

In the Name of God, Most Gracious, Most Merciful



**PCAS**

# *Panama City Advanced School*

## *Student – Parent Handbook*

*2024-2025*

Read to Succeed



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## **Introduction**

This Student-Parent Handbook has been prepared to assist students and parents in better understanding the policies of Panama City Advanced School (PCAS). The implementation of the guidelines outlined in this handbook is an important element to the success of the school and the progress of the students. We strongly encourage students and parents to familiarize themselves with the school's rules and regulations to grow and learn.

Please feel free to contact the school's administration for further questions and concerns.

Enclosed you will find a parent acknowledgment form. Please sign and return it to the school office no later than one week after the first day of school.

PCAS Administration

# **Mission Statement**

The Panama City Advanced School's mission is to prepare today's students for tomorrow's society with the best manners and the highest academic achievements. The school believes that learning is a lifelong process; therefore, the school will provide a program that will promote intellectual, physical, moral, and social maturation. Each teacher and staff member should practice high ethical and professional standards.

**Statement of Non-Discrimination:** Panama City Advanced School, 3332 Token Road, Panama City, Florida, 32405 admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school administrated programs.

# **Requirements for School Entry**

**Pre-Kindergarten:** The required age for entry into Pre-K 3 is three years and Pre-K4 is four years of age on or before November 1st of the school year.

**Kindergarten:** The required age for entry is five years of age on or before November 1st of the school year.

**First Grade:** The required age for entry is six years of age on or before November 1st of the school year.

**General Admission Procedures:** The following forms must be completed and filed in the office:

- 1) Registration form (one per student)
- 2) A copy of birth certificate (new student)
- 3) Copy of Social Security card (new student)
- 4) Medical records (new student)
- 5) Records release form (new student)
- 6) Up-to-date immunization records
- 7) Parent(s) have attended parent orientation
- 8) Administration approval

**Tuition:** The yearly tuition for Pre-K is \$6,500, K5 to grade 8 per student is \$9,000 and grades 9-12 are \$10,000. Tuition is divided into 10 monthly installments. (Please see attached Tuition and Fee Schedule)

**Registration Fee:** The registration fee is \$50.00 for all grades per student and it is due with the registration form, annually.

**Book Fees:** The fee for the use of books is \$200.00 per student for all grades and it is due with the registration form. Students are responsible for returning the books in good shape or an additional damage fee will be assessed for lost or severely damaged books.

**Technology Fee:** Technology Fee is \$100.00 per student and a separate tuition fee established by the School Board for rendering technology resources and services to enhance student learning experiences and safety.

# General Policies

## School Hours:     Grades Pre-K through 10th

Monday – Thursday*	7:45 AM to 2:58 PM
Friday*	7:45 AM to 12:42 PM
Early Release Days*	7:45 AM to 12:42 PM

## Grades 11<sup>th</sup> and 12<sup>th</sup>

Monday – Thursday*	7:45 AM to 10:40AM
Friday*	7:45 AM to 9:54 AM
Early Release Days*	7:45 AM to 9:54 AM

*Doors open at 7:25 A.M.*

*First Bell is at 7:40 A.M.*

*Tardy Bell is at 7:45 A.M.*

**School Doors will not open until 7:25 a.m. Supervision WILL NOT** be provided for students who arrive before 7:25 a.m.

**School Closings:** The principal will close the school when the weather conditions are too hazardous for safe operation. Announcements about any closures will be made via text, email, and website.

**Attendance:** Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

## **Tardiness:**

- **Line up:** If a student arrives at line-up after 7:45 A.M., he/she will be counted tardy.
- **Class:** Students are responsible for regular and punctual class attendance. They must be inside the classroom by the end of the ringing of the tardy bell in order to not be considered tardy. Students who are less than 5 minutes late will be given a tardy. Students who are **more than 5 minutes late** to a class or **leave more than 15 minutes before** the class is over will be recorded **as late absence** for that class.

