been absent the previous day must sign in at the receptionist counter and get an admit slip to present in classes missed the previous day.

II. THE ACADEMIC PROGRAM

A. POLICIES CONCERNING ASSIGNMENTS AND TESTS

1. Regular Homework – It is the responsibility of all students to complete all homework. Failure to complete or turn in homework, quiz or tests, will result in a lowered grade. If a student arrives late to school, it is the student’s responsibility to check with teachers and turn in any homework due that day and get the homework assignment for the following day. Parents can access their child’s assignments through RenWeb.

2. Advance Assignments Prior to Family Trips – There are no policies that require a PCA teacher to provide assignments in advance for students who will be missing school for family trips.

3. Make Up Work

1. Assignments, homework, and tests can be made up; direct instruction, labs and reviews cannot.
2. Upon returning to school after an excused absence, the student is responsible to obtain their make up work. The student will have the same number of days to make up time as the number of days absent for excused or approved absences. This does not apply to tests.
3. Any work assigned before the absence, is due on the day of the students return.
4. Long term class projects must be turned in on the due date at the regular class time, even if the student is too ill to attend school.

4. Make Up Tests

1. Students who miss a review for a test due to absence are not excused from taking the test at the scheduled time.
2. Students who are absent the day of a test, but present the next school day must make up the test that day.
3. Immediately upon returning to school after an excused or approved absence of two or more days, the student is responsible for contacting the teacher to arrange for make-up test(s).

B. PROGRESS REPORTS/REPORT CARDS

Progress reports will go out to the family during each quarter for each class wherein the student's average is 75 or below. Report cards are made available on line at the end of each quarter. If a family does not have access to a computer, a "hard copy" will be mailed home upon parent's request. Parents have access to their child's grades throughout the quarter through RenWeb.

C. TUTORIALS

Any student who is failing a class at the progress report or grading period will be assigned two days a week for three weeks to tutorial. They are to remain in tutorials for the entire 3 week cycle even if their grade is brought up to passing. Students who need to take a make up test or quiz or just need a place to study can go to tutorial also. Tutorials are before school (7:25-7:50) or after school (3:00-3:30) Math/Science M/W, English/History T/Th.

D. PROMOTION AND RETENTION

Students in the 6th – 8th grade must pass the "core" courses (English, History, Math and Science). Students who fail for the year one or more "core" courses must make up enough courses in a recognized summer school program to meet the requirement. Otherwise, that student must repeat the grade level again. Independent study projects may be assigned for the student (under parental supervision) to make-up failed Bible course or elective. Students who fail one or more classes, core or elective, will be subject to a quarterly status review (see section entitled "Quarterly Status Review").

The semester grade of 59 or below – The semester must be repeated or made up in summer school or an accredited/approved independent study program. No linking is possible.

Students who fail one or more classes for the quarter or semester will be subject to a quarterly status review (see section entitled "Quarterly Status Review").

Two failing semester grades are a basis for removal from the school.

Addressing Failing Semester Grades – A first semester grade of 60-69 – Students whose second semester grade is sufficiently high enough to bring the yearly grade (the average of both semesters) by **linking** to a 70 or above will be given full credit for the course.

Note: Our intent is to reward improvement. Students, therefore, who pass the first semester but fail the second, will not have this option.

A one semester course with a grade of 69 or below – The semester must be repeated or made up in summer school or an accredited/approved independent study program if the course is being taken to satisfy course/credit requirements for graduation.

E. HONOR ROLL

Student must have an academic grade of 90 or above for each class/subject to be eligible for the Honor Roll.

Criteria for Registration for a Pre-AP course for 9th Grade

In order to request a Pre-AP Class, a student must earn a minimum semester average of 80 in a Pre-AP class and a minimum of 90 in an honors or regular class. If a student does not meet the minimum grade requirements, he or she may request a review where the following criteria will be considered:

1. Standardized test scores
2. A pattern of improvement
3. Teacher recommendations which verify diligent study habits, thorough completion of work and understanding of material.

