



STUDENT AND PARENT HANDBOOK

2025/2026





PARENT/ STUDENT HANDBOOK

Pan American Christian Academy

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ACRONYMS USED IN THIS HANDBOOK

AASB: Association of American Schools of Brazil
ACSI: Association of Christian Schools International
ACT: American College Test
AP: Advanced Placement
ENEM: Exame Nacional do Ensino Médio
ESO: Expected Student Outcome
GPA: Grade Point Average
MAP: Measures of Academic Progress (NWEA)
MEC: Ministry of Education/Culture (Ministério de Educação e Cultura)
NHS: National Honor Society
PASS: Pupil Accountability/Study Skills
PSAT: Preliminary Scholastic Aptitude Test
SAT: Scholastic Aptitude Test
STUCO: Student Council
TOEFL: Test of English as a Foreign Language
VUNESP: Foundation for the Entrance Exam of the São Paulo State
University

ACCREDITATION AGENCIES



AFFILIATION

PACA has membership in the following organizations:

- ASSOCIATION OF AMERICAN SCHOOLS IN BRAZIL (AASB) - an association organized to bring greater cooperation among the English-speaking schools of Brazil and to upgrade instruction in these schools.
- AMERICAN INTERNATIONAL SCHOOLS IN THE AMERICAS (AMISA) - an association with a mission to enhance the quality of education in American/international member schools.
- ASSOCIAÇÃO INTERNACIONAL DE ESCOLAS CRISTÃS - BRASIL – a branch of ACSI, founded in 2003. Several PACA staff members are founding members of this association and voluntarily participate in many different areas of the association's program and services.

STATEMENT OF FAITH

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His vicarious death, in atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, bodily return in power and glory.

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is essential. We believe that salvation is by grace through faith, apart from works and/or observances such as baptism, confirmation, or church membership.

We believe in the verbal, plenary inspiration of the Scriptures—both Old and New Testaments—so that the Bible is the infallible, authoritative Word of God.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost—those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in Christ.

We believe that God created the universe, including the earth, out of nothing.



WELCOME LETTER

Welcome to Pan American Christian Academy, a dynamic Christian school in São Paulo, Brazil. We are glad to have you as part of the PACA family.

Since the school's foundation in 1960, God has been the center of all that is PACA and anything that has been accomplished at the school during this time is to His glory. This year's theme verse is Colossians 3:23-24 – "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

In the 2025/26 school year, we envision our students as Catalysts—agents of transformation who reflect Christ in both character and action. A Catalyst leads by serving, recognizing that true influence begins with humility and a heart for others. As they grow in faith and knowledge, they develop as leaders, equipped with wisdom, courage, and compassion to impact their communities. Above all, a Catalyst lives as salt and light—preserving truth, promoting peace, and shining God's love wherever they go. Through service, leadership, and faithful witness, our students will become catalysts for change in the world around them.

This Parent/Student Handbook is published at the beginning of each year with detailed guidelines and policies for school participation. It is revised annually and distributed digitally to each family. Your presence at PACA should be representative of your personal commitment to adhere to all the standards and regulations found in this handbook.

During the course of the year, you also may find items of interest that are not covered in this booklet. In these matters, the school leadership will have the final word, seeking to have all things firmly rooted in God's Word. No handbook can totally cover all of the school's numerous practices and procedures. Please do not hesitate to ask for further information or assistance. We are here to serve you.

As we begin this new school year, we look forward with great anticipation to what God will be doing in our lives.

Have a great year at PACA!

God is at work.

Yours in Christ,
Stephen Meier
Superintendent

PURPOSE AND EXPECTED STUDENT OUTCOMES

The biblical worldview PACA promotes develops students within Biblical guidelines, promoting growth in all aspects of life – intellectual, spiritual, social-emotional, cultural, and physical, leading each one to become mature, attaining to the whole measure of the fullness of Christ (Eph. 4: 13).

In a nutshell, the school seeks to uphold the motto Nurturing Hearts, Developing Minds, Educating for Eternity.

In 2021, PACA's Board of Trustees re-established the ultimate/ideal character to be developed in PACA students:

Pan American Christian Academy students grow to become whole, to achieve, and to be stewards and catalysts for God in His world.

Whole

1. Loves God with heart, soul, and strength
 - a. Heart – Pursues knowing God
 - b. Soul – Commits life to God (mind, will and emotions)
 - c. Strength – Cultivates the fruit of the Spirit
2. Loves neighbor as oneself
 - a. Values the dignity of the Imago Dei in all persons
 - b. Develops authentic relationships
 - c. Pursues God's best for others
3. Lives in the fear of the Lord
 - a. Walks humbly with God
 - b. Thinks God's thoughts after him
 - c. Acts justly and loves mercy

Achiever

1. Exhibits a growth mindset
 - a. Embraces challenges and welcomes feedback
 - b. Values failure as an opportunity for growth
 - c. Exhibits grit, leading to mastery
2. Takes ownership of learning
 - a. Is self-aware as a learner (metacognition)
 - b. Thinks Christianly and reasons critically through the lens of Scripture
 - c. Masters essential skills and habits
3. Solves authentic problems
 - a. Navigates personal challenges biblically
 - b. Applies knowledge and skills appropriate to new challenges
 - c. Acquires new knowledge and skills necessary for success

Steward

1. Cares for time, resources, and talents
 - a. Lives within God-given boundaries and standards, as well as personal limitations
 - b. Uses resources wisely
 - c. Develops God-given gifts and personal “bent”
2. Cares for God’s creation
 - a. Is committed to sustainability
 - b. Sees all of life as sacred
 - c. Takes personal responsibility
3. Cares for God’s Kingdom
 - a. Interacts with and engages unbelieving worldviews
 - b. Participates in outreach activities
 - c. Engages in discipleship

Catalyst

1. Is a Servant
 - a. Looks beyond oneself
 - b. Responds to perceived needs of others
 - c. Invests time and resources in others
2. Develops as a Leader
 - a. Listens and empathizes, focuses on others’ growth
 - b. Is authentic and dependable, inspiring trust
 - c. Equips and empowers others to lead
3. Is Salt and Light
 - a. Elicits spiritual hunger and thirst in others for Christ
 - b. Acts as a lamp for truth, righteousness, and justice
 - c. Advocates courageously for the cause of Christ

These ends, also known as **Expected Student Outcomes**, guide PACA’s educational philosophy. To accomplish these ends, PACA’s curriculum includes not only academic courses taught from a biblical worldview, but also instruction in Christian living and service, as well as co- and extracurricular activities. The course of study aligns with both American and Brazilian educational standards, with a strong emphasis on university preparation.

Mission

To nurture and prepare young people, through quality education rooted in biblical truth, to impact their world through Christ.

Vision

To be a leading international Christian school that:

- Provides a high-quality education while integrating biblical truth into all areas of learning
- Challenges students to love, to learn, and to live out the Christian faith
- Prepares students to go into the world to share the gospel
- Promotes the cause of Christian education throughout the world

Core Values

- Recognize the Bible as the revealed, infallible Word of God, taught as truth
- Commit to serving the missionary and full-time Christian ministry communities
- Implement a quality American program that includes a well-developed Brazilian program, effectively preparing students for university studies
- Employ Christian personnel who model Christ in teaching, leading, and discipling students
- Commit to academic excellence, maximizing each student's potential while equipping them to think critically within a biblical worldview
- Appreciate a multicultural community that prepares students for successful interaction in a diverse, interdependent world
- Support the parental responsibility for the education of their children
- Encourage active participation in local evangelical churches
- Promote the development and well-being of PACA employees
- Facilitate school-wide participation in community service and outreach
- Encourage parents to raise their children within a biblical family structure

CURRICULUM PHILOSOPHY

Instruction is offered from preschool through twelfth grade, following a curriculum developed specifically for PACA. The Elementary program serves students in Kindergarten through Grade 5; Middle School includes Grades 6–8; and High School encompasses Grades 9–12. Core classes in High School are organized into six departments: Bible, English, Portuguese, Mathematics, Science, and Social Studies. A variety of electives are also offered. The primary emphasis at all levels is on college preparation.