- **Detentions/Suspensions:**
  - **Elementary:** Five tardies will result in a time-out during recess.
  - **Secondary:**
    - Four tardies will result in one in school detention for grades 6-12.
    - A total of 4 tardy detentions throughout the school year will result in one day of In School Suspension (ISS). Parent/Administration meeting will be held after 1<sup>st</sup> ISS.
    - After 12 tardy detentions (2 days of ISS), student will receive one day of Out School Suspension (OSS).

**Absences:** The parent or guardian of a student is required to explain any of the student's absences. This should be done by telephone (Main Office: 850-784-2520) or email (attendance@pcasfl.org), on the day of the absence. The date(s) and reason(s) for the absence must be included in the correspondence. All absences are marked unexcused until communication is received.

- Any student who leaves the school, for a valid reason, before 11:38am (9:42am for Dual-Enrolled students), will be counted absent for that day. This applies to Mondays through Thursdays. On Fridays, absence will be counted if a student leaves before 10:36am (9:12am for Dual-Enrolled students).
- Students who are receiving **high school credit** who have **9 or more absences** in a semester in that class **will not receive credit** for that class.
- Any student who is absent 18 days or more throughout the year must appear before the School Board. The School Board will then determine if the student will receive credit for the school year.
- Students in High School will be required to complete 1 service day for every unexcused absence.

**Excused Absences:** In the event of an excused absence, the teacher will provide an opportunity for the student to make up missed assignments and tests within **2 days** of the excused absence. Awards will be given to students with perfect attendance.

Absence(s) are excused when:

- A student is too ill to attend school. In the case of an illness, a written statement *must* be provided.
- Weather conditions are severe and would endanger the life of the student upon his/her attendance at school.
- A legal quarantine is issued.
- Emergency conditions are determined by the principal.
- A death occurs in the immediate family.
- Permission is given by a teacher or the principal, coupled with the consent of a parent.



## **Unexcused Absences:**

- Reasons for unexcused absences
  - Not notifying school of absence
  - Dual-enrollment students not attending school due to appointments to make-up exams/quizzes that were missed during regular schedule class time or studying for upcoming exams/quizzes
- Three unexcused absences will trigger an alert to be sent to parents.
- Four unexcused absences within a term will cause the student to earn an automatic failing grade.

**Early Dismissal:** For a student who needs to leave school early, his/her parent or guardian should send an email to [attendance@pcasfl.org](mailto:attendance@pcasfl.org) stating the time his/her child should be dismissed and the reason for the dismissal, so that make up work can be prepared. The parent/guardian should pick up the student from the main office and sign him/her out.

- Students who drive still must have their parents notify school of early dismissal (Email or phone call).

**Dismissal Procedures:** Students will only be released to parents and/or guardian unless specific communication is sent to Administration, via email, call to Main Office, or letter, stating that student has permission to leave with the named individual. Parents/Guardians can also add names to their pick-up list through GradeLink or calling Main Office.

1. **Pick-Up Procedures:** There is only one entrance into the PCAS parking lot. Parents should remain in line and enter through the one entrance. Administration and Faculty will guide parents into the proper lines to pick-up their students.
  - a. Parents should **NOT** park on the road and walk to the entrance to pick up their students.
  - b. Parents should **NOT** enter the exits to get into the pick-up lines.
2. **Designated Pick-Up Person:** Parents must communicate with the Main Office via email, phone call, or letter stating that their child has permission to leave with the named individual. Students will not be released if there has been no communication.
3. **Field Trips:** Student may leave with parents at the end of the field trip, so being that they signed the early dismissal form that can be found with the student's teacher.
4. **Jumah (Friday) Prayer:** For the safety of our students and School liability, students are not permitted to walk to Masjid on their own. Students will only be released to a parent/guardian or designated person.
5. **Late-Pick Up:** To ensure fairness and maintain our schedule, a late pick-up fee will be applied (\$1.00 per minute, per child) if you arrive after the designated pick-up time.