Criteria to remain in a Pre-AP class:

In order to remain in Honors, Pre-AP, a student must have a minimum of an 80 average and no more than 2 incomplete, late or unfinished assignments/daily quizzes in a 9 week period. Students will be reviewed at midpoint and completion of each grading period. **Any student failing to have achieved an 80 in the first 6 weeks will be moved to an alternate class. Please be aware that if a student needs to be moved it may drastically impact the student's schedule and may prevent a student from taking another course that he or she has selected.** If a student is moved from a Pre-AP, he or she will not return to the Pre-AP class for the remainder of the academic year.

III. PHILOSOPHY OF DISCIPLINE

We view all of our students as representing Christ and PCA whether they are on or off campus, in school or non-school activities. The discipline policies outlined in this handbook will be enforced in both arenas.

PLEASE NOTE THAT THE ENROLLMENT CONTRACT OF PCA RESERVES THE RIGHT TO DISMISS A STUDENT FROM THE SCHOOL IF DEEMED THE APPROPRIATE ACTION IN THE BEST INTEREST OF THE OTHER STUDENTS AND STAFF OF PCA.

LACK OF SUPPORT FROM THE PARENTS IN WORKING WITH A STUDENT MAY RESULT IN THE DISMISSAL OF THE STUDENT FROM THE SCHOOL, REGARDLESS OF WHETHER OR NOT DETENTION POINTS HAVE BEEN ACCUMULATED.

A. BASIC RULES FOR STUDENTS

1. Students are expected to attend all assemblies, chapels & classes on time and arrive and leave in an orderly manner.
2. Students are not to use, create, write, distribute, or possess profane, suggestive, indecent, or obscene language, literature, writing, pictures, web sites or text messaging.
3. Running in school is prohibited, as well as loud yelling, screaming etc.
4. Electronic games, CD/MP3 players, IPODs, and other non-academic articles used for entertainment are not to be brought to school except when special permission is given.
5. Sale or distribution of papers, objects or any substance that has not been authorized is prohibited.
6. Sports equipment brought to school must be secured in a locker or designated area before the start of school.
7. Use, possession, distribution and/or sale of alcohol, all tobacco products, drugs and weapons are prohibited whether students are on or off campus and at school related or non-school related functions.

8. Boy/girl relationships are not to be “physical” in nature. Public displays of affection (PDA) such as hand holding, kissing, etc. are not permitted before, during, and after school, at school sponsored events, and at off campus lunch.
9. Dance behavior will be established for each dance that the school sponsors, with the guidelines following the above policies.
10. Chewing gum is not allowed in any of the buildings.
11. Students must have a hall pass to leave the classroom and go to another area of the building or the campus.
12. Comply with directives from staff members the first time they are asked or told to do something.
13. Harassment/bullying – sexual, racial, ethnic, etc. will not be tolerated. Jokes, innuendo, gestures, etc. are not acceptable.

B. CELL PHONES AND ELECTRONIC EQUIPMENT.

Cell phones are not to be used or turned on during school hours. If students need to make a call during the school day, there is a free phone in the office or ask a teacher for permission to use the cell phone. Otherwise, if a teacher sees or hears the phone, it will be taken up and given to the middle school principal and a **twenty dollar fine** assessed. Cell phone zone is outside the building, before and after school.

Other electronic devices will also be taken up and a **five dollar** fine assessed to get it back.

B. LUNCH RULES

1. Students in grade 10-12 may go off campus for lunch on a daily basis provided that the student has met behavior requirements for the privilege.
2. There is no off campus lunch opportunity for students in grades 6 through 9 except in the company of their parent. In order for a 6 - 9 grade student to go to lunch with parents and take another student to lunch, they must have permission **in writing** from the other student’s parents.
3. Roll will be taken during each lunch period.

C. DISCIPLINE REFERRALS AND FINES

1. Discipline Referrals will be assigned at the discretion of the teachers and administrators in order to maintain a learning environment that is secure and free from disruption.
2. Detention time will be served after school (3:00-3:30) unless students have carpool issues.
3. For minor offenses (appearance, uniform, gum) there will be a **fine** assessed (\$1 for first offense, \$2 for second up to \$5) paid at the receptionist counter. After 5 repeats of the same offense, 1 D Hall will be issued, in addition to the fine, then 2 for the same next offense, etc.