PACA's curriculum is rooted in a **biblical worldview**. The Bible teaches that a right understanding of God is the beginning of knowledge, as God is the Creator of all things and the ultimate source of truth. Students are taught to see and interpret the world through the lens of Scripture. Since every worldview is shaped by a standard of truth, PACA intentionally equips students to reason critically from a biblical perspective in every subject area.

The curriculum emphasizes the **mastery of essential skills** in the elementary and middle school years and provides a **rigorous college-preparatory program** throughout high school.

Teaching Principles

PACA believes that learning is an interactive process involving the **learner**, the **curriculum**, and the **teacher**. The Bible teaches that human beings are made in the image of God, with the capacity to know and seek truth. Truth is absolute, unchanging, and knowable.

Because learning is dynamic and relational, the teacher plays a vital role. The teacher provides structure and the process by setting clear instructional objectives. Concepts, principles, and conclusions are developed through teacher-guided thinking, intentional learning activities, and the natural unfolding of the learning process.

Language Arts (English and Portuguese)

The language arts program is founded on the truth that God is the supreme communicator (John 1:1). Throughout Scripture, we see God as the Creator of the Word and of images used to communicate truth about Himself (Psalm 19:1–4). Jesus taught truth through language—using sermons, stories, and conversations (Matthew 5:1–48; Luke 9:18–20; Luke 10:25–37).

The study of literature equips students to learn stories that most effectively help them share the Gospel with people from all nations (Matthew 28:18–20). As Christians, we are called to recognize and understand God's truth so that we can think, write, and communicate it clearly, impacting the world for God's Kingdom (1 Peter 3:15).

Mathematics

Mathematics, when taught in the light of biblical truth, reveals the majesty and excellence of God's nature and character. It helps students understand the physical world, promotes the development of analytical thinking, and trains the mind. Under the guidance of the Spirit of Truth, a trained mind can reason with and through the Scriptures, applying knowledge for the glory of God (Romans 1:20; Romans 12:2).

Science

Science must begin with the unshakable belief that, “In the beginning, God created the heavens and the earth” (Genesis 1:1), and that “through Him all things were made; without Him nothing was made that has been made” (John 1:3). It is equally important to understand that God intimately and continually sustains His creation (Psalm 104).

As Christians, we have a responsibility to study and understand creation in order to grow in our appreciation for the greatness of God. God has given humanity dominion over creation (Genesis 1:28), and with that comes the responsibility to make informed, wise decisions about how to care for and steward the world He has made.

Social Sciences

The social sciences explore how mankind carries out the cultural mandate given by God, living in community and relationship within specific times and places (Genesis 9:1). Through the study of history, geography, economics, and human behavior, we recognize humanity’s fallen condition (Romans 3:23) and seek to understand and demonstrate God’s sovereignty throughout time (Deuteronomy 4:39).

God oversees personal growth, conflict, resolution, and restoration, and He determines the course of nations through the centuries (Psalm 47:2, 8). At its core, the study of social sciences is about relationships—between man and man, man and the earth, and man and his God (Psalm 71:17–18).

Bible

The Bible is God’s inspired, inerrant, and infallible revelation to humanity and serves as the ultimate standard for knowledge and truth. Jesus taught that the greatest commandment is to love God with all our heart, soul, and mind (Matthew 22:37). Therefore, the Bible should be taught as an academic subject that prioritizes both cognitive and affective goals—connecting head knowledge with heart transformation.

The study of Scripture equips students with the knowledge and skills needed to understand and apply God’s Word in their daily lives, fostering a growing relationship with Christ. It lays the foundation for making wise decisions in light of biblical principles and for living as Spirit-led disciples in the ongoing process of sanctification.

True application of God’s Word comes from understanding it and responding to the work of the Holy Spirit, who alone can transform hearts and minds. As such, the study of the Bible provides the worldview foundation for every academic, social, and spiritual endeavor at PACA.

The goal of our Bible program is to promote a disciplined, lifelong engagement with God’s Word—sparking curiosity and leading students to love God with all their heart, soul, and mind, as His image bearers and ambassadors in the world.

Physical Education

Physical education is grounded in the truth that the body is the temple of the Lord (1 Corinthians 6:19–20). God has gifted each individual with unique abilities and calls us to steward those gifts by striving toward our full potential (Colossians 3:23).

In physical education classes, students learn to discipline their bodies through participation in a variety of physical activities. These experiences are shaped by biblical principles, which set standards distinct from those of the secular world—such as living in

peace with everyone and treating others as we would want to be treated (Hebrews 12:14; Luke 6:31).

Fine Arts

The fine arts program nurtures students' ability to observe, analyze, and critique the beauty and meaning found in the arts. "The heavens declare the glory of God; the skies proclaim the work of His hands" (Psalm 19:1). Through a Christian worldview, students are encouraged to evaluate the world around them, recognize God's creation, and affirm its goodness: "God saw all that He had made, and it was very good" (Genesis 1:31).

The program also provides opportunities for students to develop their God-given gifts through experiences in music, theater, and visual art. As Scripture reminds us, "I have filled him with the Spirit of God, with skill, ability, and knowledge in all kinds of crafts" (Exodus 31:3). The arts serve not only as a form of creative expression but also as a means of worship and testimony to God's glory.

DUAL DIPLOMA PROGRAM

As an international school in Brazil, PACA offers an educational program that integrates two distinct curricular frameworks—the **Brazilian BNCC** and the **American AERO** standards. Students have the unique opportunity to engage with the full content required by both the Brazilian and American education systems.

This dual diploma approach is designed to enhance students' **critical thinking** and **analytical skills** by exposing them to diverse methodologies and perspectives across curricular components. Such multifaceted engagement deepens their understanding and equips them to synthesize information from various sources, fostering advanced analytical and problem-solving abilities.

The implementation of the Dual Diploma Program directly supports PACA's pursuit of **academic excellence** and alignment with its **Expected Student Outcomes (ESOs)**. Through this program, students grow as:

- **Whole** individuals, grounded in biblical truth and personal integrity;
- **Achievers**, well-prepared for higher education opportunities in Brazil, the U.S., and beyond;
- **Stewards**, disciplined and capable of managing the demands of two rigorous academic systems;
- **Catalysts**, culturally aware and equipped to impact their world for the glory of God.

Ultimately, PACA's Dual Diploma Program lays a strong foundation for success in higher education and professional life, while nurturing students who live out their faith as global ambassadors for Christ.

Bicultural Education:

PACA's Dual Diploma Program is designed to provide students with a bicultural education, fostering a deep understanding and appreciation of both **Brazilian and American cultures**. This approach is especially meaningful for a school located in Brazil that primarily serves Brazilian students.

As part of this commitment, PACA celebrates important civic holidays from both countries, such as **Brazil's Independence Day (7 de Setembro)** and **Thanksgiving**.

Students learn to sing both national anthems, as well as **Brazil's Independence Hymn**, reinforcing cultural identity and respect for the heritage of both nations. By embracing the values, history, and traditions of Brazil and the United States, PACA prepares students to navigate and contribute meaningfully to both cultural contexts—locally and globally.