### **Dual Enrollment Attendance:**

- 1) Dual enrolled students must be present for all the assigned PCAS classes, or he/she will be counted absent.
- 2) All college and/or personal appointments should be scheduled *after* the students' classes at PCAS are over; any scheduled college appointments, make-up testing, or studying is considered unexcused.
- 3) A Parent/Administration meeting will be mandated if a dual-enrolled student with more than 9 absences and/or 12 school tardies in a semester must determine if student may attend the next semester classes.
- 4) Other dual-enrollment pathways available for Freshman, please see attached documents.

### **Student Parking Policies**

- 1) **Eligibility:** Only students with a valid driver's license and proof of insurance can apply.
- 2) **Designated Areas:** Students must park in the designated student parking area, BCIS field adjacent to school. Parking in staff, visitor, or reserved areas is prohibited.
- 3) **Speed Limit:** The speed limit on school property is 10 mph.
- 4) **Safe Driving:** Students must adhere to all traffic laws and drive safely while on school property.
- 5) **Disciplinary Actions:** Violations of parking policies may result in fines, revocation of parking privileges, and other disciplinary actions.

**Illness of or Injury to Students:** A student who has a contagious disease is not eligible to attend school for the period of time prescribed by the Bay County Health Department or student's physician. Teachers are encouraged to be alert to indications of pink eye, impetigo, and other infectious diseases.

**FEVER:** A child who has a temperature that is 100.0 degrees or greater will not be allowed to remain in the classroom. The students must be picked up by their parents. Students must be fever free (without the assistance of Tylenol or other fever reducing medication) for 24 hours before returning to school.

**VOMITING:** Students who experience one or more vomiting episodes with or without fever, over a 24-hour period and/or are unable to tolerate normal food and drink, may not return to school until 24 hours after the last vomiting episode.

***Student illness or injury appearing to warrant emergency treatment will be handled in the following manner:***

1. A parent or guardian will be notified, and to the extent possible, his/her instructions will be followed in regard to caring for the student.
2. If a parent or guardian cannot be reached, the school principal will take immediate actions to see that the child receives proper medical attention.
3. In those instances which the illness or injury does not appear to warrant emergency consideration, routine first aid procedures will be followed.

**Medication:** PCAS school staff are prohibited from providing any medication, including aspirin, to any student.

- Students needing occasional medications, such as antibiotics for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.
- If medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by our **Permission to Administer Medication Form** that includes the name of the medication and instructions for its administration (time and dosage).
- ALL medications will be stored in the main office.
- Students must come to the main office to receive their schedule dose

**School Visitors:** For the protection of the students and the school employees, the school has a closed campus policy. Parents and all persons visiting the school for any purpose are required to go to the **Main Office** immediately before entering any building to report their presence/business and obtain a visitors pass. Admission to any building will be prohibited without a visitor's pass.

- Any parent who would like to arrange an event must arrange it with the respective teacher and it should take place during the assigned lunch time.

**Gradelink School Portal:** Gradelink is a communication tool that is used by PCAS.

- All staff, parents, and students will have accounts on Gradelink, and the school will provide both student and parent logins.
- It is the responsibility of parents and students to update their emails and cell phone number as the administration sends all email/text messages via Gradelink.
- All school events can be found in the Gradelink portal.

*(PCAS does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.)*

**Lost and Found:** All student belongings should be labeled for identification. Lost items should be turned in to and may be claimed from the office for a limited time.

**Telephone:** Students are not permitted to use the school phone except in case of an emergency. Parents are asked to abstain from calling the school to speak to students or to leave messages except in cases of an emergency. Teachers will not leave classes unattended to return calls; however, they will return the call as soon as possible.

**Wireless Devices/Cellular Phones:** Panama City Advanced School is a cell-phone free campus. Personal wireless devices (cell phones, iPods, gaming systems, etc.) are **NOT ALLOWED** on school campus.

