

Pinewood Christian Academy



Parent ~ Student Handbook

Train up a child in the way he should go:
and when he is old, he will not depart from it.

Proverbs 22:6

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INTRODUCTION TO SCHOOL

PHILOSOPHY

Our mission is to love, discipline and educate children while developing the mind and promoting standards of excellence in academics, athletics, and behavior. We maintain a steadfast commitment to guiding the intellectual and personal development of children and a belief in the importance of educating all dimensions of students. While our philosophy encompasses an understanding of varying levels of academic ability, differences in learning styles, and multiple instructional strategies, our goal is firmly rooted in the college preparatory mode. We celebrate individuality within the communal life of family, community, church and state while encouraging the love of God in Jesus Christ, our Lord.

MISSION STATEMENT

The mission of Pinewood Christian Academy is to offer a quality education in a Christian environment by using strict academic standards and discipline to foster spiritual, intellectual and social growth.

STATEMENT OF NONDISCRIMINATION

Pinewood admits students of any race, color, nationality 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, nationality and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

VISITOR ON CAMPUS

All visitors, including parents, must check in at the school office at all times and under all circumstances. A visitor pass will be issued to all visitors and parents when signing in at the school office. This pass is to be returned when leaving the school.

Teachers have been instructed to send any visitor or parent who does not have a visitor pass to the office immediately.

Parents should never go directly to a classroom during the school day for any reason.

Trespassing on campus without specific permission is strictly forbidden. This regulation is designed to ensure the safety of students and personnel.

GRIEVANCES AND COMPLAINTS

Any grievance or complaint regarding the school should be presented in a professional and courteous manner to the appropriate school staff member. Every attempt should be made to resolve the concern first with the individual teacher or staff member. In cases where the concern cannot be resolved at that level, the next point of contact should be the lower or upper school assistant headmaster.

In rare cases where the matter has not been resolved by meeting with the teacher and the assistant headmaster, parents or guardians may request a meeting with the headmaster through the school secretary. Please explain to the secretary what the meeting concerns. All appointments must be made in this manner. The headmaster will not schedule a meeting until appropriate steps in the process have been followed.

Should you have a concern that goes beyond what the school administration has offered as a solution, deliver your complaint in writing to the Chairman of the Board of Governors. Individual board members, though they may be long-time friends or associates, will not deal with grievances except through the board chairman. To do otherwise would put a board member in a very awkward position since the board has charged the headmaster with the management of the school.

SCHOOL ALMA MATER

Mr. Wayne Buffington, a former Pinewood faculty member, composed and introduced the school's *alma mater* which is entitled, "Pinewood Patriot Green" in 1971.

ALMA MATER

*At the most important times we sing to Pinewood Patriot Green
Of Christian ways we hold the truth to Pinewood Patriot Green
So help us now as we meet this day continue to be true
And n'er forget the kindredship between our God and man.*

SCHOOL COLORS

Pinewood's school colors are "Green, Orange and White".

SCHOOL MASCOT

Pinewood's mascot is the "Patriot".

SCHOOL MOTTO

The school's founding headmaster, O.H. Smith, Jr. introduced a motto which concisely explained the values which are stressed at Pinewood – "*Fides, Veritas, Hereditas*" which means "Faith, Truth, Heritage".

ATTENDANCE

MANDATORY ATTENDANCE

Absences are one of the largest problems we face at Pinewood. We cannot express the importance of your child being in class and the excessive amount of work placed upon a teacher when students are absent. Please read carefully the rules below in reference to absences.

Regular school attendance is required by law and is necessary for good scholarship. Georgia state law allows 10 absences per semester.

*More than **10 absences per semester** in any given class may result in non-credit for the class and/or a failing grade.

ABSENCES

**It is the students responsibility to make up all work missed during an absence. We will work very hard each year as a staff in teaching our students the importance of responsibility. Teachers are not required to re-teach material missed during an absence but are encouraged to help as much as possible.

Students signing in late must sign in prior to 12:00 noon to be counted present and students signing out early must remain in class until 12:00 noon to be counted present for the day.

In grades 4th through 12th, roll will be taken during each class. A student must be present in four complete classes to be counted present for the day.

After each absence, parents must submit a signed note the day a student returns to school.

If a student leaves school before noon, he is counted absent for the day, even on half days.

If a student is absent from school because of school-related activities, he/she is not counted absent and is afforded an opportunity to do makeup work.

If a student is sent home for a school policy violation, any missed work will not be allowed to be made up (suspension, length of hair, facial hair, dress code violations)

GRADES 7TH THROUGH 12TH EARLY DEPARTURES

Students checking out early must be signed out in the main office. A sign-out record is maintained in the school office. Students will not be called out of academic classes to sign out until the parent has arrived at the school.

A note is required when it is necessary for someone other than a parent to pick up a student: the note must list that person by name.

All notes must be given to the office at the time of checkout and the student or parent or parent designee must sign out in the office before leaving school.

Leaving school grounds during school hours is prohibited unless a parent signs their child out or a parental note is furnished to the office and the student signs themselves out.

Signing a student out early is discouraged, especially during 7th period. Every effort should be made to schedule doctor and dental appointments outside school hours.

More than 10 absences in any given class per semester will result in non-credit for that course for the year.

Students leaving before half of any class will not receive credit for that class for that day. Students are to remain in class until called by the office for early departures.

******Students in grades k4 – 12th with five early departures from school or five tardies to school per semester will result in 1 absence assigned and, therefore, the student will not be eligible to receive perfect attendance.**

It is the student's responsibility to take the initiative in making up any class assignments or other work missed due to excused early departures. All work missed must be turned in upon return to school unless special permission is obtained from the administration. Student illness will be taken into account.

Students who become ill during the school day are to report to the school secretary and parents will be contacted.

Pinewood reserves the right to verify all parent permission notes for early departure.

EXTRACURRICULAR PARTICIPATION ATTENDANCE

Students must attend 4 complete classes or have a doctor's excuse or have a note due to a death in the family to be eligible to participate in extra-curricular (athletic or literary) competition or practice on that particular day.

Students are required to turn in all work missed, due to an extracurricular absence, the day they return to school. If a test is given the day after an extracurricular absence, the student will not be responsible for any new material on the test or will be allowed to take the test at a later date. This decision will be at the discretion of the teacher.

LOWER SCHOOL EARLY DEPARTURE

When parents come to pick up their children, they are required to check their children out at the school office, rather than going directly to a classroom or other area.

Parents are reminded that the dismissal bell for both the upper and lower school is 3:23pm. ANY STUDENT PICKED UP BEFORE THE 3:23pm BELL, MUST SIGN OUT IN THE OFFICE AND WILL BE CONSIDERED EARLY DEPARTURE.

Important: Do not email, text, or send messages through School Dynamics to your child's teacher and/or the office with departure changes. All departure changes must be CALLED into the office.

~~EARLY PICKUP ON A DAILY BASIS IS DISCOURAGED~~

Students should not be signed out after 3:00pm unless there is an emergency. The office has become a hectic place after 3:00 due to sign-outs that appear to be simply for convenience to avoid departure. Please understand that we have one office that takes care of 680 plus students; therefore, we can no longer allow students to sign out after 3:00pm unless there is a valid excuse (i.e. dental/doctor appointments) or an emergency.

Lower school classes are difficult to locate in the afternoons. Students may be on the playground, in the outdoor classroom, or in another class-setting. Trying to locate a child for a last minute change in the way he/she is to go home becomes very difficult, so if a change is necessary please make arrangements before your child's scheduled lunch.

Lower school lunches vary between 11:00 a.m. and 1:00 p.m. Upper school students have lunch from 1:00 p.m. to 1:30 p.m. There are to be no changes in the way your child gets home after these times unless there is an emergency. Teachers have been instructed to send all parents coming directly to their classrooms to pick up students prior to the dismissal bell to the office.

TARDINESS

Tardy to School

It is disruptive to the learning atmosphere to have class attention directed to a student entering a class late. **All students must be in homeroom in the morning by the 8:15am bell; otherwise, they are tardy to school.** Any student tardy to school must sign the tardy register in the office and receive a tardy pass before being admitted to their homeroom.