Biblical Integration:

Biblical integration in the curriculum involves the intentional incorporation of **biblical principles, perspectives, and teachings** into both educational content and teaching methods. This approach is foundational to PACA's mission to provide a **holistic education** that aligns with **Christian values and beliefs**. Its application is **two-fold**:

a. Content Integration

Biblical truths and principles are thoughtfully embedded into various subject areas, such as science, history, literature, and mathematics.

- In **science**, the curriculum explores the intricacies of the natural world through the lens of creation, emphasizing order and complexity as evidence of intelligent design.
- In **history**, students are taught from the perspective of a sovereign God who actively works through time and nations.

Teachers present content through a **Christian worldview**, guiding students to recognize how biblical principles relate to and inform all areas of study and life.

b. Biblical Literacy

Bible classes, chapel services, and discipleship programs are integral parts of the curriculum, aiming to deepen students' understanding of Scripture. These experiences help students grasp the Bible's historical context, apply its teachings to daily life, and develop a comprehensive **biblical worldview**. Students are also encouraged to engage critically with both secular and religious perspectives, learning to analyze and synthesize information in light of their faith.

Language Proficiency:

PACA's Dual Diploma Program places a strong emphasis on **proficiency in both Portuguese and English**. Students are expected to speak, read, write, and comprehend both languages fluently, reflecting the school's commitment to academic excellence and cultural competence in both Brazilian and American contexts.

As an international school, PACA also encourages the study of **other global languages**, such as French and Spanish, recognizing their value in today's interconnected world. However, these are considered supplementary and are **not the primary focus** of the language program.

Academic Standards and Opportunities:

By combining the Brazilian and American curricula, PACA provides students with the **academic rigor and enrichment opportunities** of two robust educational systems. This dual approach ensures a well-rounded academic experience and prepares students for higher education both in Brazil and internationally.

To monitor student progress and uphold high academic standards, students participate in:

- MAP Testing (MS twice a year) (ES three times a year) to assess progress in alignment with American standards
- Avaliação VUNESP (once a year) to meet Brazilian educational requirements

Additionally, PACA students have the opportunity to engage in **academic competitions** from both Brazil and the United States, including:

- OBMEP (Brazilian Mathematics Olympiad of Public Schools)
- Simulado ENEM
- Knowledge Bowl
- Model United Nations (MUN)

These experiences challenge students to apply their knowledge, build critical thinking skills, and pursue academic excellence beyond the classroom.

University Preparation:

PACA's Dual Diploma Program equips students for **higher education opportunities in multiple countries**. By fulfilling the requirements of both the Brazilian and American educational systems, students are well-positioned to apply to universities in Brazil, the United States, and other countries around the world.

This academic flexibility opens doors to a **wider range of university options**, as students can meet diverse admissions criteria with ease. Today, both **ENEM scores** and **SAT results** are widely accepted by institutions globally, allowing PACA graduates to confidently pursue their academic goals across international contexts.

Certification and Diplomas:

Students enrolled in PACA's Dual Diploma Program have the opportunity to earn **two diplomas** upon graduation—one recognized by the **Brazilian educational system** and one by the **United States educational system**. This dual certification affirms the student's completion of the academic requirements in both countries, providing a strong foundation for pursuing higher education either in Brazil or internationally.

VISITORS ON SCHOOL CAMPUS

Parents & Visitors Access to the School Campus

All **parents, legal guardians, family members, and visitors** are required to **check in at the reception** upon entering the campus and to wear a **visitor's badge** while on the premises between **8:00 a.m. and 3:30 p.m.** on school days.

Parents are kindly reminded to **avoid disrupting classroom instruction** during visits. For the safety and privacy of all students, parents and visitors are **not permitted to take photographs** of children other than their own or of school personnel without prior authorization.

Student Visitors

Students who wish to bring a visitor to school must submit a request **at least one day in advance** to the appropriate principal. Visiting students may only come to campus **after 12:20 p.m. and no more than once per quarter**, unless special permission is granted.

All student visitors must **sign in at the office**, obtain a **visitor's name tag**, and **follow all school rules**, including the general dress code. (Please note: school uniforms are not required for visitors.)

SCHOOL ROUTINE

SCHEDULE	START OF SCHOOL	LUNCH/RECESS	END OF DAY
Preschool	8:00	11:15 - 11:45	3:20
Grades Kindergarten – 5th	8:00	11:15 - 12:00	3:20
Grades 6 - 8	8:00	12:15 - 1:02	3:25
Grades 9 - 12	8:00	12:19 - 1:02	3:25

Attendance

PACA's academic calendar consists of **200 school days**, in accordance with **Brazilian Educational Law 9.394**, dated December 20, 1996. The school day begins at **8:00 a.m.** and ends at **3:20 p.m. (Preschool–Grade 5)** or **3:25 p.m. (Grades 6–12)**.

To meet the requirements for both **Brazilian and American certification**, and in compliance with **Law 9.394**, students in elementary through high school must maintain a **minimum of 75% attendance** in each course over the academic year to be eligible for promotion.

Absences

Consistent daily attendance and active participation in all classes are **essential for academic success**. Any **full or partial day absence** requires a **written explanation** from a parent or guardian.

For planned absences such as doctors and dentists appointments, family trips, and etc., families must send an email to attendance@paca.com.br at least **one week in advance**. Once notified, PACA will prepare and send a document to parents that outlines **make-up work and assignment due dates**.

Please note: If the required **one-week notice** is not provided, assignments **may not be available** prior to the absence.

Attendance Requirement:

In accordance with local law and PACA policy, if a student misses **25% or more of scheduled classes**, regardless of the reason, credit will **not** be granted for that course. Frequent absences, whether excused or unexcused, may adversely affect a student's academic performance.

Late Arrival and Early Withdrawal:

If a student enrolls after the school year has begun or plans to leave before the last day, parents must notify the school office **in writing**.

All students leaving the school permanently during the year must complete a **withdrawal form**, available at the school office.

Reporting Illness and Unexpected Absences:

Parents are required to **call or email the school office before 8:10 a.m.** on the day of an unexpected absence for illness or other reasons. This is both a **security measure** and helps teachers monitor student progress.

If a student has not arrived by 8:10 a.m. and no absence has been reported, school staff will contact parents to confirm the student's whereabouts.

Homework for Absent Students:

Homework for a sick child can be requested by **9:00 a.m.** Teachers will be notified and the work will be left at the office for pickup by a designated person.

Early Dismissal:

If a student needs to leave before the end of the school day, parents or legal guardians must **sign them out** or provide written authorization—even if the student is of age. Upon arrival for dismissal, parents should report to the school office. The receptionist will then contact the classroom to request the student's early dismissal.

Excused Absences: 6-12th grades

Excused absences include the following circumstances:

- Illness or injury
- Family emergency
- Death in the immediate family

If a student misses more than **two consecutive days due to illness**, a **doctor's note** is required to excuse the absence.

Other valid excused absences include:

- Medical or dental appointments
- Furlough adjustments
- Pre-approved personal or educational travel
- Participation in federated athletic competitions
- College visits
- Curso pré-vestibular (pre-university preparatory courses)

Whenever possible, these activities should be scheduled **outside of school days or hours** to minimize disruption to the student's education. Parents are encouraged to carefully consider the potential academic impact before requesting excused absences.

Anticipated Absences (Type B)

For absences that can be planned, parents must notify the school office by email at **attendance@paca.com.br** at least **one week in advance**. Failure to communicate and obtain approval may result in the absence being recorded as unexcused.