- Any devices (cell phones, iPods, gaming systems, etc.) found on student will be **confiscated** from the student and only returned to the student's parent upon notification from the school. (Please see attached policy)
- Student PreK through 5 are not allowed to have any devices whatsoever.
- Students who drive and/or dual enrolled may either leave their device in their cars or have devices locked-up in the office.

**Digital/Chromebook Etiquette:** Students have digital access via Chromebooks and student computers, students will follow the computer usage policy.

- Grades 6<sup>th</sup> -10<sup>th</sup> will be assigned a specific Chromebook for them to use on campus.
  - Chromebooks will be in designated classrooms.
  - Chromebooks are to remain in their designated classrooms, students are not allowed to take their designated Chromebook out of the classroom.
  - Contract for Student and Parent must be signed and returned before student will receive Chromebook
  - Chromebooks always remain on campus – students are not permitted to take Chromebooks home.
- Kindergarten – 12<sup>th</sup> Grade (excluding 6<sup>th</sup> – 10<sup>th</sup> grades)
  - Teachers have access to Chromebooks
  - Contract for Acceptable Use Policy need to be signed by both Student and Parent
- Students will use technology only for school-related activities. Any other use (such as: cyber-bullying, social media, gaming or chatting) will be considered a violation of the policy and usage will be restricted.
- Students will be responsible for reimbursing the cost of any Chromebooks that are damaged, broken, or lost.

**Emergency Drills:** Students must remain quiet during these drill times and comply with the safety rules.

- Fire Drill – scheduled Monthly
- Tornado Drill – scheduled Quarterly
- Lockdown Drill – scheduled once per semester

**Lunches:** The school does not provide lunches.

- Parents, if you are bringing your child's lunch to school, please leave the lunch box/bag in the office with the child's name.
- Any type of delivery service (Door Dash, Uber Eats, etc.) are NOT permitted.

**Lockers:** Students will be assigned lockers for certain grades. Due to limitations some students may need to share lockers.

- Lockers are SCHOOL PROPERTY so vandalism or damage to lockers are prohibited.
- Lockers are to be used to store school supplies and personal items necessary for use at school.
- Lockers shall not be used to store items which cause an interference with school purposes or that violate school rules.
- No food products are allowed in any locker overnight, to avoid rodent and insect infestation.
- Lockers are not burglar proof and students should not leave valuables such as money, and expensive personal property in the lockers.
- Posters, stickers, and/or pictures are not allowed inside or outside of the locker.
- Locks for the lockers are not provided, but students are allowed to bring their own.
- A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Administration will have access to all lockers.

## Academic Information

**Curriculum:** The curriculum of the Panama City Advanced School follows that adopted by the Bay District Schools and the State of Florida, with the addition of Islamic Education, Arabic, and Islamic Studies.

**Report Cards:** Report cards will be issued four times a year. The grading scale will be as follows:

A = 90 – 100	O = Outstanding	I = Incomplete
B = 80 – 89	S = Satisfactory	NG = Not Graded
C = 70 – 79	N = Needs Improvement	
D = 60 – 69	U = Unsatisfactory	
F = 59 & under	P = Pass	

*A Grade Point Average (GPA) will be figured for grades 6 - 12.  
For grades 9-12, a semester grade will be calculated.*

### PCAS Elementary Grading System 2024-2025

Elementary Grades (K5 – 1 <sup>st</sup> ) Arabic, Islamic Ed, Math, Social Studies, Science English Language Arts (Phonics, Spelling, Grammar, Writing)	
Tests	25%
Quizzes	25%
Classwork	40%
Homework	10%
<b>Total</b>	<b>100%</b>

Elementary Grades (2 <sup>nd</sup> – 5 <sup>th</sup> ) Arabic, Islamic Ed, Math, Social Studies, Science English Language Arts (Phonics, Spelling, Grammar, Writing)	
Tests	30%
Quizzes	30%
Classwork	20%
Homework	20%
<b>Total</b>	<b>100%</b>

\*Reading Log to be included in homework.

