

H. Field Trips: Each class will be permitted up to 2 field trips a year. A *Field Trip* form will be sent home to notify parents of costs and details for each trip. Parents may be asked to assist on field trips.

1. Please remember that Field Trips are a privilege. That privilege can and will be taken away if a student does not behave appropriately at PCA.
2. **Dress Code:** Unless otherwise stated in writing, the PCA dress-down code is to be observed on all field trips (the administration reserves the right to approve and alternate appropriate dress for the occasion). Students not in compliance with the dress code requirements will not be permitted to go on the field trip. Parents accompanying on any field trip are asked to refrain from smoking, swearing and must dress appropriately (no shorts, halter tops, midribs or tank tops; no torn, tattered, frayed, or tight clothing, no two-piece bathing suits). It is suggested that the parents also purchase a PCA logo shirt for such trips. The Principal may make changes to the dress code. The changes will be explained in the individual field trip information. If jeans are allowed on a trip, they must not be torn or tattered in any way. They must not be form-fitting.
3. **Personal Belongings:** Students are discouraged from taking electronic devices on field trips. Only suggested items pertaining to the particular trip should be brought. PCA is NOT responsible for damaged or lost personal items. Any personal items causing distraction to the student or their peers will be confiscated and returned at the end of the field trip to the parents. Cameras may be brought on field trips.
4. **Non-Participation:** Because field trips are designed to be educational and affordable, all students are expected to participate. PCA will not force any student to attend a field trip; however, the student will be required to be in school in place of the trip and schoolwork will be planned for them. Failure to attend school or complete assignments on a field trip day will be counted as a non-excused absence and will result in a zero "0" being factored into the student's grades unless a note is provided stating that the student was sick.

I. Emergency and disaster drills - Implementation. Each public and nonpublic school shall conduct fire, tornado, and other emergency or disaster drills, including lockdown drills. 15.1-06-12.

1. **Fire Drills:** Practice fire drills will be held routinely during the school year. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk out of the building to a designated place. At the direction of the staff, the students may return to the building in the same orderly manner. Students must walk in line and are expected to refrain from talking, pushing, running, or crowding. Each teacher will be with his/her group.
2. **Inclement Weather Drills:** Inclement weather drills will be held once each semester. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk to their classes designated area. Students should get into a kneeling position facing the wall, their heads should be down, and hands should cover their heads with fingers interlocked. At the direction of the staff, students may return to their classes in the same orderly manner. Each teacher will be with his/her class.
3. **Lockdown Drills:** A school lockdown confines all staff and students to the classroom due to a perceived or real threat; isolation of staff and students inside the school limits exposure to risk to outside contaminants: people, exposures or situations. Executing lockdown drills acclimates students and staff to the process of sheltering in place. These drills reduce the probability of panic and avoidance of unnecessary responses and actions.

J. Lunch Program: Hot Lunch will be available by preorder only at a rate set at the beginning of each school year. A menu/order form will be made available every-other-week and must be completed by Friday with the payment included. Step-Up for students no longer covers the cost of school lunches (as of June 2020). Each parent will be responsible to pay for their student's lunches. Students will also be allowed to bring a packed lunch if they do not wish to order a Hot Lunch.

K. Lost and Found: PCA is not responsible for the theft of or loss of any items. Parents are encouraged to write the student's name in an inconspicuous place on all clothing and personal articles. PCA will keep Lost and Found items for a period of 30 days at the school office for parents/students to reclaim. All items not claimed after 30 days will be either disposed of, given to the needy, or another non-charitable organization.

L. Electronic Devices: Use of electronic devices is not permitted in the school building during school hours from 7:50am to 2:30pm. Cell phones should be turned off and placed in the school-provided lock-boxes before morning Warrior Roll, Call. PCA telephones are for school use only and are available to students for emergencies. Should a parent need to contact their child in an emergency situation, the parent should call the school office. Students who are found with their cell phones out at unauthorized times will have their phones confiscated:

- 1st offense phone will be returned to parent, demerits may or may not be assigned
- 2nd offense student will not be allowed to have phone on campus for remainder of the semester
- 3rd offense student will not be permitted to have phone on campus for the remainder of the year and may be suspended at the discretion of the Principal.