Requests for anticipated absences lasting **more than one day** must be submitted in writing or electronically at least one week before the absence. The Principal will review the request and inform the parent(s), student(s), and teachers of any conditions related to the approval.

Unexcused Absences: 6-12th grades

An **unexcused absence** is defined as any absence that lacks prior approval or fails to meet the criteria for an excused absence.

- If **official communication from a parent or guardian** is not received **within three (3) school days** of the absence, it will be marked as unexcused.
- Work and tests missed during unexcused absences may still be submitted, but the maximum credit a student may earn is **80%**.
- Students who are **suspended** from school or who **skip classes or school** will receive a grade of "**0**" (**zero**) for all missed assignments, quizzes, and tests during that time. This policy also applies to events such as **Senior Skip Day**.

Pre-K – 5th Grade: Late Arrivals to School

Punctuality is an important habit and helps set a positive tone for a student's day. When a student arrives late to school on a consistent basis, the following steps will be taken:

1. **Initial Reminder:** Parents will receive an email to ensure they are aware of the recurring tardiness.
2. **Written Notice:** If the pattern continues, a formal letter will be sent home. This letter must be signed by a parent or guardian and returned to school.
3. **Consequences:** If tardiness persists after the signed letter is returned, the student will lose part of their morning recess for each subsequent late arrival in order to catch up with missing assignments.

Tardies: 6-12th grades

Being on time is an essential aspect of student responsibility and respect for learning. Tardiness to school or class is considered a partial absence and is subject to the same criteria as excused and unexcused absences.

Initial Offense: Students who are tardy more than **three times in a quarter** will receive a **detention**.

Continued Tardiness: Repeated tardiness may result in **after-school detentions** and, if the behavior persists, **suspension**.

For details on consequences and behavioral expectations related to tardiness, please refer to the section **“Disciplinary Procedures.”**

Illnesses or Accidents During School Day

It is essential that all parents complete the medical form provided at the beginning of each school year. Please review the following important guidelines when filling out and following medical procedures at PACA:

- **Medication:** Pain relievers will only be administered if the medical form has been properly completed and submitted. If your child requires any other type of medication, it must be sent to PACA along with a valid medical prescription.
- **Contagious Illnesses:** Children should not attend school if they are exhibiting symptoms of a contagious illness such as conjunctivitis, chickenpox, mumps, vomiting, fever, or diarrhea. In the event of a fever, students may only return to school after being fever-free for at least 24 hours without the use of medication.
- **Health During the School Day:** Students who feel unwell may rest in the nurse's office until they are able to return to class. However, if a student remains in the nurse's office for more than one hour, parents will be contacted and asked to pick up their child.
- **Medical Emergencies:** In the case of a serious emergency, the school will contact SAMU (192) or arrange for a private ambulance service.

For any communication regarding your child's health, please contact our school nurses directly via email:

- marcia.kunihiro@paca.com.br
- gloria.aoiki@paca.com.br
- maria.brescia@paca.com.br

Emergency cancellation of school due to unforeseen circumstances

In the event that school must be canceled due to an emergency or government directive, the following procedures will be implemented:

- All families will be contacted directly by school staff through our official channels of communication
- The school transport service will be notified immediately.
- If students are already on the school bus, the transportation provider will be responsible for returning them safely to their homes.
- A notification will be sent via email to parents and students.
- Additional updates and information will be posted on PlusPortals and will be revised as new decisions are made.
- Information regarding the reopening of school will be communicated through the same channels.

We appreciate your understanding and cooperation in ensuring the safety and well-being of our school community.

Lockers

Lockers are the property of the school and are intended solely for the storage of educational materials. Lockers are numbered and assigned to students in Grades 2–12. Students are responsible for keeping their assigned lockers in good condition. Any damage will be assessed, and students may be held accountable for repair or replacement costs.

Students must not write on lockers or attach any items that may cause damage. Switching lockers or using an unassigned or vacant locker without the principal's authorization is not permitted.

High School Locker Use:

Only Chromebooks may be charged in lockers. The use of other electronic devices such as crockpots, coffee makers, hair dryers, flat irons, or similar appliances is strictly prohibited.

The school is not responsible for any lost or stolen items stored in lockers.

Locks:

Middle and High School students who wish to use a lock must provide a copy of the key or the combination to the High School secretary.

The school reserves the right to inspect lockers at any time without prior notice.

Additional Guidelines:

Perishable items may not be stored in lockers overnight under any circumstances.

Lunch

Students are not permitted to leave campus at any time during the school day, including lunch.

Food deliveries to students from outside vendors are not allowed. If parents wish to provide lunch for their child, it must be dropped off at the school office.

A complete hot lunch is available for purchase daily in the school cafeteria. The weekly menu is published in the *PACA Weekly* and displayed in the cafeteria.

Students may also bring lunch from home. Microwaves are available in the cafeteria for reheating food; however, they may not be used to cook frozen meals.

Transportation

School transportation services are outsourced. Information about available routes and providers can be obtained from the school office upon request. During the sports season, a late bus with a limited route is available for student-athletes.

Students who use city buses may request a bus pass through the school office at the beginning of each semester. This pass allows students to purchase tickets at a discounted rate.

Pop Shop

The Pop Shop is a snack concession located near the gymnasium and operated by the High School Student Council (STUCO). Its hours of operation are determined and announced by STUCO based on the school schedule and events calendar.

Assemblies and Chapels

Special assemblies are held throughout the school year to celebrate holidays, recognize student achievements, and highlight important events in the school community.

Chapel services take place weekly for High School and for Middle School students, providing a time for spiritual reflection and community worship. Elementary students participate in the *Character First* program, which promotes the development of Christ-like character and values.

Library & Computer lab

The Library is open Monday through Friday from 7:50 a.m. to 4:00 p.m. It serves as a learning center where students can check out books, conduct research, and use their study time productively in a quiet environment.

The Computer Lab is also available to support academic work and research, and may be used under staff supervision during designated hours.

Lost and Found

Valuable items found on campus should be turned in to the school office. These items will be placed in the Lost and Found box located in the office.

Other lost belongings, such as clothing, shoes, and books, will be placed in the Lost and Found closet in the cafeteria.

If you have lost an item, please check with the office staff. Unclaimed items are donated periodically.

COUNSELING SERVICES

The Member Care Team is committed to supporting students in every area of their development—spiritual, intellectual, emotional, and social. This team includes principals, counselors, the Director of Member Care, the school chaplain, and members of the Child Safety Team, all of whom are available to listen, guide, and assist students as needs arise.

Whether a student is struggling with class schedules, navigating a relationship challenge, exploring spiritual questions, or seeking guidance about college or future plans, they are encouraged to speak with a trusted member of the Member Care Team. In addition, homeroom teachers and other faculty members are also available to offer support and encouragement.

Our goal is to walk alongside students, helping them thrive throughout their school experience.