\*\*Elementary School Teacher have discretion regarding make up work and late work.

# PCAS Secondary Grading System 2024-2025

Secondary Grades (6 <sup>th</sup> – 12 <sup>th</sup> ) – Term Grades Arabic, Islamic Ed, Math, Social Studies, Science	
Tests (*Minimum of 3 per quarter)	35%
Quizzes (*Minimum of 5 per quarter)	25%
Classwork	20%
Homework	20%
<b>Total</b>	<b>100%</b>

Secondary Semester 1 Grades	
Term 1	40%
Term 2	40%
Semester 1 Final	20%
<b>Total Semester Grade</b>	<b>100%</b>

Secondary Semester 2 Grades	
Term 3	40%
Term 4	40%
Semester 2 Final	20%
<b>Total Semester Grade</b>	<b>100%</b>

Secondary Yearly Grades for Grades 6-8 w/o Algebra I	
Semester 1 Grade	50%
Semester 2 Grade	50%
<b>Yearly Grade Total*</b>	<b>100%</b>

\*Semester Grades are for 9-12 only (6-8 get yearly average)

Semester Final exams are to be cumulative; projects cannot be considered for Final exam grade.

Any unexcused absence will get a 0 for classwork and homework.

For an unexcused absence on a Quiz or Test, 20% will be deducted automatically.

Excused absence make-up work weighted as follows:

Assignments turned in:

1 day after absence will receive full credit

2 to 3 days after absence will receive 89% credit of final grade

4 to 5 days after absence will receive 79% credit of final grade

**Incomplete Grades:** Students who do not complete necessary course work to replace an “I” on their report card within 10 days, the grade will be automatically converted to a “F”.

**Plagiarism/Cheating:** PCAS Mission Statement says that PCAS will "provide a program that will promote intellectual, physical, moral, and social maturation." As moral behavior is a large part of academic development, the faculty, and staff of PCAS believe it is important to have a clear policy concerning plagiarism and other forms of academic cheating.

Plagiarism/Cheating includes:

1. Directly Copying the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the “works cited” page at the end of the assignment.
2. Paraphrasing the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
3. Using and failing to properly credit any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
4. Recycling previously submitted work. Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
5. Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.
6. Acquiring, purchasing, and/or distributing online resources, including tests and/or answers is considered cheating.
7. Use of technology (AI), cheat sheets are considered cheating

*\*Please refer to Behavior Matrix attached for consequences.*

**Promotion/Graduation:** All students must meet all requirements for promotion and graduation. A student with two or more F’s per year, or per semester for grades 9-12, or a GPA lower than 2.0 must repeat the year in school unless he/she enrolls in summer classes; either via FLVS or in the public school system and earns a passing grade to make up for the previous mark. A student must receive a passing grade for each semester for classes that count towards high school credits.



Student will not be promoted to the next grade until all required courses are completed.

**Valedictorian/Salutatorian Honors:** In order to receive this honor, students must have spent all four of their high school academic years at PCAS.

**Dual Enrollment:** All students must pass the college placement test, or equivalent score of SAT or ACT. All students must also maintain a 3.0 GPA at PCAS and a 2.5 GPA at Gulf Coast State College throughout the school year.

**Florida Virtual School:** Students must get permission from the administration before registering to take classes on Florida Virtual School. All students will be given opportunities to take summer courses on FLVS as long as they finish before the start of the next school year.

**Homework:** Homework is a very important part of your child's school life. Students will be expected to assume responsibility for the completion of all assigned work. Parents are expected to provide a scheduled time, adequate place, and appropriate support including materials, supplies, and time. Also, parents must be aware of the notices their child gets from school.

**Textbooks and Materials:** Books and materials are to be clean and handled properly. Parents are required to pay for lost or damaged books and material.