Parents of students K-4 through 6th grade- if your child arrives at school AFTER 8:15am, they must be signed in through the office and given a tardy pass to class. Under NO circumstances are you to drop them off at their classroom after 8:15am.

Students who arrive late to school without a valid excuse will not be allowed to enter a class already in progress if they have missed over ½ of the class. Students who repeatedly arrive tardy to school will be disciplined as described below:

<u># Tardy</u>	<u>Penalty</u>
1-4	No penalty
5 th	Morning detention
6 th	Morning detention
7 th	ISS
8 th	Parent must sign student in at office for 1 week
9 th	Parent must sign student in at office for remainder of semester (minimum of 2 weeks)
10 th	Suspension from school – 1 day for each new tardy

Students who repeatedly arrive late to school due to sickness or not feeling well may be asked to furnish a medical statement from their doctor.

Students in grades K4 – 12th with five tardies to school per semester will result in 1 absence assigned. Therefore, the student will not be eligible to receive perfect attendance.

Students who have a record of excessive tardiness will not be considered for the perfect attendance award.

Tardy to Class (7th - 12th)

Students will be given sufficient time to change classes. The teachers' doors will close when the tardy bell rings, and the student will not be allowed to enter without a note from the office or another teacher. Tardy students will report to the school office. Students will be given a choice of corporal punishment or zeros for all grades taken during that class. If a student receives 3 or more tardies during a nine weeks period, more severe punishments will be assigned.

ACADEMIC GUIDELINES

STUDENT RESPONSIBILITIES

All assignments must be completed and turned in on time. Failure to do so will result in academic penalties, including non-credit when appropriate. Maximum effort is expected at all times; it could mean the difference between passing or failing a given course.

It is the student's responsibility to seek assistance when having difficulty in a subject area. Teachers are willing to help, but they will not force a student to seek extra assistance.

Students in grades 9th – 12th must enroll in **seven** courses per year and must earn 24 prescribed Carnegie Units in order to graduate.

MAKE-UP WORK

All assignments should be obtained from **InfoDirect**. When desired, parents may request books to be sent home for their child. **Request must be made to the school office before 9am and picked up after 2:45pm.** Under no circumstances should a parent disrupt the classroom during the school day to request books or assignments directly from the teacher.

Students are allowed to make-up missed assignments. In the event of an absence, it is the **student's responsibility** to determine what test, assignments, or other work have been missed and to take the initiative in making up work within the prescribed time limit. Failure to do so will result in a zero for any work missed.

A student has the number of days absent plus one additional day to make up and turn in missed work. (Example: student is absent Monday, Tuesday & Wednesday – student will have Thursday, Friday, Monday & Tuesday to complete missed work and turn in)

Students are required to turn in all work missed, due to an extracurricular absence, the day they return to school.

If a test is given the day after an extracurricular absence, the student will not be responsible for any new material on the test or will be allowed to take the test at a later date. This will be up to the discretion of the teacher. **No work will be accepted after this time limit without permission of the administration.**

CHEATING

Cheating is considered a serious offense, and those found guilty will be dealt with accordingly. Teachers will give an automatic zero for any assignment, test, quiz, or exam in question. Parents will be notified of each offense: repeat offenders are subject to suspension. **Cheating is defined as either RECEIVING or GIVING information** on any assignment, test, homework, quiz or exam without the express permission of the teacher.

Students may be expelled from academic or Christian based clubs for this offense. (i.e., Honor Society, Jr. Honor Society, Interact, PALS, FCA, GRITS or any other academic or Christian based club.

Plagiarism (copying or taking credit for another's work) is also considered cheating.

GRADES

Pinewood will assess student progress on a 9-weeks basis. Progress reports will be given to the students at mid nine-weeks. Parents have daily access to their student's grades through Info Direct. Genuine and concerted effort is always taken into account when students are assigned grades.

Parents of students in grades 4th - 12th are notified at the mid-point of each grading period regarding any deficiencies in their child's performance.

A nine weeks, semester or yearly average yielding a fraction of 0.5 or greater will be rounded up to the next whole number. The yearly average will consist of the average of the first and second semesters.

A student who receives a preponderance of grades below 70 at any grade level will be subject to retention.

Any students in grades 7th and 8th who fail more than one subject must repeat the respective grade.

No student who fails a course during the senior year will be allowed to graduate.



GRADES continued on next page

K-4 & K-5

Students in K-4 and K-5 will be assigned grades according to the following scale:

G = Good	N = Needs to Improve
S = Satisfactory	U = Unsatisfactory

Student promotion or retention in K-4 is based on results of readiness tests, teacher evaluation and consultation with parents and headmaster.

Those students in K-5 who make either an 'N' or 'U' for the year in a subject will need to be evaluated, and grade placement will be determined by teacher evaluation and consultation with parent and headmaster.

GRADES 9TH – 12TH

Numeric grades will be converted to the following GPA scale on high school transcripts:

4.0 - 90-100	2.0 - 70-79	0.0 - 59 and below
3.0 - 80-89	1.0 - 60-69	

HONOR GRADUATES/VALEDICTORIAN/SALUTATORIAN

In order to be eligible for honor graduate status, a student must take the highest level college prep courses available to them (excluding AP classes).

An honor graduate must have an overall **93.0 average**, or higher. The final average will not be rounded. Five (5) points will be added to the final average of each Advanced Placement class before averaging to determine class ranking.

HONOR & ACHIEVEMENT ROLL

Honor Roll is awarded to students in grades 2nd - 12th who have a 93 or above in every course for the 9-weeks period.

Achievement Roll is awarded to students who have an **average of 90** or above with **no grade below 85** for the 9-weeks period.

Grade averages will include all course grades with the exception of weight training, study hall and teachers assistants.

SEMESTER EXAMS

Semester exams are required of all students in all classes for grades 7th - 12th. These exams are comprehensive and are designed so that the average student will need all of the time allotted in the exam period.

****All students must take all semester exams.**

Any exam exemptions will be decided by the headmaster only.

If a student is to be absent from a semester exam, the parents must communicate with the office and the teacher in question and make alternative testing arrangements prior to the regular test time. A doctor's note **must** be presented to the office for the student's absence from school. Failure to obtain a doctor's excuse will result in a zero on any missed exams.

FINAL EXEMPTION EXAMS FOR 7TH THROUGH 12TH GRADES

Students in grades 7 through 12 will be allowed to exempt any final exam if they have a 93 average in that class at the end of the year. Students may also exempt any final exam if they have missed four (4) days or less in a class for the year.

SEMESTER GRADES

Semester grades are averaged in the following manner:

Double 1 st 9 weeks	40%
Double 2 nd 9 weeks	40%
Semester Exam	<u>20%</u>
Total	100%
Divide by 5	= Semester Avg.

The final average is determined by averaging semesters 1 and 2.

CORE CURRICULUM REQUIREMENTS

Pinewood Christian Academy currently offers the following two diplomas:

- College Preparatory Diploma
- College Preparatory with Distinction Diploma

Listed below are the required core courses for obtaining any PCA diploma. All students are required to complete these units. Other requirements exist, but are specific to the desired diploma. All PCA diplomas require the successful completion of 24 units.