The following services are available through PACA's Member Care Team:

School Wide Services:	High School Services:	Resources Available:
Individual personal counseling Third Culture Kid counseling Standardized Testing MAP testing Career Interests & Awareness Interpersonal & Relationship Anti-Bullying Training Social Emotional Learning Child Safety Training	New Student Orientation Course Schedule Graduation Credits Academic Records Independent Studies College Admissions and Financial Aid College Visits / Fairs Grade Level Orientation PSAT / SAT / ACT / TOEFL	College Reference Materials College Financial Aid References Career Selection Resources Standardized Test Registration Test Preparation Materials Internet Access to College Websites

COMMUNICATIONS

Effective communication between home and school is essential to student success and community engagement. PACA provides several channels to ensure parents stay informed and connected:

- **Meetings** with teachers or school leadership may be scheduled at any time if a parent has a concern. These meetings may take place by phone, email, or in person and must be prearranged by both parties.
- **Open House** is held each August and offers parents the opportunity to meet their child's teachers and receive an overview of the instructional program.
- **The PACA Weekly** is an official newsletter sent via email every Thursday and also published on the school's website: www.paca.com.br. It provides information about school events, student activities, awards, policy updates, and general announcements. When space allows, small ads or short announcements from parents may be included. Submissions should be turned in to the school office at least one week in advance for review.
- **LAYERS** is PACA's preschool communication app. It delivers real-time updates on upcoming events, student activities, awards, policy changes, and other important information.
- **PACA Website** (www.paca.com.br) includes the school calendar, organizational information, updates on activities, and access to *The PACA Weekly*. Select information may also be shared through PACA's official social media platforms.
- **Parent Round Tables** are scheduled once per semester by grade levels. These sessions provide an opportunity for parents and the Leadership Team to engage in open dialogue, share feedback, and discuss school-related matters.
- **Parent Surveys** are distributed periodically to evaluate school programs and gather input on a variety of topics.
- **Parent/Teacher/Student Conferences** take place each semester and are mandatory. These conferences serve three main purposes:

1. To give teachers and staff the opportunity to meet with parents.
2. To strengthen communication between home and school.
3. To encourage students to take ownership of their learning.

If a parent wishes to speak with a teacher without the student present, a separate meeting should be scheduled.

- **PlusPortals** is PACA's academic platform where teachers post grade reports, class materials, test dates, syllabi, and other important information. Each family receives a code for access, and students in Grades 6–12 also have their own individual login credentials. Parents and students are encouraged to check PlusPortals regularly. Teachers may be contacted directly through the platform.
- **Pre-K & Elementary Room Mothers** are selected for each class to support teachers with class activities. Birthdays are celebrated at the end of each month. The room mother will contact families during their child's birthday month to coordinate what can be brought to the classroom for the group's birthday party. Parents are asked not to send party invitations, presents, or party favors to school.
- **Special Announcements** may be sent home occasionally via flyers, email, or the Layers app to notify families of school events or other important updates.

HOMEWORK GUIDELINES

Homework Philosophy

Homework is assigned to help students **prepare, practice, or polish** skills and concepts learned in the classroom. It fosters responsibility, independence, and time management while reinforcing academic learning. As students progress through grade levels and encounter more challenging courses, homework expectations increase accordingly.

Student Responsibilities

Students are expected to take ownership of their homework by:

- **Managing their schedule and responsibilities:**
 - Be aware of academic, athletic, and personal calendars that may affect homework time.
 - Use an agenda or digital planner to organize tasks and manage time effectively.
 - Communicate with teachers ahead of time about anticipated conflicts, absences, or school-related activities.
- **Establishing a routine:**
 - Designate a consistent time and quiet place for focused homework completion.
 - Practice effective time management both inside and outside the classroom.

- **Valuing academic integrity:**
 - Complete and submit only their own work.
 - Clarify the level of permitted collaboration or use of external resources for each assignment.
 - Avoid sharing work with others unless explicitly allowed.
- **Using school resources responsibly:**
 - Follow all guidelines related to the use of school-provided technology.
 - Regularly check grades and feedback on PlusPortals to monitor progress and accuracy.
- **Staying proactive:**
 - Work ahead in anticipation of planned absences.
 - Seek out teachers to collect assignments missed during any absence.

Parent Responsibilities

Parents play an essential support role in helping students succeed academically by:

- Assisting children in establishing a regular study routine (time, location, and tracking assignments).
- Encouraging good time management, timely completion of assignments, and overall academic responsibility.
- Staying informed about their child's academic progress via PlusPortals, Parent-Teacher-Student (PTS) Conferences, and direct communication with teachers.
- Implementing appropriate consequences at home if academic performance declines.

Make-Up Work Policy

- **Assignments or projects due on the day of a student's absence** must be submitted immediately upon the student's return to school to avoid a grade deduction, unless otherwise approved by the teacher or principal.
- **Missed tests** may need to be made up immediately upon the student's return, unless extenuating circumstances apply.
- If a test is scheduled for the day a student returns to school, they may be given an extra day to prepare—**unless**:
 - The student was aware of the test date.
 - The necessary materials were available before the absence.
 - The students had the opportunity to study on the last day they were present.
- **Major projects** assigned well in advance and constituting a significant portion of the grade **may still be considered late** even if the absence is excused.
- For students absent **one or more days**, an equal number of days will be granted to complete missed work upon their return.

- It is the responsibility of the **student and/or parent** to contact teachers and collect missed assignments.

ACADEMIC INFORMATION

To graduate from Pan American Christian Academy (PACA), students must fulfill the following **minimum academic requirements** during Grades 9 through 12:

	American Diploma	Brazilian Diploma
<u>SUBJECT</u>	<u>CREDITS</u>	<u>CREDITS</u>
English	4	4
Math	3	4
Science	2 (one must be a Biology or a Chemistry)	4
Physical Education	2 (0.5 per school year)	2
Social Studies	2 (must include a US History & US Government)	4.6
Portuguese	4 (one for each year of HS at PACA)	4.4
Bible	4 (one for each year of HS at PACA)	4
Fine Arts	0.5	1
Electives	3.5	*
Total	25	28

* As many as the schedule allows.

Students who meet all of PACA's graduation requirements before the end of their senior year may be eligible to apply for early graduation, subject to administrative approval.

Portuguese Language Evaluation for New Students

Students who have recently arrived in Brazil may be required to take a Portuguese language evaluation. Based on their level of fluency, they will be placed in Portuguese classes alongside peers with similar language abilities, regardless of grade level. Placement decisions also consider the student's age and academic progression to ensure alignment with their overall curricular development.

Dual Diploma

Brazilian students are required to pursue the **Dual Diploma**, which includes both the American and Brazilian high school curricula.

Non-Brazilian students may choose between the **Dual Diploma track** or the **American Diploma track**, depending on their academic goals, their future plans, and on their Portuguese Language proficiency level.

Below is an example of a typical course sequence followed by students in both the American and Dual Diploma programs:

<u>9th grade</u> Bible English Math (Algebra I or Geometry) Portuguese Physical Science World History I P.E./Sports Credit (one semester) Electives Dual Diploma Fine Arts (one semester)	<u>10th Grade</u> Bible English Math (Geometry or Algebra II) Portuguese Science (Biology or AP Biology) World History II (one semester) P.E./Sports Credit (one semester) Brazilian History (one semester) Electives Dual Diploma Geografia (one semester) Fine Arts (one semester) Sociologia
<u>11th Grade</u> Bible English Math (Algebra II or Adv. Math) Portuguese History (US History or AP US History) Science (Chemistry or AP Chemistry) P.E./Sports Credit (one semester) Electives Dual Diploma História (one semester) Sociologia	<u>12th Grade</u> Bible English (AP Eng. Literature or English 12) Math (Adv. Math, Matemática Aplicada or AP Calculus) Portuguese College Applications (one semester) U.S. Government (one semester) Physics College Apps (one semester) P.E./Sports Credit (one semester) Electives *Fine Arts (one semester during high school years) Dual Diploma Redação Filosofia/Sociologia

Grade Placement

For students enrolled at PACA for all four years of high school, a minimum of **25 credits** is required to earn the **American Diploma**, and **28 credits** for the **Brazilian Diploma**.

Grade placement at the beginning of each school year is based on the number of credits a student has earned. The **minimum credit requirements** for grade-level placement are as follows:

For a student attending PACA High School for all four years, 25 credits are needed to graduate with the American Diploma and 28 in the Brazilian Diploma. The number of credits determines grade placement.