**Parent-Teacher Conferences:**

- Scheduled Parent-Teacher Conferences (PTC) will be twice per school year.
  - 1<sup>st</sup> PTC will be after 1<sup>st</sup> Term (after report cards are distributed)
  - 2<sup>nd</sup> PTC will be after 3<sup>rd</sup> Term (after report cards are distributed)
- Parents can always request a meeting with any of their child(ren)'s teachers by scheduling an appointment via the Booking links (can be found in the Family Memo or on school website).

**Field Trips:** Educational field trips are planned during the year to enhance student-learning experiences. Permission slips and trip fees are required prior to student participation. A telephone call is not sufficient. Parent chaperones will be needed to assist teachers on all field trips. Please notify your child's teacher if you want to serve in this capacity. Field trips will be postponed due to inclement weather. Upper grades will take educational trips as deemed necessary by their instructors. All students must be in uniform on all school field trips, unless otherwise noted by the teacher.

**Honor Roll:** An honor roll will be published at each grading period. There will be an "A," an "A/B," and a "B" honor roll.

**Transcripts/Recommendations:** Request for copies of transcripts, transcripts to be sent other facilities, or scholarship/college recommendation letters must be given 48 hours in advance.

**Mandatory Family Volunteer Hours:** Each school year, families (parents or guardians) are required to complete 10 volunteer hours. These volunteer hours help support various school activities and events, contributing to the overall success of our school community.

- Volunteer Opportunities: Families can complete their volunteer hours through a variety of activities, including but not limited to:
  - 1) Transporting Students: Driving students to and from school events, such as field trips.
  - 2) Classroom Support:
    - a. Helping teachers with classroom activities, organizing materials, and supervising students
    - b. Reading to students or listening to them read to improve literacy skills
  - 3) Event Support
    - a. Assisting with the organization and execution of school events such as carnivals, fundraisers, and performances
    - b. Helping set up, run, and clean up after field day activities
    - c. Assisting with planning, decorating, and managing holiday parties and celebrations
  - 4) Extracurricular Activities
    - a. Assisting with supervision, coaching, or leading school clubs and extracurricular activities
  - 5) Parent Organizations
    - a. Joining and actively participating in the Parent-Teacher Organization
    - b. Serving on school committees that plan events, develop policies, or address specific school needs
- Completion Deadline: Hours must be completed by the last day of school
  - 1) Families who do not complete the required 10 volunteer hours will be billed at a rate of \$10 per unfulfilled hour.
- Activities That Do Not Contribute to Required Volunteer Hours
  - 1) Attending Parent-Teacher Conferences (PTC), Open House, Orientations
  - 2) Recreational functions including, but not limited to, sports events, school plays / performances, and Awards Ceremony

## School Discipline

One of Panama City Advanced School's goals is establishing an atmosphere where students will feel safe, secure, and happy. In order for students to achieve academically, discipline issues must be addressed and minimized.

In an effort to accomplish this goal, we have developed a school-wide Assertive Discipline Plan. The plan specifies the rules and consequences that cover the behaviors we will expect from our students. Teachers have flexibility in their individual discipline plans that may include other options. The plan also states that students who follow the rules will receive **positive** reinforcement. Rules listed below are a summary of expected behavior. Behavior matrix and infraction policy can be provided upon request.

### *Our school-wide rules:*

1. Be quiet, orderly, and *walk* while inside the school building.
2. Keep hands, feet, and objects to yourself.
3. Follow directions.
4. Be on time and in designated areas.
5. Be respectful to peers, faculty, and property.
6. Use appropriate language.
7. No one may leave the campus during lunch.
8. No inappropriate audio and visual material.
  - a. The term "inappropriate" will be determined by school administration.
9. Bullying, in any form, whether physical, verbal, or emotional, will not be tolerated. Any incident of bullying should be reported to administration promptly. Proper and immediate action shall be taken.
10. No dangerous and harmful objects shall be brought to the school campus.
  - a. These items include, but are not limited to, guns, knives, etc.
  - b. Violation will result in confiscation of the object and expulsion from the school.