*** ENGLISH – 4 units required**

Ninth Grade Literature/Composition or Honors Ninth Grade Literature/Composition
Tenth grade Literature/Composition or Honors Tenth Grade Literature/Composition
American Literature/Composition or Honors American Literature/Composition
English Literature/Composition or AP English Literature/Composition

*** MATHEMATICS – 4 units required**

<u>Required courses:</u> Algebra I Euclidean Geometry Algebra II	<u>Plus one from the following:</u> Algebra III Advanced Algebra & Trigonometry Pre-Calculus Calculus
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*** SOCIAL STUDIES – 3 units required**

World History
U. S. History or AP U.S. History
American Government and Politics or AP American Government and Politics

*** SCIENCE – 4 units required**

<u>Required courses:</u> Biology Physical Science or Physics Chemistry	<u>Plus one from the following:</u> Organic Chemistry Human Anatomy & Physiology AP Chemistry
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*** OTHER REQUIRED COURSES – 5 1/2 units required**

Bible
Computer Applications
Economics (1/2 unit)
Foreign Language (German, Spanish or Latin – 2 units in the same language)
Health & Personal Fitness (1/2 unit of each)

DIPLOMA TYPES

Areas of Study	College Prep	College Prep with Distinction*
English/Language Arts	4 Units	4 Units
Mathematics	4 Units	4 Units
Science	4 Units	4 Units
Social Studies	3 Units	3 Units
Health and Personal Fitness	1 Unit	1 Unit
Introduction to Technology	1 Unit	1 Unit
Foreign Language	2 Units	2 Units
Bible	1 Unit	1 Unit
Economics	½ Unit	½ Unit
State Electives from Core Area		2 Units
Other Electives	3½ Units	1½ Units
Total Units Required	24 Units	24 Units

*The College Preparatory with Distinction Diploma requires a grade-point average of 3.0 or above on a 4.0 scale or 80 numeric grade-point average or above.

State Electives from Core Area offered at PCA:

AP Chemistry
 German I, II
 Human Anatomy and Physiology
 Journalism I, II, III, IV
 Latin I, II
 Music Appreciation
 Organic Chemistry
 Spanish I, II
 Speech and Drama I, II, III, IV
 World Geography

Other Electives offered at PCA:

Digital Media & Design Production
 Visual Arts/Photography I
 Scholastic Assessment Test (SAT) Preparation
 Supervised Study – No Credit (For AP Students Only)
 Physical Conditioning – Does not count in GPA
 Physical Conditioning (Advanced) – Does not count in GPA
 Weight Training – Does not count in GPA
 Weight Training (Advanced) – Does not count in GPA

***** COMPLETION OF DIPLOMA REQUIREMENTS DOES NOT NECESSARILY QUALIFY STUDENTS FOR THE HOPE SCHOLARSHIP PROGRAM.**

GRADE LEVEL CLASSIFICATION

In order to be considered a member of the designated class, a student must have accumulated the following number of Carnegie units:

<u>Class</u>	<u>Number of Units</u>
Sophomore	5.0
Junior	11.0
Senior	17.0
Graduation	24.0

CLASS RANKINGS

Class rankings in grades 9 - 12 are determined according to cumulative grade point averages.

Graduating seniors with a cumulative average of 93 or higher who have taken the highest level of courses available and completed graduation requirements as stated on page are classified as Honor Graduates.

The Valedictorian is the senior with the highest GPA who has all high school credits from Pinewood and has taken the highest level courses available to him/her. The Salutatorian is the senior with the second highest GPA who has all high school credits from Pinewood and has taken the highest level courses available to him/her.

SUMMER SCHOOL (GRADES 7 - 12)

Summer school may be required of students who fail a subject or would benefit from a refresher course. No more than two units may be taken in a summer school program, and no new courses may be taken. The headmaster must approve all summer work for credit or remediation. No summer work may be done for partial credit. If the course has been failed during the regular school year then the entire course must be repeated during summer school, or ½ unit may be taken to complete the full unit required.

Protocol for a Curriculum Challenge

- Parents or guardians wishing to challenge specific curriculum used within a course at Pinewood Christian Academy should submit their concerns **in writing** to the teacher of the challenged curriculum. A copy of the letter should also be submitted to the headmaster and the counselor. Phone calls and e-mails are not acceptable means of communicating concerns regarding challenged curriculum.
- The headmaster, counselor and teacher of the challenged curriculum shall devise a course of action concerning the challenge. The parents/guardians who submitted the challenge shall be notified of the intended resolution regarding the challenge.
- If the parents/guardians are not satisfied with the course of action recommended by the teacher, headmaster, and counselor, the parents/guardians may request to present their concerns to the Board of Governors at the next regularly scheduled meeting. The headmaster shall inform the Board of Governors of the attempt(s) to resolve the issue regarding the challenged curriculum. Parents/guardians should **not** contact any board member personally regarding their concerns.
- The Board of Governors decision regarding the challenged curriculum shall be final and all parties involved in the challenge shall be informed of the decision in a prompt manner.

Extracurricular or Interscholastic Activities

STUDENT ELIGIBILITY (Extracurricular or Interscholastic Activities)

No student is allowed to participate in extracurricular or interscholastic activities of any kind including athletic competition and literary competition, if his/her grades fall below a certain level.

If a student makes a grade below 70 or more than two grades below 75 during a single grading period he/she will **not** be allowed to practice or participate in any extracurricular or athletic activity during the next four weeks probation period. The probation period begins the day after report cards go out, and the student's grades are to be rechecked 28 days thereafter.

In order for a student to return to eligible status, he/she must maintain satisfactory progress through four weeks of probation. This will be monitored by the coach or sponsor and reported to the headmaster. The report must include all subjects and be in writing.

A student who has passed in 5 unit subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester. A student who passes in 5 unit subjects, or their equivalent, for the second semester or for the year is eligible for the following year.

Of the 5 unit subjects, 3 units **MUST** be in the following subject areas: English, Science, Social Studies, Mathematics, and Foreign Language.

It is the responsibility of the coach or sponsor to be certain that all members and/or participants meet eligibility requirements.

LATE ARRIVAL DUE TO SPORT ACTIVITIES

An excused tardy will no longer be allowed due for late arrivals from sporting events unless notification to the teams is given prior to leaving or unforeseen problems occur during the trip.

ATTENDANCE

All late arrivals and early departures must go through the school office. Students must attend 4 complete classes or have a doctor's excuse or have a note due to a death in the family to be eligible to participate in extra-curricular (athletic or literary) competition or practice on that particular day.

SPORTS AVAILABLE

NOTE: School wide announcements are made for students to sign up for any sports they are interested in trying out for at the appropriate times.

FOOTBALL:

- Varsity Football – open to students in grades 9th through 12th
- JV Football – open to students in grades 7th and 8th
- 5th & 6th Grade Football - open to students in grades 5th and 6th

BASKETBALL:

- Varsity Basketball – open to *boys and girls* in grades 9th through 12th
- JV Basketball – open to *boys and girls* in grades 7th through 8th
- 5th & 6th grade Basketball – open to boys and girls in grades 5th & 6th

BASEBALL:

Varsity Baseball – open to boys in grades 9th through 12th

JV Baseball – open to boys in grades 7th & 8th

FAST-PITCH SOFTBALL:

Varsity and Jr. Varsity Softball – open to girls in grades 7th through 12th

TRACK AND FIELD:

Open to *boys and girls* in grades 8th through 12th

TENNIS:

Open to *boys and girls* in grades 8th through 12th

GOLF:

Open to *boys and girls* in grades 8th through 12th

CHEERLEADING:

Competition Varsity – open to girls in grades 9th through 12th

Competition Jr. Varsity – open to girls in grades 5th through 8th

Early Arrival/Early Departure/Change in Pick-up from School

EARLY ARRIVAL Students (Before 8:00am)

Students may be dropped off in the morning beginning at 7:30am in front of the entrance to the Cafeteria. Students will be monitored by faculty members until 8:00am at which time they will be directed to their classrooms.

EARLY DEPARTURE PROCEDURES

If your child is leaving school prior to the 3:23pm dismissal bell they are to be signed out in the school office. A signed note by the parent requesting early departure must be given to the office for any student signing themselves out. If anyone other than the parent or legal guardian is signing a student out a note should be furnished indicating by name the person that will be picking your child up.

Early pick-ups on a daily basis is discouraged. Students should not be signed out after 3:00pm unless there is an emergency. The office is a hectic place after 3:00 due to sign-outs that appear to be simply for convenience to avoid departure. Please understand that we have 680 plus students; therefore, we can no longer allow students to sign out after 3:00pm unless there is a valid excuse (i.e. dental/doctor appointments) or emergency.

Students will not be called out of their class for an early departure until the parent has arrived in the office to pick them up.