D. IN SCHOOL SUSPENSION

Students will be assigned to **In School Suspension (ISS)** for major rule infractions or high point totals. This is **one step away from removal from school**. This will be served in the office with no contact with students and teachers; the student must also bring their lunch to school. There will be no participation in extracurricular activities during the term of ISS.

E. SATURDAY SCHOOL

Students who accumulate 10 or more detentions points in any one quarter or who are in violation of a level two offense will be required to attend Saturday School

1. Saturday School will meet from 8:00-12:00 once a month.
2. Students will be charged \$20
3. Students will be involved in classroom as well as community service activities here at PCA
4. If an unavoidable conflict exists, the student must see the proper principal to reschedule and prevent further disciplinary action.

F. OFF CAMPUS CONDUCT

Our students are responsible for representing PCA in a positive light at all times. Actions on or off campus, during school hours and outside school time that reflect poorly on the student and therefore PCA may lead to disciplinary actions, including dismissal.

G. SCHOOL PRIVILEGES

PCA expects a lot from the students who make up our school family. With few exceptions our students work hard and represent our school very well. Therefore, one of the distinctives of PCA is our desire to provide our students with opportunities (privileges) that enhance morale. Privileges can be forfeited for discipline or attendance levels.

1. Free or Spirit Dress
2. Off Campus Lunch
3. Attendance at on-campus extracurricular events and functions
4. Attendance at off-campus extracurricular events and functions
5. Mission trips
6. Senior Free Dress Quarter
7. Seventh Grade San Antonio Trip
8. Student Council
9. National Honor Society
10. Junior National Honor Society
11. Fellowship of Christian Athletes
12. School dances including Prom
13. Homecoming/Spirit week activities
14. Class Officers
15. Academic Competitions
16. Fine Arts Competitions/performances
17. Athletic Competitions
18. Cheerleading and Dance Competitions/performances
19. Commencement Exercises

It is important to note here that participation in everything we have listed above is considered by the school to be a privilege as opposed to a "right". Students who have d-halls they have not served, who have excessive detentions, who accrue multiple absences or who are on probation will find their list of available privileges becoming limited.

H. REFERRAL CATEGORIES AND CONSEQUENCES

Each of the infractions below is listed by their category and number of detentions to be assigned. THE ADMINISTRATION HAS DISCRETIONARY AUTHORITY TO ADMINISTER REFERRALS FOR INFRACTIONS NOT LISTED AS DEEMED APPROPRIATE OR NECESSARY. Warnings are not a prerequisite to receiving a referral. The handbook itself is considered a warning.

We view all of our students as representing Christ and PCA whether they are on or off campus, in school or non-school activities. The discipline policies outlined in this handbook will be enforced in both arenas.

Level 1

A referral from this level results in 1 detention to be served. (D-Hall)

1. Unexcused or undocumented tardy to any class
2. No hall pass or being in a location not accounted for by the hall pass
3. Failure to “sign out” when leaving early
4. Failure to bring needed classroom materials
5. Rude or discourteous behavior to another student
6. Littering
7. Exercising a privilege for which the student is not eligible
8. Excessive talking/Disrupting classroom
9. Use of unauthorized parking areas or spaces
10. Being in an unauthorized, unsupervised area of the facility.
11. Failure to attend d-hall or tutorial

Level 2

A referral from this level results in as many as 5 points to be served. (Saturday School)

1. Flagrant/disrupting the classroom
2. Lying, forging documents
3. Hazing, racial insensitivity, bullying – 1st offense
4. Profanity/Vulgarity – 1st offense
5. Refusal or delaying to follow a teacher’s correction and or direction
6. Carrying or possession of any object construed as a possible weapon, but not listed as such in state penal codes – 1st offense
7. Fighting – 1st offense
8. Harassment (verbal or written abuse of another student)
9. Minor vandalism, damage or alteration of school property – 1st offense
10. Leaving campus without permission
11. Skipping one class
12. Failure to report an accident that results in damage to personal or school property
13. Cell phone violation; violation of acceptable use agreement (2nd)
14. Public display of affection (PDA)
15. Disrespect or discourteous behavior to, or regarding, an adult authority
16. Reckless driving on campus

Level 3

A referral from this level may result in as many as 10 points to be served. (ISS-3days)