### *Our cafeteria rules:*

1. No throwing food.
2. Remain seated and face the table.
3. Speak in soft (indoor) voices.
4. Use appropriate table manners.
5. Clean up your space after eating.
6. No open drinks are allowed in the refrigerator.
7. Bring your own utensils. Plastic and metal knives are not allowed.
8. No sharing food or utensils

***Our bathroom rules:***

1. Always wash your hands.
2. Throw paper towels in the wastebasket only!
3. Do not throw trash in a wastebasket with no plastic bag. If there is no bag, please ask for help.
4. Do not throw any objects in the sink or toilet.
5. If you splash water on the counter, wipe it up.
6. Don't forget the time!

***Our classroom rules:***

1. Follow directions the first time they are given.
2. Raise your hand to speak or leave your desk.
3. Bring only needed books, papers, and pencils to class.
4. Do all written work neatly and hand it in on time.
5. Participate constructively in class discussions and activities.
6. Speak clearly when called upon.
7. Keep desk and materials clean and orderly.
8. Book bags, purses, food, and drinks will not be allowed in the classrooms.
9. Teachers' supplies, books, etc., are off-limits to students.
10. Absolutely no food will be eaten in the classrooms. If there is a celebration it should be held in the cafeteria.

***Outdoor Activities /Gym rules:***

1. No one is allowed upstairs in the gym.
2. The school is not responsible for injuries.
3. Keep in uniform and **shoes** at all times.
4. Basketballs, soccer balls, etc. are not to be kicked inside the gym (any cost to repair a broken item will be reimbursed by student)

***Playground Rules:***

1. The playground area is for use by pre-k through fifth grades only.
2. Food and Drink are not allowed on the playground.
3. No running inside the fenced playground area.
4. No throwing sand or any other foreign object.
5. Absolutely no climbing on top of playground equipment that is not made specifically for climbing.
6. Slide Rules:
  - Students must go down the slide, no walking up the slide.
  - Students must slide on their bottoms, feet first.
  - No leaning over the edge of the slide.
7. Swing Rules:

- Students must take turns on the swings, using it for no longer than 3 minutes when there are others waiting.
  - No Jumping off the swings.
  - No twisting on the swings.
  - Do not kick up sand while on or off the swings.
8. Play only on the equipment that is suitable for your age and size.
  9. All students must have adult supervision while on the playground.
  10. No one is allowed on the playground after school hours.
  11. The school is not responsible for injuries.
  12. Play at your OWN RISK
  13. PLAY SAFELY!

*If a student chooses to break a rule, the following consequences will result:*

**Pre-kindergarten to fifth:**

- 1st disruption - verbal warning.
- 2nd disruption - (1st check) – silent reflection in classroom
- 3rd disruption - (2nd check) – loss of a privilege and documentation in GradeLink
- 4th disruption - (3rd check) - Contact parents and home writing assignment with a parent’s signature.
- 5th disruption - (4th check) - Send directly to principal, conference with parent

**Sixth to Twelfth\*:**

- 1st disruption - Warning
- 2nd disruption – Infraction form issued, lunch detention, and documentation in GradeLink
- After receiving 5 disciplinary detentions (not including Class/Line-up Tardy Detentions) student will automatically be suspended for one school day (OSS).
- The school has the authority to skip steps in disciplinary action, pending the severity of the violation.

*Lunch detention requires students to report to the detention room with their lunch and remain there for the entire duration of the lunch period.*

\*See Behavior Matrix addendum.

When these steps fail to produce the desired behavior in the student, an automatic intervention conference and suspension will follow.

*If any violations occur, parents will be called, and appropriate action will be taken.* The school reserves the right to expel any student who violates the school rules or is engaged in any illegal activity.

**Vaping/Smoking and/or Drug Use:** PCAS has a zero-tolerance drug policy. Smoking and drugs are not allowed on campus. Anyone caught with cigarettes or drugs will be suspended or expelled from school, at the discretion of administration.

**Chewing Gum:** Chewing gum is not allowed on campus.