*****Students in grades K4 – 12th with five early departures from school per semester will result in 1 day absence assigned and, therefore, the student will NOT be eligible to receive perfect attendance.**

CHANGES TO AFTERNOON PICK-UP

All changes to the way your child goes home in the afternoon should be called in to the school office before the end of your child's scheduled lunch break.

Do not send messages through School Dynamics, texts, e-mails, etc. to your child's teacher requesting a change in the way they go home. All changes should be directed to the office.

No changes will be made after 1:00pm, unless it is determined that an emergency has arisen that prevented you from contacting the school earlier.

CAR DEPARTURE PROCEDURES

Students that are picked up in the car line will be taken to the cafeteria area at the end of the school day. Parents are to line up at the designated area and wait until buses have cleared and they are directed to proceed to the pickup area. Signs provided by the school must be hung from the rear view mirror of your car in order to help with the safe and speedy departure of all students. One sign per family is provided by the school. Additional signs may be purchase at a cost of \$5.00 each.

Guidance Center

The counselor serves all students in the school. The counseling program includes the planning of each student's academic program, counseling with students who have personal or academic problems, administering the school's testing program, providing college and career guidance, and assisting in the college application process.

Pinewood's guidance center houses a wealth of catalogs, books, pamphlets and other materials on colleges and universities. The guidance counselor also strives to provide valuable information on college entrance exam preparation, financial aid and career choices. The counselor's website can be accessed through the school website at gopca.org. This website contains information about our school's curriculum and graduation requirements. Forms for transcript requests and work permits can also be found on the counselor's website. This website will continually update and offer new information about tests, colleges, scholarships, etc. Please visit the website often to stay informed of upcoming events and new information.

The counselor may be reached at extension #30 or through her email address at pcacounselor@bellsouth.net. Parents needing to meet with the guidance counselor must call and schedule an appointment. Students needing assistance may stop by the guidance office to schedule an appointment. The school guidance counselor is available Monday through Friday from 8:00 to 3:30.

Media Center/Library

As a result of the efforts of many people, Pinewood students enjoy a well-established library. It is the desire of the administration that teachers and students reap maximum benefits from this resource. We like for our students to read, read, read!

Each student borrowing books from the library is responsible for returning them by the due date and in good condition. Students pay for books that are lost or damaged while in their possession. A fine of 5 cents per item per day is charged for each overdue book returned late by 1st through 12th graders.

K4 and K5 students can check out a book almost daily via a pickup system from their classrooms. A plastic Ziplock bag identified with the student's bar code label facilitates daily checkouts in K4-K5 classrooms.

Students in 1st through 12th grades may visit the library daily to check out books and may have two books checked out at the time.



***MEDIA CENTER/LIBRARY** continued on next page*

SPECIAL PROGRAMS

- The weekly “**Storytime**” sessions for K4 through 2nd grade classes expose the students to award-winning books by well-known authors.
- The “**Pinewood Reader**” program in grades 2-8 has resulted in many books being read and reading comprehension scores improving.
- A “**100 Books Club**” program is available to students in the K4-K5-1st grades.
- The “**Summer Reading**” program on Tuesday afternoons in June and July has offered an opportunity for students to maintain their reading skills and to “bank” points for their yearly Accelerated Reader goals.
- The “**Birthday Book Club**” for K4 parents wishing to honor their students’ birthdays has enhanced the K4 section of the library.

STUDENT RESEARCH

- Teachers’ doing prior planning of topical research with the media center staff ensures greater success.
- Teachers are asked to encourage use of print materials for research also.
- When sending a group larger than 3 students to use the computers, the teacher will accompany the students.
- Teachers issue individual passes to each student wanting permission to use the library computers for the Internet &/or word processing.
- Students are **not allowed** to access email accounts on library computers.
- Floppy disks need to be scanned for viruses before any material is downloaded.
- Since the library computers have to serve so many people, faculty and students are asked to avoid browsing websites for personal use.

Cafeteria

STUDENT ACCOUNTS

Hot and cold lunches are available each day for a reasonable price. Payment may be submitted to the homeroom teacher or mailed to the lunchroom manager. Payment **MUST** include student's full name written on it or attached to it. **If a student is tardy to school after lunch orders have been taken**, only a cold lunch will be available unless cleared with the lunchroom manager.

Each student has a lunchroom account in the system to which deposits will be made. This new procedure eliminates the handling of cash in the cafeteria. Deposits to this account will cover all purchases made during break and lunch. The individual accounts and monthly menus can be viewed online via InfoDirect.

Each lunch period is at least 30 minutes in length, and all students have adequate time to eat.

Rules: No food or drink may be taken out of the cafeteria at any time. Good manners are expected at all times. Cutting in line or allowing friends to cut in is not allowed. Students are responsible for wiping down tables and clearing the table/floor of litter after every lunch. Students are not allowed to move a chair from one table to another during lunch or break. Students are allowed to store lunches brought from home in the student refrigerator located in lunchroom. Students who eat the last lunch of the day are required to wipe down tables and stack chairs on top of the tables.

FOOD POLICY

Pinewood is obligated to provide food service at the most reasonable prices possible. The school will allow lunches to be brought from home, but students are not allowed to order food from outside sources to be delivered onto the campus. Microwaves are available to students to heat lunches brought from home.

The headmaster must approve exceptions to the food policy.

Important Reminders Concerning Lunchroom Account Procedures:

- ALL checks **MUST** have Student's Name/Lunch on the memo line.
- All CASH must be placed in an envelope with Student's Name/Lunch
- Do **not** include lunch account money with any other type of payment to the school (i.e. tuition, dues, etc.)

CHAPEL

The purpose of Chapel is to provide the school with an opportunity to improve moral and spiritual awareness in order to lead better lives. Students are to remain quiet and attentive during each Chapel program. Teachers escort their students to and from Chapel.

There are three separate Chapel Services provided for the students each Wednesday. Please note that the school has a chapel bell schedule on Wednesdays.

Grades 7th through 12th

Local youth ministers and pastors are invited to speak to students. On occasion, Christian bands have been invited to perform. The Praise Band (Pinewood students) lead the students in song and provide music.

Grades 4th through 6th

Students meet in the gym. They are lead in worship and receive a mission from the Director of Campus Ministries. On occasion, special guests are invited to speak or perform.

Grades K4 - 3rd

Students meet in the gym. The curriculum used is "High Voltage Kids Ministry". They are lead in song and message by the Director of Campus Ministries.

SCHOOL UNIFORM REQUIREMENTS

GIRLS (K4 – 3rd grade)

- **JUMPERS** Plaid Jumper (**Style #194**) (**Color #75**)
Navy, Grey, Kelly Green, Hunter Green Orange, or White
Princess Jumper
 ~ **No Shorter than 3” from top of knee**
- **PRIVACY SHORTS** Black or Navy Knit Biker Short Privacy Shorts
 ~ **Required under jumper**
- **BLOUSES** White Short Sleeve or Long Sleeve Peter Pan Blouse
- **KNIT SHIRT DRESS** Navy Knit Shirt Dress with School Text Logo or Embroidered
School Text Monogram
- **SKORTS** Khaki or Navy WRAP Skort (Style #907)
Plaid Skort (Style #907) (Color #75)
 ~ **No Shorter than 3” from top of knee**
- **SLACKS** Khaki or Navy Pleated or Fashion Fit Slacks with Buckhead
Logo
 ~ **Pull On Slacks Available (K4 - 1st grade)**
- **CAPRIS** Khaki or Navy Capris with Buckhead Logo
- **SHORTS** Khaki or Navy Pleated or Fashion Fit Shorts with Buckhead
Logo
 ~ **Pull On Shorts Available (K4 - 1st Grade)**
 (Shorts may not be worn November 1st thru March 1st)
- **SHIRTS** Gray, Navy, White, Kelly Green, Hunter Green or Orange Short
Sleeve or Long Sleeve Knit Shirt or Fashion Fit Polo with School
Crest Logo or Embroidered School Crest Monogram
 ~ **Kelly Green and Orange Available in Short Sleeve Only**
- **SWEATERS** Navy or White Crewneck or Zip Cardigan w/ Embroidered
School Text Monogram
Navy or Gray Sweater (Any Style) w/ Embroidered School Text
Monogram
 ~ **Navy Fine Gauge Acceptable**
- **SWEATSHIRTS** Available at School Store Only