The minimum of credits required for grade placement at the beginning of each grade is:

<u>GRADE</u>	<u>Number of Credits</u>
9 th	- 0
10 th	- 6
11 th	- 12
12 th	- 18

Students are required to earn one credit per year in English, Portuguese, and Bible for each year they attend PACA.

Community Service (Graduation Requirement)

To meet PACA's graduation requirements, all high school students must complete a total of **120 community service hours** during Grades 9–12. This equates to **30 hours per year**, and the hours must be completed annually rather than accumulated at the end of high school.

Annual Requirements

- **15 hours** must be submitted by **December 1**.
- The remaining **15 hours** must be submitted by **May 15**.
- Students who fail to complete and submit all 30 hours by **May 15** will be assigned:
 - **3 additional hours** to be completed by **May 31**.
 - If not completed by May 31, an additional **5 hours** must be completed by **the last day of school**.

Community service hours must be **recorded with the secondary school secretary**. For students who enter PACA during the school year, the service hour requirement will be adjusted proportionally.

Students may earn community service hours through participation in official **school-organized outreach days** or other approved service activities.

Service Activity Requirements

Community service activities must:

- Provide a **benefit to the school, church, mission work, or broader community.**
- **Not** be part of a personal or family **fundraiser.**
- **Not** involve responsibilities performed **for immediate family members.**
- Be **supervised by an adult** who oversees the activity.

Examples of Acceptable Service Activities

- Ministry to street children
- Volunteering at orphanages or hospitals
- Food collection and distribution
- Construction projects for ministry organizations
- Assisting the elderly

Unless otherwise approved, service hours should be completed **outside of regular school hours.**

The **secondary principal** reserves the right to review and determine the eligibility of all community service activities.

Dropping/Adding Courses

Students may **add or drop a course only within the first two weeks** of the semester. After this deadline, schedule changes will not be permitted, and any course dropped will appear on the student's transcript as a **withdrawal**.

To initiate a course change, students must complete a **Drop/Add Form**, which requires signatures from:

- The student's **parent or guardian**
- The **guidance counselor**
- The **teachers** of the courses involved

Advanced Placement (AP) courses follow a modified drop/add process. Specific procedures and deadlines vary by course. Students should refer to the course **syllabus** and/or the **AP Course Guidelines** for details.

PE Program Sports Credit

To graduate from PACA, students must earn **two full credits of Physical Education (PE)**. These credits can be earned in the following ways:

- **PE Classes** – Each semester-long PE class is worth **0.5 credit**.

- **Participation in Sports** – Playing on a school sports team for a full season may also earn **0.5 credit per semester**, provided certain conditions are met.

Sports Credit Guidelines

- High school students who wish to receive PE credit through sports must **sign up for the credit during the Drop/Add period** at the beginning of the semester.
- Students **who do not register** for PE credit during this period **will not receive credit**, regardless of their participation, and must instead enroll in a PE class.
- Students **may not receive credit for playing the same sport more than once in the same semester** (e.g., JV and varsity basketball).
- To earn credit, the student must **complete the entire season in good standing** with their coach and team.
- **Coaches will assign a grade** based on the student's **effort, attitude, participation, and skill development**.

Annual Physical Activity Requirement

Although only two PE credits are required for graduation, PACA believes in the importance of maintaining a healthy and active lifestyle. Therefore, **all high school students must participate in either a PE class or a sport every school year**.

Excuse from Physical Activity

Students in **Pre-K through 12th grade** who are **excused from PE due to illness**—as indicated by a written note from a parent—**will also be restricted from participating in physical activity during recess, lunch, after-school practices, and games** for the duration of the excuse.

GRADING STANDARDS

Elementary Grading Standards

In Grades K–5, student progress is reported using **numerical grades** with corresponding **letter grade equivalents**. However, **grade point averages (GPAs)** are **not calculated** at the elementary or middle school levels.

When determining mid-term and quarter averages, the **weight of each subject** is based on the **number of times the class meets per week**, for students in Grades 6-12. This ensures that subjects with greater instructional time have an appropriate impact on the overall average.

Other letter grades:	
E = 90 – 100 (Excellent)	N = 65 – 69 (Poor)
S+ = 80 – 89 (Good)	U = 0 – 64 (Unsatisfactory)
S. = 75 – 79 (Satisfactory)	P = Pass
S- = 70 – 74 (Needs Improvement)	F = Fail

Secondary Grading Standards

Numerical Average	Letter Grade	Grade Points Equivalent
98 – 100	A+	4.3
93 – 97	A	4.0
90 – 92	A–	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B–	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C–	1.7
69	D+	1.3
66 – 68	D	1.0
65	D–	0.7
00 – 64	F	0.0
Incomplete	I	—

Grade Point Scale Update

Beginning with the **Class of 2028** (current 10th graders), an **“A+” will be calculated as a 4.0** on the Grade Point Average (GPA) scale.

For the **Classes of 2026 and 2027**, the current scale remains in effect: an **“A+” will continue to count as a 4.3 Grade Points Equivalent**.

Eligibility for Valedictorian and Salutatorian

General Requirements for Both Honors:

- Student must have attended PACA for **at least three years of high school**, including the **senior year**.
- Student must have completed a **minimum of seven combined math and science courses** during high school.

Salutatorian Requirements:

- **Minimum GPA:** 3.5 overall by the end of the **third quarter of senior year**.
- Must have taken **at least two AP or Honors courses** during high school.

Valedictorian Requirements:

- **Minimum GPA:** 3.9 overall by the end of the **third quarter of senior year**.
- Must have taken **at least four AP or Honors courses, including Chemistry or Physics**.

Special Considerations:

- If **no student meets all course requirements** for valedictorian but has a **GPA of 3.9 or higher**, that student will be named valedictorian.
- If **no student reaches a 3.9 GPA**, there will be **no valedictorian**.
- If **no student reaches a 3.5 GPA**, there will be **no salutatorian**.

Honors Courses

The Honors Course Program is designed to challenge capable and motivated students who demonstrate strong academic performance and/or a deep interest in a subject area. Students enrolled in an honors course must complete an additional project and meet all academic and procedural requirements to receive honors credit.

Honors Credit & GPA Bonus

- Students who **successfully complete the honors project** and maintain **at least an 85 average** in both the project and the course will receive a **0.3 GPA bonus**.
- Students who **withdraw** or are **dropped** from the Honors Program after the **first checkpoint of second semester** will have the withdrawal **noted on their transcript**.

Eligibility Guidelines

- **Courses Eligible:** Only *yearlong core classes* may be considered for honors. These include: Math, Science, English, History, Portuguese, and Bible.
- **Restrictions:**

- No honors option will be offered **if an AP course exists** in the same subject.
- Students must be enrolled in an **advanced class** for **Math or Portuguese** to qualify for honors in those subjects.
- **GPA Requirements:**
 - To take **1 honors course**: Minimum cumulative GPA of **3.0**
 - To take **2 honors courses**: Minimum cumulative GPA of **3.3**
 - To take **3 honors courses** (maximum allowed): Minimum cumulative GPA of **3.5**
- **Course Load Limits:**
 - Students in **grades 10–12** may take up to **3 honors courses** per year.
 - **9th grade students** may take up to **2 honors courses** per year.
 - **AP courses are not included** in this limit.

Project Expectations & Accountability

- Each honors course includes an **individual project** with **scheduled checkpoints** throughout the year.
 - **Missing any checkpoint** after the first semester will result in **immediate removal** from the honors course.
- **Pass/fail presentations** of projects are required during the 4th **quarter**, evaluated by a **panel of judges** (excluding Math).
- A **minimum average of 85%** is required in the course and project. Falling below 85 in **any quarter or semester grade** will result in removal from the program.