1. Hazing other students, harassment, bullying – 2nd offense
2. Cheating on a major test or plagiarizing a major essay
3. Profanity or vulgarity – 2nd or more offense
4. Fighting – 2nd or more offense
5. Minor vandalism, damage or alteration to school property – 2nd or more offense
6. Causing injury by reckless actions – 2nd or more offense
7. Carrying or possessing any object construed as a possible weapon, but not listed as such in the state penal code – 2nd or more
8. Theft, from an individual or the school – 1st offense
9. Sacreligious/Irreverence – 2nd offense or more
10. Public Display of Affection (PDA) 2nd offense
11. Serious infraction of the “Acceptable Use Contract for Computers”
12. Skipping three or more classes during the school day.

Level 4 (Homebound Suspension)

A referral from this level results in 20 detention times served. Any of the offenses below may result in immediate expulsion from school. PCA has a zero-tolerance policy for drugs and weapons and will not allow even jokes concerning such things. Having a weapon on campus will result in the authorities being notified immediately. Possession and/or acting under the influence of illegal drugs, and/or the selling/solicitation of others to sell illegal drugs will mean immediate contact of the proper authorities and immediate expulsion from PCA.

1. Carrying or possessing any object identified as a weapon in the state penal code.
2. Possession, providing for others, or being under the influence of alcohol, all tobacco products, inhalants, or other illegal substances, on or off campus, school or non-school related activities, school or non-school hours/days.
3. Abuse of non-prescription (over the counter) medications and substances.
Jokes, comments, and/or statements indicating a student's involvement in alcohol, all tobacco products, inhalants, other illegal substances.
4. Commission of a felony on or off campus, school or non-school related activities.
5. Serious/repeated minor vandalism, damage or alteration to school property.
6. Repeated theft of individual or school property – 2nd offense
7. Profanity directed towards, or about, a faculty or staff member
8. Recent or habitual participation in fornication, homosexual acts, or sexual immorality
9. Cheating/plagiarism on major assignments/test – the major assignment/test – second offense
10. Injury to another person by purposeful act
11. Repeated hazing or bullying another student
12. Any action that threatens the security of the PCA computer system.

I. COMMUNITY SERVICE

Community service is optional. The function of community service is to provide a basis for the restoration of lost privileges. Community service does not reduce the total number of detention points accumulated and it does not take the place of d-halls to be served. It simply restores to the student the status of “eligible” in reference to privileges.

Community service may not conflict with a student's class schedule and absences for such community service will not be excused.

PCA has a working agreement with Mission Arlington to allow students to carry out community service at their location and under their supervision. A student **must** have their community service organization approved by the principal before community service is to be done. Churches, retirement homes, community sports and charitable organizations are good sources of community service (mowing your family lawn or cleaning up your room is great but does not count).

School privileges may be restored to a student under the following guidelines:

J. LOSS OF PRIVILEGES

Students who have been absent (excused or unexcused) from any class or classes for more than ten percent of the scheduled class time for that quarter will not be eligible for free dress or spirit dress.

Students who accrue **twenty year-to-date** points are automatically ineligible to participate in the following school privileges and opportunities until they have completed the specified community service. Twenty year-to-date detentions will require twenty hours of community service to restore privileges.

1. Free dress, spirit dress
2. Off Campus lunch

Students who accrue **thirty year-to-date** points are automatically ineligible to participate in the following school privileges and opportunities until they have completed the specified community service. Thirty year-to-date detentions will require an additional ten hours of community service.

1. Free dress, spirit dress
2. School dances
3. Trip week – up to the leader
4. Off campus lunch

Students who accrue **forty year-to-date** points are automatically ineligible to participate in any activities outside the classroom for the remainder of the school year. Such students are automatically ineligible to enroll for the succeeding school year (pending the recommendation of the review team at the students Annual Status Review).

Students who accrue **fifty year-to-date** points are removed from school.

I. Quarterly Status/Annual Status Review

At the end of each quarter and the end of school, students who find themselves in the following categories will be subject to a review of their status as students of PCA:

1. Students who have received two or more failing grades in any subject for the quarter, semester.
2. Students who have earned ten or more detention points for that quarter or 40 for the year.
3. Students who have been absent (excused or unexcused) for more than ten per cent of the calendar school days for that quarter or year.
4. Students who have committed a major infraction.