GIRLS K-4 THROUGH 3RD GRADE continued on next page

GIRLS (K4 – 3rd grade) CONTINUED:

- **OUTERWEAR** ****Optional**
Navy or Gray ½ or Full Zip Fleece Jacket with Embroidered School Crest Monogram
Navy Nylon Jacket (Any Style) with Embroidered School Crest Monogram
Navy or Charcoal Evolux Fleece Jacket with Embroidered School Crest Monogram
~ **All jackets worn in classroom must be regulation school jacket with Embroidered School Crest Monogram**
- **BELTS** Black or Brown Belt or Navy or Khaki Stretch or Magnetic Belt
~ **Any Style – May be purchased elsewhere**
- **SOCKS/TIGHTS** Navy or White Crew or Knee Socks
Navy or White Tights
Socks must be worn with Tennis Shoes
- **SHOES** Black, Brown, or Navy Conservative Type School Shoes,
Sandals **ARE** allowed predominately Black, Brown, Navy, or White Tennis Shoes
- **HAIR ACCESSORIES** Matching Hair Accessories Available

GIRLS (4th-12th grade)

- **SKIRTS** Plaid Skirt (Style #134) (Color #75)
Khaki or Navy Skirt (Style #143 or #2661)
~ **No Shorter than 3" from top of knee**
- **PRIVACY SHORTS** Black or Navy Knit Biker Privacy Shorts – Required under skirts
- **BLOUSES** Blue or White Short Sleeve or Long Sleeve Oxford Cloth Blouse with School Text Logo or Embroidered School Text Monogram
White or Blue ³/₄ Sleeve Oxford Over-blouse with School Text Logo or Embroidered School Text Monogram
~ **Can only be worn by 7th – 12th Grade ONLY**
- **SKORTS** Khaki or Navy WRAP Skort (Style #907)
Plaid WRAP Skort (Style #907) (Color #75)
~ **No Shorter than 3" from top of knee**
- **SHORTS** Khaki or Navy Pleated or Fashion Fit Shorts with Buckhead Logo
(Shorts may not be worn November 1st thru March 1st)
- **SLACKS** Khaki or Navy Pleated or Fashion Fit Slacks with Buckhead Logo
- **CAPRIS** Khaki or Navy Capris with Buckhead Logo
- **SHIRTS** Gray, Navy, White, Kelly Green, Hunter Green or Orange Short Sleeve or Long Sleeve Knit Shirt or Fashion Fit Polo with School Crest Logo or Embroidered School Crest Monogram
~ **Kelly Green and Orange Available in Short Sleeve Only**
~ **Seniors ONLY** - Black Short Sleeve or Long Sleeve Knit Shirt w/ School Crest Logo
- **SWEATERS** Navy or White Crewneck or Zip Cardigan with Embroidered School Text Monogram
Navy or Gray Sweater (Any Style) with Embroidered School Text Monogram
~ **Navy Fine Gauge Acceptable**
- **SWEATSHIRTS** Available at School Store Only



GIRLS 4th THROUGH 12th GRADE continued on next page

GIRLS (4th – 12th grade) CONTINUED:

- **OUTERWEAR** ****Optional**
 - Navy or Gray ½ or Full Zip Fleece Jacket with Embroidered School Crest Monogram
 - Navy Nylon Jacket (Any Style) with Embroidered School Crest Monogram
 - Navy or Charcoal Evolux Fleece Jacket w/ Embroidered School Crest Monogram

~ All Jackets worn in classroom must be regulation school jacket with Embroidered School Crest Monogram
- **BELTS** Any Style Black or Brown Belt or Navy or Khaki Stretch or Magnetic Belt
 - ~ May be purchased elsewhere**
- **SOCKS/TIGHTS** Navy or White Crew or White, Navy or Gray Knee Socks
Navy, White or Gray Tights
- **SHOES** Tennis Shoes or any Style Shoe acceptable; NO FLIP FLOPS

BOYS (All Grades)

- **SLACKS** Khaki or Navy Pleated or Flat Front Slacks with Buckhead Logo
~ **Pull on slacks available for K4-1st grade**
~ **If slacks have belt loops they must be worn with belt**
- **SHORTS** Khaki or Navy Pleated, Flat Front, or Long Shorts with Buckhead Logo
~ **Pull on slacks available for K4-1st grade**
(Shorts may not be worn November 1st thru March 1st)
~**If shorts have belt loops they must be worn with belt.**
- **OXFORD SHIRT** Blue or White Short Sleeve or Long Sleeve Oxford Cloth Shirt with School Text Logo or Embroidered School Text Monogram
- **KNIT SHIRTS** Gray, Navy, White, Kelly Green, Hunter Green or Orange Short Sleeve or Long Sleeve Knit Shirt with School Crest Logo or Embroidered School Crest Monogram
~ **Kelly Green and Orange Available in Short Sleeve Only**
~**SENIORS ONLY** - Black Short Sleeve or Long Sleeve Knit Shirt with School Monogram
- **SWEATERS** Navy or Gray Sweater (Any Style) Embroidered School Text Monogram
~ **Fine Gauge Acceptable**
- **SWEATSHIRTS** Available at School Store Only
- **OUTERWEAR** ****Optional**
Navy or Gray ½ or Full Zip Fleece Jacket with Embroidered School Crest Monogram
Navy Nylon Jacket (Any Style) w/ Embroidered School Crest Monogram
Navy or Charcoal Evolux Fleece Jacket with Embroidered School Crest Monogram
~ **All Jackets worn in classroom must be regulation school jacket with Embroidered School Crest Monogram**
- **BELTS** Any Style Black or Brown Belt or Navy or Khaki Stretch or Magnetic Belt
~ **May be purchased elsewhere**
- **SOCKS** Black, Khaki, Navy, or White Socks
~ **May be purchased elsewhere**
~**Socks must be worn with Tennis Shoes**
- **SHOES** Tennis Shoes; Black or Brown Conservative Type School Shoes
~ **Must be closed toe with back; no “slide-on” shoes**
~ **Boots are acceptable**

PROHIBITED DRESS INCLUDES:

- facial hair
- streaking or coloring of hair in an unnatural manner
- body piercings
- tattoos
- flip flops or crocs
- camouflage
- see through clothing
- midriff tops or strapless tops
- Boys Hair – Hair length must neither touch the ear nor touch the collar or eyebrows – sideburns cannot extend below the ear lobes.

ANY ADDITIONS OR CHANGES TO THE DRESS CODE ARE LEFT TO THE DISCRETION OF THE ADMINISTRATION.

PE UNIFORM DRESS

PE uniforms are mandatory for classes that have a required dress code for PE (grades 7th – 12th). We suggest you write your name on the **outside** of the uniforms. (Order forms for PE uniforms can be printed online at www.gopca.org).

AFTER SCHOOL EVENTS - DRESS CODE **(football, baseball, softball, etc.)**

School uniforms are not required when attending after school events.

Indoor and/or Outdoor After School events

Students will be allowed to wear shorts of appropriate length and girls must wear tops that cover the shoulders to school events which take place outside. Hats may be worn at extra-curricular activities but cannot be worn backwards.

PHILOSOPHY OF CLASSROOM BEHAVIOR

The basic functions of the school are teaching and learning. Teachers have the right and obligation to teach. Students have the right and obligation to learn. Any behavior, which violates these rights or interferes with the performance of these obligations, is unacceptable behavior. The teacher decides what is acceptable in class and makes these expectations known to the students. The school has the right and the responsibility to either change or eliminate the source of any behavior that significantly interferes with teaching and learning. Students out of harmony with the spirit of the school will forfeit their attendance privilege.

Pinewood reserves the right to dismiss any student at any time it is determined, at the discretion of the headmaster, that the student's conduct and/or academic effort at the school is not in keeping with the best interests of the school and its students.