Advanced Placement Courses

Overview

Advanced Placement (AP) courses are **college-level classes** that offer high school students the opportunity to earn **college credit** by taking a standardized AP Exam. These courses are more rigorous and demanding than standard high school courses.

Eligibility and Enrollment

- **Application Required:** Students must apply and obtain a **teacher recommendation** to be considered for enrollment in an AP course.
- **GPA Bonus:** Students who earn a **final average of 70 or above** will receive a **1.0 GPA increase** for the course.
- **Mandatory AP Exam:** Students enrolled in AP courses **on campus** are **required to take the corresponding AP Exam** in May.

Registration and Fees

- Exam Registration: Students will be automatically registered for AP Exams with the College Board in November.
- **Fees:** Students are responsible for all exam costs and any fees incurred by the school.
- **Non-Payment Consequences:** Students who fail to pay or make alternate arrangements will be removed from the AP course at the semester break.

Self-Study Option

- Students may **self-study** and take AP Exams for subjects **not offered** at PACA.
- Students must notify and coordinate registration with the school's **AP Coordinator**.

Dropping AP Courses

- Students may **drop an AP course** during the semester.
- The transcript will reflect:
 - **WP (Withdraw Passing)** or
 - **WF (Withdraw Failing)** depending on the student's grade at the time of withdrawal.
- If the course is **required for graduation**, and a similar high school-level course is available, the student may **transfer** into that course.

Study Halls

Study halls are intended to support students with academically demanding schedules. The following guidelines apply:

- **Eligibility:**
Only students who meet **one** of the following criteria are eligible for a study hall in a given semester:
 - Enrollment in at least **one Advanced Placement (AP) course**, or
 - Participation in **two full sports seasons** during the same semester.
- **Exceptions:**
Students with **diagnosed academic needs** may be granted a study hall as part of their academic support plan, subject to approval by the guidance counselor or administration.
- **Restrictions:**
 - Students **may not** be enrolled in both a **study hall and a teacher aide** position in the same semester.
 - Study halls may not be used to replace academic core courses required for graduation.

PACA Online Courses

PACA offers secondary students the opportunity to enroll in over **70 online courses** through a partnership with **Sevenstar Academy**, as well as more than **120 Dual Credit courses** from accredited Christian colleges and universities. These online courses are designed to glorify Christ, encourage critical thinking, and promote learning through a **Biblical worldview**

Eligibility & Guidelines

- Students may only enroll in an online course **if the same or a similar course is not available** at PACA or **cannot be taken** due to a scheduling conflict.
- Students must receive **approval from school leadership** before enrolling in any online course.
- Online courses may be taken during the **regular school year**, as well as during **winter** and **summer breaks**.

Graduation Requirement Exception

If a course is **required for graduation** and no similar class is available through the PACA schedule:

- The student **must enroll** in a Sevenstar course to meet the requirement.
- The **family is responsible for all associated costs**.
- If a student **fails a first semester** of a required course, they may be asked to make up the credit through an approved Sevenstar online class.

Dual Credit Opportunities

- Students may opt for **Dual Credit courses**, earning both **high school and college credit** simultaneously.
- All dual credit offerings are from accredited **Christian higher education institutions**.

Report Cards

Report cards are issued quarterly, approximately one week after the end of each grading period. In addition, mid-term reports are distributed halfway through each quarter to provide students and parents with a general overview of academic progress during the current term.

Honor/Merit Roll

At the end of each quarter, PACA recognizes academic achievement through the publication of an Honor Roll and a Merit Roll.

- **High School:**
 - **Honor Roll:** GPA of **3.9** or above
 - **Merit Roll:** GPA of **3.5** or above

- **Middle School:**
 - **Honor Roll:** Numerical average of **92%** or above
 - **Merit Roll:** Numerical average of **87%** or above

Please note:

GPAs and numerical averages **will not be rounded**. For example, a GPA of **3.45** or an average of **86.5%** does **not** qualify.

National Honor Society

Membership in the National Honor Society is a prestigious recognition for students who excel in **scholarship, character, leadership, and service**. New members are selected by PACA's faculty NHS council and inducted in **May** each year.

Eligibility:

- Students become eligible at the **end of their sophomore year**.
- Must have a **minimum cumulative GPA of 3.5**.
- Must **maintain a GPA of 3.5** throughout high school.
- Must have attended **PACA from grades 8–12** for at least **one full year** before being considered.
- **Transfer students** who were members of NHS at another school may transfer their membership by providing an official letter from their **previous principal or NHS adviser**.

Member Expectations:

- Attend **monthly NHS meetings**.
- Participate in **school outreach days**.
- Complete **one NHS service project per semester**.
- Maintain behavior that reflects the **core values** of the NHS; violations may result in **loss of membership**.

Exams

At the conclusion of each semester, all high school students are required to take a semester exam in every full-credit course. These exams constitute **10% of the final grade** in each respective class.

Exam Exemptions

Students may qualify for exam exemptions based on academic performance. Exemptions are granted under the following conditions:

- Students who appear on the **Honor Roll** during a given semester are eligible to exempt **one exam per Honor Roll appearance**, with a **maximum of two exemptions per semester**.
- Students who appear on the **Merit Roll** for **both quarters** of a semester may exempt **one exam**.
- To qualify for any exemption, the student must hold a **93% or higher average** in the course for which the exemption is being requested.
- **Seniors** may be exempt from a final exam during the **second semester** if they maintain an average of **90% or higher** in that course.
- Students enrolled in an **Advanced Placement (AP)** course who complete the official **AP exam** are exempt from taking the final exam for that class.

Early Exams

Students requesting to take exams **before the scheduled exam dates** must submit a written request to the administration at least **three weeks in advance**. Due to the additional workload required of faculty for early exam preparation, a **fee will be charged** for each early exam administered.

Please note: Students who take an exam early **forfeit the right to an exemption** for that course.

Learning Lab

The Learning Lab is a support service designed to assist students with documented learning needs. Placement in the Learning Lab is based on the recommendations of educational professionals and a certified diagnostician. Students who qualify receive targeted academic support in a structured environment to help them succeed in the general education classroom.

English Language Learner (ELL) Program

PACA offers an English Language Learner (ELL) program for students in **Kindergarten through 8th grade** who require additional support in developing their English language proficiency. ELL instruction is delivered by PACA's trained ELL teachers through a **“pull-out” model**, where students are temporarily taken out of the mainstream classroom to receive focused instruction in reading, writing, listening, and speaking in English.

PASS Program (Pupil Accountability/Study Skills)

The PASS Program is designed to support students in grades 6–12 whose academic performance falls below PACA's minimum standards. Students are placed in the program at the end of any grading period (mid-term or quarterly) if their academic standing requires intervention. When a student enters PASS, it is essential that parents and the school work in partnership to help the student succeed. Parents are encouraged to

establish a one-hour daily study period at home to reinforce learning and promote accountability.

PASS students are re-evaluated at each mid-term and quarter to determine continued need or eligibility for release from the program. Note that participation in sports has its own eligibility standards and is in addition to PASS requirements.

PASS Program – Secondary Students

Eligibility Criteria:

- **Middle School (Grades 6–8):** Students are placed in PASS when their current marking period average falls below 73%, or if they receive two failing grades (F's) at mid-term or the end of the quarter.
- **High School (Grades 9–12):** Students are placed in PASS when their current marking period average is below 70%, or if they receive two F's at mid-term or the end of the quarter.