IV. DRESS AND APPEARANCE

The dress code for PCA has two goals: modesty and minimal distraction. Whether it is a uniform or a “free dress” day, our desire is to provide reasonable parameters for our students. Students who are in violation of the dress code will be given an opportunity to correct the dress. If it cannot be corrected, the administration reserves the right to have the student sent home.

A. PARKER UNIFORMS AND SPORTSWEAR WORLD

PCA is under contract with Parker Uniforms and Sportswear World of Arlington (athletic clothing) for the uniform items. The school expects all students to wear only Parker uniform items (shirts, pants, shorts).

B. WHEN (AND WHERE) DOES THE DRESS CODE APPLY?

1. All home and away sporting events
2. When present on campus/property before, during and after school
3. When present at a school-related event, on or off campus
4. Athletic, dance and cheer practices

Obviously, we do not require the uniform at sporting events, evening assemblies, musicals, banquets and such. We do, however, require that student attire for such times and events are consistent with the “Free Dress” guidelines that are a part of the dress code.

C. STUDENT DRESS

Clothing should not be so tight as to be immodest. Likewise, skirts, dresses, and shorts should not be so short as to be immodest or have slits. Boys are expected to wear shirts and slacks or shorts that are not immodestly tight, cut, or slit and must be pulled up on the hips and worn with a belt.

Students will be required to tuck in all uniform shirts. Girl's dresses and skirt lengths must be no shorter than three inches from the top of knee. Underwear must be worn and must not show or be visible through the clothing. Long sleeve underwear under short sleeve shirts is not allowed. Socks must be solid and coordinate with uniform. Undershirts (short sleeve or long sleeve) must be white, black or gray. .

1. Students in school and class may wear sweatshirts/sweater from Parker, Sportswear World or PCA organizations. No long sleeved t-shirts or hooded sweatshirt will be allowed, including PCA apparel.
2. When wearing a sweatshirt, the collar of the uniform shirt must be visible
3. No rolling or cuffing of shorts and skirts is allowed. Belts must be worn if loops are present. Belts are to be worn and must not be made in such a way to draw attention.
4. Any jackets worn during the school day must be from Parker, Sportswear World or a PCA organization.

1. Shoes

Shoes may be tennis or leather shoes. Sandals are allowed; flip flops and slides are not allowed. Sandals may be worn without socks. Combat boots and high calf boots are not allowed, but cowboy boots may be worn with long pants. Shoes with wheels are not allowed. Shoes and sandals must coordinate with uniform. Socks must be worn and coordinate with uniform. Tights, but not leggings may be worn with uniform skirts or shorts,

2, Hair

PCA reserves the right to require a student to: get a haircut, change a style, or change a color, if in the judgment of the secondary principal the student's choice of same has created a distraction.

The principal will make final judgment on hairstyles and colors. Students who come to school with unacceptable hairstyles and colors will be sent home until the hair is corrected or parents have met with the principal.

Girls and boys hair should be conservative and not controversial. Hair should be combed, clean and well groomed. Boys – long hairstyles and ponytails are not allowed, no razor cuts using less than a #1. Facial hair is not acceptable. Sideburns should be trimmed and neat and no longer than the bottom of the ear. When combed straight down, hair should not cover the earlobe, top of the eyes or be past the collar on the back. Girls – may not shave any portion of their head. Hair painting/glittering is not allowed.

3. Practice Wear requirements

Sportswear World items reserved for PCA as “athletic shirt; athletic shorts” are required practice wear for students in grades 6-12.

4. Makeup and jewelry

Boys may not wear earrings or spacers of any sort. Girls may not wear excessive earrings in ears. Other than the earrings for girls, there is to be no body piercing of any other kind.

White face makeup or excessive eye makeup are not permitted. Nail polish and lipstick may not be brown, black, or any other color that lends itself to a “gothic” look.

Tattoos are not permitted unless they are temporary and for the express purpose of either school spirit, school carnival, or special programs.