STUDENT BEHAVIOR

An important lesson effective schools should teach is discipline. Though it may not appear in a course guide, discipline is the foundation for the entire educational system. It is the key to good conduct and proper consideration for other people and helps the individual to develop self-control, character, orderliness and efficiency.

With a better understanding of the purpose of discipline in a school, the student can form a positive attitude toward it and help to make the school an effective place for learning. The best form of discipline is self-discipline. Since no student has the right to interfere with a fellow classmate's right to learn, it is expected that each student will exhibit the kind of personal self-discipline which is conducive to a good learning environment. The headmaster and faculty will enforce rules that are necessary for the efficient operation of the school; however, the parents have the primary responsibility for the proper conduct of their children.

CLASSROOM RESPONSIBILITIES

Students are expected to attend all scheduled classes. Failure to do so is considered a serious offense.

Students are expected to participate fully in classroom activities. Students should not put their heads on their desks. If the student is ill, he/she should request a pass to the office.

Unless planned lessons call for students to be out of their seats, students are to remain seated and use correct posture.

**The teacher, not the bell, dismisses students from class. Under no circumstances is a student to be in the classroom without a teacher or a teacher's written permission.

DISCIPLINARY PRACTICES AND PROCEDURES

The headmaster may implement the system of discipline he deems necessary to best serve the mission of Pinewood; for instance, a demerit system and/or the use of a disciplinary committee of teachers and students may be established. Forms of punishment deemed appropriate at Pinewood shall be in accordance with acceptable limitations in an academic environment, including corporal punishment, suspension and expulsion. Parental signed Disciplinary Forms are kept on file.

Procedures for student expulsion require the Headmaster meeting with the student and parents. A letter of expulsion will be given to the parents pending final review and termination made by the Board of Governors. The Board of Governors will mail the decision to the parents. **Suspension** will carry an automatic zero in each class, and the teachers are under no obligation to help students make up work.

CHARACTER

Character and reputation are second in importance only to Christian ideals. It is absolutely imperative that students conduct themselves, at all times, in a manner that suggests good character. While rules governing student conduct at school and school activities are very explicit, it is also expected that each individual conduct himself/herself, away from school, in a manner that will suggest good character and reflect positively on the Academy. Illegal, immoral or questionable activities away from school may jeopardize the future attendance of any student.

CELL PHONES

Possession or use of cell phones is prohibited during the school day. Students that bring their cell phone to school must turn in their phone to the office upon arrival at school. If at any time a cell phone is seen in the possession of a student during school hours, it will be taken and turned in to the front office. Administration reserves the right to view all material on cell phones that are taken up.

- 1st Offense \$25.00 Fine, 2 hours work detail on Saturday and parent must pick phone up at completion of work
- 2nd Offense \$50.00 Fine, 4 hours work detail on Saturday and parent must pick phone up at completion of work.
- 3rd Offense \$100.00 Fine, 8 hours work detail on Saturday and parent must pick up phone at completion of work.

Parents, do not call or text your child during school hours. In emergency situations please call the school office to speak with the secretary.

LEAVING CLASS

Students are not allowed to leave their classes to use the restroom or get water except in case of emergency. If it becomes necessary to leave class, students must have an official hall pass. Upon returning, students will give the pass back to the teacher. Students who use the hall pass to do other than what the teacher gave them permission to do will be considered skipping class.

PROFANITY

The use of profane, vulgar or obscene writing, speech or gestures will not be tolerated.

COURTESY

Pinewood encourages an atmosphere of respect and courtesy. To promote this atmosphere, students will address all faculty and staff with 'Yes Sir/Ma'am, No Sir/Ma'am' and display a respectful attitude at all times.

RESPECT

While in class, as well as any other area of the campus, each student is to behave in such a manner as to demonstrate respect for peers, adults and especially for himself/herself. An attitude of disrespect not only reflects poorly on the individual student but also infringes upon the rights of fellow classmates and makes the learning environment less effective.

Any long-term evidence of poor attitude will necessitate a teacher/headmaster/parent conference. Depending on the degree and evidence of poor attitude, punishment could be as severe as expulsion.

BOY/GIRL RELATIONSHIPS

Students should show respect for themselves as well as for their fellow students. They are expected to exhibit good moral behavior at all times. Public displays of affection will not be permitted.

MARRIED STUDENTS

Married students are not allowed to attend Pinewood.

PREGNANCY

A pregnant student or a student with a child will not be allowed to attend Pinewood.

CARE OF SCHOOL PROPERTY

Any student or group of students found to be guilty of deliberately defacing or damaging school property will be required to repair or replace it at the wrongdoer's expense.

PERSONAL PROPERTY

Do not bring any electronic devices to school. Do not bring large sums of money to school. The school will not be responsible for any personal property that may be lost, stolen or damaged at school.

GUM/FOOD

Chewing gum is prohibited anywhere on campus during the normal school hours. There is to be absolutely no eating or drinking of beverages in school except in the lunchroom, picnic areas, and primary classes.

TOBACCO/TOBACCO PRODUCTS

Tobacco in any form is prohibited at Pinewood. Possession or use of tobacco will result in suspension.

ALCOHOL AND OTHER DRUGS

Alcoholic beverages and illicit drugs are **absolutely forbidden** on the Pinewood campus. Being under the influence of or in possession of any of these substances will result in immediate expulsion and notification of law enforcement officials.

Random drug testing for students will be done throughout the school term. Any drug test can be administered if deemed necessary by administration. If a drug test is failed a second drug test will be administered immediately. If the second drug test is failed the student is subject to suspension/ expulsion as deemed necessary by the board of governors.

Any student found to be under the influence of and/or in possession of alcohol or illegal drugs must submit to proper drug testing if administration deems it necessary. A student who refuses to submit to a test will be subject to immediate expulsion.

FIGHTING AND INSUBORDINATION

Fighting or insubordination will not be tolerated.

HAZING

Abusive and humiliating tricks used to induct or initiate members into clubs, sports or other activities are forbidden.

WEAPONS

Knives, guns or any items considered to be a weapon are prohibited from campus and all school events.

HARASSMENT POLICY

Harassment of any kind will NOT be tolerated.

A student shall not harass another student, employee, or patron through disparaging conduct or communications or gestures. Harassment includes racial harassment, sexual harassment, and bullying.

- A. Racial harassment may include:
 - 1. Oral or written statements or gestures having demeaning implications made or sent to an individual or individuals.
 - 2. Gestures or conduct rooted in racial prejudice or racial factors of consideration that signal contempt toward another of any race.
- B. Sexual harassment is an unwelcome advance, request, or other verbal or physical conduct of a sexual nature that results in the conduct having the purpose or effect of unreasonably interfering with work or learning performance or creating an intimidating, hostile or offensive working or learning environment.
- C. Bullying is any willful attempt or threat to inflict on another person, when accompanied by an apparent present ability to do so or any intentional display of force giving the victim reason to fear or expect immediate bodily or emotional harm.

Georgia law mandates: that upon finding that a student in grades 6 – 12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school. (NOTE) At Pinewood (which doesn't have an alternative school), the offending student will be subject to suspension and possible expulsion.

Student Clubs/Organizations/School Wide Activities

PALS (PRAISING A LIVING SAVIOR) ~Rev. Tom Sollosi~

~Open to all students in grades 7th through 12th ~. PALS meet weekly during the high school lunch period. Students will take their lunch with them to the meetings. Current topics that affect the Christian life style are discussed by the faculty club sponsor and open to the students for comments or questions.

FCA (FELLOWSHIP OF CHRISTIAN ATHLETICS) ~Rev. Jimmy Griffith~

~Open to students in grades 7th through 12th ~ Students **do not** have to be on a sports team to participate. FCA has monthly meetings as well as special events throughout the year.

HONOR SOCIETY ~Mrs. Susan Todd~

~Students in grades 7th -12th ~ who maintain Honor or Achievement Roll status for one complete semester are eligible upon nomination for membership in the Patriot Honor Society. Students are required to keep Honor Roll or Achievement Roll status in order to continue membership in the Honor Society.