- M. Toys/Games/Etc.:** Toys are not admitted on campus. Possession of games and toys will be confiscated and returned to parents at the end of the day. Students are not permitted to have any type of laser pointers. This policy also applies during extended care. The extended care program will provide all activities for children in their care.
- N. Visitors:** Office hours are from 7:30am – 3:15pm, except in cases of early dismissal or there are no classes in session for Teacher Planning or Holidays. A modified summer schedule will be in effect during summer break and will be posted. Parents are welcome on campus, but first must first obtain approval from the school office before going to any classroom. All volunteers must wear a visitor badge. If you wish to speak with your child's teacher, please make an appointment through the school office or send in a written note requesting a private conference. Do not detain a teacher from his/her responsibilities before, during, or after school. Only family members on the Authorized Pick-Up List may eat lunch with students. Lunches, homework, books, or other items may be dropped off at the school office and will be delivered by the staff to your child. For liability reasons, non-PCA students/children will not be permitted to play, eat lunch, or otherwise hang-out on the playground or other PCA property while waiting for PCA students.
- O. Searches:** PCA is a ministry which seeks to maintain law, order, discipline, decorum, and public safety during school and during authorized school functions. Therefore, substances and/or objects that threaten these things are prohibited. Such material or objects include but are not limited to alcoholic beverages, illicit drugs, stolen property, weapons – either restricted or prohibited by law, an object which may be used as a weapon or cause injury, hate literature, racist material, pornography, etc. Consequently, the Principal or an Administration is authorized, based on reasonable grounds to conduct searches and where necessary to seize prohibited substances or objects of any student or visitor. PCA reserves the right to search items including but not limited to, student automobiles, backpacks, purses, pockets, lockers, desks, and person. Such a search will be conducted by a staff member with a witness present and without the student or parent's verbal permission. Enrollment of the student constitutes parental consent to such searches.
- P. Bus/Van Transportation:** PCA does not currently offer school transportation for morning pick-up or afternoon drop-off.
- Q. Student Drivers:** It is a privilege to be able to drive a car to school. In order to drive a personal vehicle to school, students must abide by the following requirements:
1. All student-driven vehicles are to be registered in the office immediately when the student begins driving to school by completing the Student Driver form.
 2. Drive carefully and slowly (5 mph) in designated areas. Be cautious of pedestrians. Do not drive on the grass, spin your tires, or drive recklessly in any way.
 3. Do not transport any students off campus without written permission from those students' parents and with the knowledge of the PCA Administration.
 4. Do not allow another student to drive or move your car. In fact, it is recommended that you not give your keys to any student, for any reason.
 5. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses. Student drivers must remove anything they will need for the day from their vehicles. They will not be permitted to go out to their vehicles during the school day.
 6. Student drivers must be on time for school. If a driver has more than five unexcused tardies to school in a quarter, driving privileges will be suspended for the remainder of the quarter.
 7. A valid copy of the student's driver's license and insurance card must be on file in the school office. Failure to follow driving guidelines will result in suspension or revocation of driving privileges.
 8. Student drivers will not be permitted to leave campus until after the pick-up line has dissipated.
- R. Social Networking and Open Forum Internet Sites:** It is acceptable for PCA students and parents to have and utilize social media sites such as but not limited to Facebook, Twitter, Instagram, etc. It is, however, unacceptable for parents and/or students to post slanderous statements about Providence Christian Academy staff, volunteers, students, or parents. It is also unacceptable for a student to have immoral pictures, sayings, comments, etc. posted on any social media site they are a member of. To do so is a violation of the PCA student Code of Conduct, the Acceptable Parent Behavior Policy, and the PCA Parent Cooperation Agreement. Not following these policies is considered grounds for dismissal from PCA. As the PCA student represents the school at all times, on and off campus, it should be understood that conduct which brings discredit to the student, his/her family, the reputation and