D. FREE DRESS REQUIREMENTS

On special occasions or for special reasons the school principal may announce free dress days. The free dress standards apply on these days.

1. All blue jeans pants and shorts must be hemmed not tattered or frayed or have tears or holes.
2. No pajama items or house shoes. No wind shorts, **athletic shorts**, spandex shorts, cut off jean shorts, swim suits, sweat pants, baggy/saggy shorts/pants, combat boots, chains, bare midriffs, crop tops, tube tops, biking shorts, boxer shorts.
3. All shorts and skirts, and dresses must reach three inches above the knee.
4. Shirts and blouses must be modest and long enough that when hands are above the head, no skin shows.
5. No vulgar, violent, new age, anti-Christian, heavy metal/punk, and offensive/sexual slogans/pictures on clothing worn at school or school activities.
6. T-shirts with singers/groups on them are not allowed.
7. Makeup, jewelry, and shoe requirements are consistent with those listed earlier.
8. Shirts, including t-shirts, that are completely squared off on the bottom may be worn untucked. Excessive length will not be allowed.
9. No type of spandex clothing except when worn under shorts
10. No military-style or "camo" clothing is allowed.
11. No flip flops or slides
12. No apparel that represents/promotes another high school.

E. SPIRIT DRESS DAYS

Spirit Dress occurs on Fridays when shirts prominently displaying PCA, Pantego, Panthers etc. are worn along with blue jeans, blue jean shorts or uniform pants. On pep rally days, shirts must be school colors. During the school day the spirit dress shirt is to be visible. Teachers may use very neat "Spirit Dress" on field trips.

V. GENERAL SCHOOL PROCEDURES

A. Morning arrival

Classes begin at 8:00 a.m. Students should arrive no earlier than 7:30 a.m. and report to the gym. Students may go to their lockers at the 7:45 bell.

B. After School

Middle School is dismissed at the end of 8th period at 3:00. Students in these grades must be picked up no later than 3:45 or be enrolled in an after school sport. After 3:45, students will be sent to the afternoon program; those not enrolled in the afternoon program will be charged an hourly fee.

High School students are dismissed at the end of 8th period at 3:35. The classrooms and locker areas are to be cleared by 3:45. Students must leave the building or participate in a sponsored activity.

B. CARE OF PERSONAL PROPERTY

PCA is not responsible for lost or stolen personal property items. We regret that we would have any students here who would take things that do not belong to them but such is the world in which we live. We encourage students to bring nothing to school that we do not require them to bring and to keep money and valuable possessions under their personal supervision at all times or locked in their locker.

C. MEDICATION POLICY

Only those medications that are essential during school hours will be given during the school day. The medication may be given by a medically untrained designate of the administrator. Students are not to share medication with another student. All medication must be sent in the original container and must be properly labeled.

High School students may carry and administer only legal, non-prescription medicine to himself or herself only with written permission from the parent.

F. TELEPHONE USAGE AND STUDENT MESSAGES

Students are not to be called to the telephone except in extreme emergencies. A phone will be provided in the office for students to use in the event of an emergency or cancellation of games where student needs to notify parent.

G. AUTOMOBILE POLICY

Students who drive automobiles to school are to park them in the designated student areas. Parking stickers **MUST** be purchased in order for student to park on the property. Classes 10-12 will be assigned a parking area. Disciplinary action will be taken against students who park in non-student or other improper areas. See map for designated parking areas.

Other than lunch or leaving at the end of the school day, students may not return to their cars without a pass or leave the building. Car radios and stereos should not be loud enough to attract attention. Failure to comply with the automobile policies may result in the loss of driving privileges. Parking and driving is a privilege not a right and can be taken away for unsafe driving practices.

Vehicles (student or otherwise) are vulnerable to being towed **when found parked in handicapped spaces** without the proper permit or in areas on the property that have not been designated as available for parking.

H. VISITATION

Parents and visitors are to check in at the receptionist and are not to enter the instructional area without permission. Students from other schools are not to come into the school during the school day unless there is intent to enroll at PCA.

I. TECHNOLOGY

PCA recognizes the importance of technology in the educational process. Students' rights and responsibilities will be spelled out in the "Acceptable Use Agreement" that all students and parents must sign on the first week at school.