PRAISE BAND ~Mr. Jimmy Griffith~

~Open to students in grades 7th through 12th ~Students who have interest in singing or playing a musical instrument in the Praise Band should contact Mr. Griffith. This group will perform weekly during the Chapel service for grades 7th through 12th .

DRAMA ~Mrs. Becky Thrift~

~Open to students in grades 7th through 12th ~ A successful school recognizes that students are multi-faceted. Here at Pinewood Christian Academy we strive to develop the potential of our students in all areas, including the fine arts. One avenue of fine arts exploration is participation in One-Act Play which is a division of Literary. A one act play is a play that takes place in one act or scene, as opposed to plays that take place over a number of acts. Students participate in a selection process where they audition for parts in the play. Whether a student is selected for a major or minor roll or as a member of the stage crew, each person is important to the success of the final product. Before competing at the regional level, it has become a tradition at PCA to perform for the home crowd at an annual Dinner Theater. Then, cast and crew head to region competition and hopefully on to state competition. Students who participate in one-act gain confidence in public speaking, stage presence, and teamwork, all life skills that contributes to the self-worth of an individual.



STUDENT CLUBS/ORGANIZATIONS continued on next page

STUDENT CLUBS/ORGANIZATIONS CONTINUED:

LITERARY

~Mrs. Miriam Usry~

For many years, PCA has competed in the GISA Literary Meet held annually in the spring. Competition is held in music, writing, and speaking. Categories include Boys' and Girls' Solo, Girls' Trio, Boys' Quartet, Piano, Humorous Oral Interpretation, Dramatic Oral Interpretation, U.S. Extemporaneous Speaking, International Extemporaneous Speaking, Spelling, Boys' and Girls' Argumentative Essay and Personal Essay. Pinewood has always finished as one of the leading schools at Region competition. Winners then proceed to State competition from which numerous state winners have emerged through the years.

MISS PCA PAGEANT ~Mrs. Deidre Pinckard~

The school held its first "Miss PCA" Pageant in 1971. Mrs. Henri Etta Rogers, an original faculty member has been the pageant director since 1972. Girls in grades 9th through 12th may participate. Commitment and hard work are required. The contestants attend classes which train them in the areas of poise, stage presence, interview skills and public speaking. Contestants participate in a musical opening, evening gown presentation and finalist are asked a question. The pageant is usually held during the spring of the year (March or April). A scholarship is awarded to the winner.

JR./SR. PROM

~Jr. Class Homeroom Teachers~

The Prom is always held at the Pinewood campus in the month of May. The Junior class decorates the gym area for the dance. The school has a ½ early dismissal for all students the day of the Jr./Sr. Prom. Supper is catered. Students normally arrive early for pictures. Parents are allowed only for the arrival of students and are not allowed to remain during the dance unless they have been invited to be a chaperone.

Emergency Procedures

Orderly evacuation of the classroom is necessary in the event of an emergency. Each room has an emergency evacuation route. Students should familiarize themselves with the directions posted in the classroom. During emergency evacuations, students are to remain quiet and follow the instructions of the teachers. Emergency procedures should be taken seriously—they could save a life!

Fire Drills are required. When the fire alarm sounds, all occupants of the various wings will evacuate the buildings immediately through assigned exit routes, according to plans in each classroom.

Tornado Drills will be scheduled during the school year. When the alarm sounds, students will move to the places designated on the tornado drill instructions posted in each classroom.

BAD WEATHER DURING THE SCHOOL DAY

Bad Weather situations may arise during the school day. The administration will monitor the current weather conditions and will make decisions to best protect the students at the appropriate time.

PARENTS – PLEASE DO NOT CALL THE SCHOOL.

Please Note: Students will not be released to parents to leave the school campus nor will school buses leave the school campus while the school is under a tornado or a severe weather warning.

Notification to Parents will be sent immediately when a decision has been made to release students early due to a weather situation. Parents will receive an alert message via School Cast. It is the parents' responsibility to make sure that correct telephone numbers and email addresses are on record for the School Cast system.

Miscellaneous Policies/Procedures

UPPER SCHOOL “CLASS” RULES

- Only grades 9 - 12 are allowed to sponsor fund-raisers.
- Only grades 9 - 12 will collect class dues. Class dues in the amount of \$50.00 must be paid by each student. Class dues must be paid or student cannot attend prom. Each student must pay class dues in grades 9th – 12th.
- Each class (grades 9-12) will vote on and adopt class fund-raisers.
- Homeroom teachers will serve as class advisors.

ELECTIONS

- **Class officers**
 - ✓ Each upper grade (7 - 12) will elect a president, vice-president, secretary, treasurer and reporter. (Duties of these officers may be combined at the discretion of the class.)
 - ✓ Balloting will be supervised by the class homeroom teachers, and the winners shall be determined by majority vote.
 - ✓ A complete and up-to-date list of these officers shall be provided to the headmaster no later than the third week of the first grading period each school year.
- **Homecoming Queen and Court**
 - ✓ Homecoming activities are sponsored each year and election of the Queen and her Court are held.
 - ✓ Grades 7 - 9 are to select one representative each; grade 10 is to select 2 representatives; grade 11, 3 representatives; grade 12, 4 representatives.
 - ✓ Two ballots will be held. The first will select representatives by grade; the second will select the Queen and her Princess as a result of voting in grades 7-12.
 - ✓ The Queen will reign for one year from the night of her coronation and is expected to be present at the following year's ceremonies. In the event of her absence, the Princess will reign.



MISCELLANEOUS POLICIES & PROCEDURES continued on next page

MISCELLANEOUS POLICIES & PROCEDURES CONTINUED:

CARE OF TEXTBOOKS

Textbooks are provided at no charge to each student with the understanding that they will be maintained and returned in proper condition. (Exception – There may be charges for paperbacks, scholastic material and notebooks or covers to protect paperback books). If a book is abused or lost, the student will be responsible for repair or replacement cost. Report cards will be held at the end of the year until all books charges have been paid. **Mandatory book covers are required for all hardback books. Stretch fabric covers are not acceptable.** Students may purchase PCA book covers from the upper school office for 1.00 each.

FLOWER/GIFT DELIVERIES

No flowers, balloons, candy, stuffed animals, etc. may be delivered to Pinewood during the school day for any student.

CAR PICK-UP PROCEDURES

Parents picking up students in the car line must have the students name displayed in the car window to avoid delays. The school “prefers” that you use the orange hanger sign provided by the school. Each family will get one at no cost. Each additional sign will be \$5.00. Some families prefer additional signs to avoid “swapping” the sign from vehicle to vehicle. If you would like to purchase a replacement or additional sign(s), please contact the office. The signs will be available throughout the year. If your child is meeting you in the parking lot you must park in the student parking area not beside the tennis courts to avoid students having to cross the road unsupervised.

GRADUATION

Senior high school students at Pinewood are required to earn a minimum of 24 Carnegie units of credit in order to graduate. A Carnegie unit is a unit of credit given for a course that meets five days a week for the entire school year. Specific subject requirements are available upon request.

No student who fails a subject during his/her senior year will be allowed to graduate.

All students who are eligible are required to participate in Honors Night, Baccalaureate and Graduation ceremonies. The only exception is for extreme emergency and should be cleared with the headmaster.



MISCELLANEOUS POLICIES & PROCEDURES continued on next page

MISCELLANEOUS POLICIES & PROCEDURES CONTINUED:

MEDICATION

All medication brought to school (e.g. antibiotics, analgesics, cough syrups, etc.) **must** be kept in the office. Prescription medicines must be in the original bottle indicating the child's name, name of medicine and dosage. A note from the parent must be with the medication requesting the office staff give the student the medicine.

PARENT-TEACHER CONFERENCES

At the request of either the parents or the teacher, parent-teacher conferences may be scheduled through the counselor's office. Conferences may be scheduled for a teacher's planning period, but parents are encouraged to schedule such conferences after school hours in order to avoid interference with the normal school day. All parent-teacher conferences must be monitored by the counselor or an administrator.

CHANGE OF ADDRESS/PHONE NUMBER/CHILD CUSTODY, ETC.

Any time a student's vital information changes, please notify the office.

FUND-RAISING PROJECTS

All school-related moneymaking projects are to be approved and scheduled through the headmaster's office.

SCHOOL DANCES

School dances or parties must be approved by the headmaster at least 30 days in advance. The Homecoming Dance and the Junior Senior Prom are always held at the school. The Homecoming Dance and the Senior Prom are held on the Pinewood campus.



MISCELLANEOUS POLICIES & PROCEDURES continued on next page

MISCELLANEOUS POLICIES & PROCEDURES CONTINUED:

FIELD TRIPS/TRAVEL POLICY

All students leaving Pinewood on a school-sponsored or school-related activity must turn in the completed field trip waiver enclosed in your school packet. NOTE: All clothing worn on field trips must conform to the student dress code. Field trips are planned for students that relate to their academic studies or special seasonal educational activities. Parents will be notified in advance of field trip times, cost (if any) and location. No parents other than those asked to be a chaperone are allowed to ride the bus to or from class trips with the students. Students who attend any school sponsored function that ends prior to the end of school are required to return to campus. Students not returning will be marked absence beginning the time the rest of the group returns unless prior administrative approval has been granted. Parents are required to sign students out with the supervising staff member, when this option is available. Parents may sign another student out if they have a signed note from the other child's parent stating their approval.

All such outings are to be cleared and scheduled through the headmaster's office. **Field trip information notes sent home MUST be pre-approved by administration.**

BUILDINGS AND GROUNDS

A great deal of hard work and effort has gone into creating the environment enjoyed at Pinewood. Accordingly, students and parents are asked to respect certain rules concerning use of the facilities.

Students are restricted in terms of access to the gym, weight room and rear areas of the building, except during an organized class or under the supervision of a teacher.

No one is permitted free access to the building and surrounding grounds without first clearing through the school office. This is especially important during school hours.

At Break: Students in the lower school are to go outside at break unless the teacher has given them permission to remain in the classroom.

*Students in the upper school are not allowed in classrooms at break or lunch unless there is a teacher present. They are to go to the lunchroom or to the area designated outside for high school students.



MISCELLANEOUS POLICIES & PROCEDURES continued on next page

MISCELLANEOUS POLICIES & PROCEDURES CONTINUED:

LOCKERS

Students in the upper school are not to congregate around their lockers during lunch and break.

Lockers are to be kept clean and orderly. Lockers are subject to inspection at any time without notice. Do not write on them or stick anything on the inside or outside of the locker surface.

CLEAN UP

All areas of the school will be kept in proper order at all times. Each homeroom is assigned an area to keep clean and will be expected to maintain that area.

SCHOOL PICTURES

All school and class pictures will be taken by the current company holding the photographic contract. All sports pictures must be paid for in advance. Picture order forms are available in the office. Dates for pictures will be found in the school calendar and on the Website.

YEARBOOK

Students who purchase a yearbook must pay in full before the order is placed.

BUS RIDERS

All students will remain seated at all times, and the school rules apply as if in school. Students who do not normally ride a bus but find it necessary to ride on occasion will be asked to pay a small fee of **\$4.00 per way**. Prior permission must be granted to insure maximum capacity has not been met for the route. **This fee will be added to your monthly statement, no cash will be accepted by the bus driver.**

Students who ride the bus should avoid planning slumber parties or other gatherings and expect guests to ride the bus home. There is limited room on the buses, and the seats must be saved for those students paying to ride. Prior permission must be granted by the office before students can ride (the \$4.00 fee still applies). This decision will be made by verifying the capacity of the bus used.



MISCELLANEOUS POLICIES & PROCEDURES continued on next page

MISCELLANEOUS POLICIES & PROCEDURES CONTINUED:

LOST & FOUND

Book bags, gym bags, books, clothes, or any items not kept in the proper locker areas will be turned in to the office 'lost and found'. Items may be retrieved by students paying a \$1.00 fine for books and \$2.00 for bags. Announcements or made to remind students to check the lost and found. All clothing not claimed will be removed from the school.

TELEPHONE ACCESS TO STUDENTS

The phone in the office is available to students to contact their parents due to illness and change in scheduled sports activities. Early departure arrangements must be made in advance, not during the school day.

Students will be called to the phone ONLY in EXTREME emergencies, and only messages of an urgent nature will be delivered to students.

Students who have received a message will be called to the office and given messages during their break, lunch or prior to dismissal of school.

Students will not be called out of class for phone calls unless the office deems it an extreme emergency.

STUDENT SCHOOL INSURANCE

Student insurance is included in your tuition fees. The plan covers all school sponsored and supervised activities. The coverage includes classes, field trips, sports, etc. Should your child have a school-related accident, contact the school office **within 24 hours** to report the incident and obtain a claim form. The insurance will pay 80% of remaining charges after you primary insurance has paid. Coaches or teachers' documentation of any accident is required for obtaining a claim form. Advise your child always to let their coach or teacher know of any injury they may have immediately.



MISCELLANEOUS POLICIES & PROCEDURES continued on next page

MISCELLANEOUS POLICIES & PROCEDURES CONTINUED:

DRIVING TO SCHOOL

Being allowed to drive an automobile to school is a privilege extended to students at Pinewood. However, there are some rules to comply with in order to do so.

- During the first week of school, each student who drives to school must register his/her automobile in the upper school office by completing the required form. Parents are required to sign this form along with the student. Upon completion of the registration, the office will issue a numbered parking decal that is to be affixed to the rear view mirror of the vehicle. The parking decal must be displayed in the proper location of the student's car at anytime the car is on school property. There will be a nominal charge of \$2.00 for the parking decal, \$1.00 for a second vehicle parking decal or replacement of a lost parking decal.
- The maximum speed limit on the campus is 15 mph. In most cases, a slower speed will be more appropriate.
- Speeding and reckless driving will result in an immediate suspension of driving privilege, and in extreme cases, the possibility of arrest.
- Upon arriving at the campus each morning, park the vehicle, lock it and report to class. Sitting in the vehicle and loitering in the parking lot will not be allowed. **Students may not return to their cars before the dismissal bell for any reason.** Make sure you bring in books, lunch, gym clothes, etc.
- Do not drive vehicles onto the practice fields or areas to the inside of the track. Student vehicles are to remain in the student parking lot during and after school hours as long as the driver remains on campus.
- Loud mufflers, Loud sound/music are not allowed.
- Park cars in lines directly behind the faculty parking area. The Faculty & Staff park in row 1, Seniors park in row 2, Juniors park in row 3 and Sophomores park in row 4.

SPECIAL NOTE:

The headmaster reserves the right to make the decision concerning any controversy which may arise from infractions not covered in this handbook. He may also add new policies during the course of the year, as necessary, to preserve the tranquility and purpose of the school.

ASBESTOS MANAGEMENT PLAN

The management plan for asbestos containing building materials (ACMB) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan is on file at the school office and is available for public inspection.

Sign-Off Sheet ~ 2011-2012
PINEWOOD CHRISTIAN ACADEMY
Bellville, GA 30414

Please complete all three (3) sections and return them to school by August 19, 2011.

Part

Acknowledgement of Receipt

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T n i

I acknowledge my receipt and my review of the Pinewood Christian Academy 2011-2012 Parent and Student Handbook and will abide by the rules and regulations contained therein and have reviewed them with my child/children.

Part

Authorization to Photograph

~Please select ONE of the boxes below.

I give permission for my child/children to be photographed or videotaped for the purpose of visually depicting a program or activity for a presentation or publication. (Ex: school website)

I do NOT give permission for my child/children to be photographed or videotaped for the purpose of visually depicting a program or activity for a presentation or publication. (Ex: school website)

Part

On Campus Recruitment *(applies to High School only)*

~Please select ONE of the boxes below.

I give my permission to release the name, address, telephone number of my child, _____, to recruiters for the military.

I do NOT give my permission to release the name, address, telephone number of my child, _____, to recruiters for the military.

Student Name(s): (please list all students in the family) _____

Parent/Guardian Name: (please print) _____

Parent/Guardian Signature: _____

Date: _____