The school may also provide structured academic supervision and implement a differentiated learning schedule during the school day for students in the PASS Program.

“RECUPERAÇÃO” (Remedial Learning)

Students who do not meet the required academic performance standards will be given the opportunity to recover their grades through the “recuperação” process. This process is designed to support learning and ensure that students master essential content before progressing.

There are three types of “recuperação”:

- **Continuous Recuperação:** Takes place during regular classroom instruction as part of the ongoing educational process.
- **Parallel Recuperação:** Conducted during the semester, outside of regular class time, with the intention of reinforcing content and improving performance.
- **Half-Year and Final-Year Recuperação:** Applied at the end of each semester for students in Elementary and Secondary School who have not achieved a passing average. These studies are done independently under the guidance of the subject teacher.

Calculation of New Semester Average

The final semester grade will be recalculated using the following formula:

$$\text{(Semester Average + Recuperação Grade)} \div 2 = \text{New Semester Average}$$

- The **new average** may **not exceed 70**, and will fall **between 65 and 70**.
- If the **recuperação** grade results in a lower average than the original semester grade, the original grade will be maintained.

Promotion Criteria

A student will be considered promoted if:

- They achieve a **final average of 65% or higher** in each subject, **and**
- They meet the **minimum attendance requirement** established by law.

Retention Policy for American and Brazilian Diplomas

2nd – 9th grades

Students whose final average is below 65% (F) in **three or more subjects** will be referred to the Student Concerns Team for review and possible retention.

Automatic retention may occur if a student's final average in **three core subjects** falls below 65%, despite interventions and support throughout the school year.

Additionally, students enrolled at PACA **may not be chronologically two or more years older** than the typical age requirement for their grade level.

Any other exceptional cases will be reviewed and decided upon by the school leadership team.

10th – 12th grades

High school students who fail **two or more subjects/credits** required for graduation will be retained in the same grade.

Students with final averages below 65% in **two or more subjects** will be referred to the Student Concerns Team for possible retention.

Students must retake any failed graduation requirement courses. If a course is a full-year course, the entire year must be retaken. This may incur additional costs, absorbed by the family, if the course cannot fit into the regular schedule and must be completed through independent study.

Retention is limited to **one time during high school**; a second retention will require the student to withdraw from the school.

Seniors who are more than one credit short of graduation requirements for their enrolled diploma program(s) will **not be permitted to participate** in the graduation ceremony.

The option of completing **“recuperação”** is extended only at the end of the senior year, provided the student needs to make up **less than two credits** and the averages in those courses were above 60%.

Other unusual cases will be discussed and decided by the leadership team.

STUDENT WITHDRAWAL

If it becomes necessary to withdraw your child from PACA, please follow these steps:

- Notify the school office in writing or electronically, send email to school.office@paca.com.br, **at least 15 days prior** to the official withdrawal date.
- Complete a withdrawal form for each student and complete the official checkout process.
- Please be aware that, according to Brazilian law, the school has **30 days to issue transcripts and official documents** following a student's withdrawal.
- The school leadership will conduct an **exit interview** with the parents or guardians during the withdrawal process.
- There is **no tuition reimbursement** for the month in which the student withdraws. If tuition has been prepaid, refunds may be issued for any full months during which the student did not attend classes.

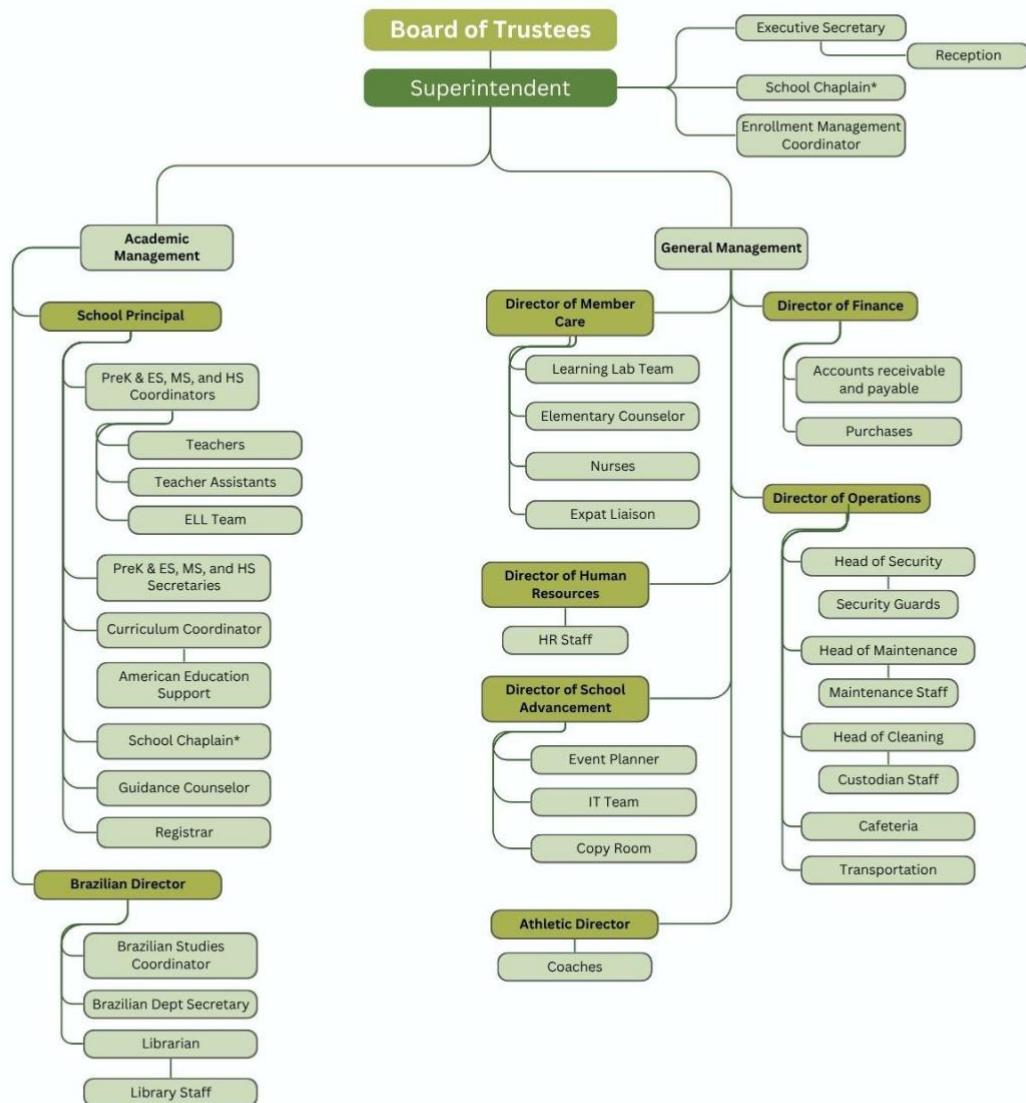
On-Campus College Visits

Secondary students are encouraged to take advantage of opportunities to meet with college representatives who visit the campus. Students, together with their teachers and school counselor, should carefully consider the benefits of attending these presentations when deciding whether to miss class. It is the student's responsibility to make up any work missed during the absence.

ORGANIZATIONAL FLOW CHART

The Leadership Team is composed of the Superintendent, Principal, Brazilian Director, Director of HR and Member Care, Athletic Director, Director of Finance and Operations, and Director of Advancement/ IT.

2025 2026 Organization Organization Chart



Version 07/28/2025

* Reports to direct supervisor and superintendent

Conflict Resolution

PACA recognizes that, at times, conflicts may arise within the school community. When they do, it is essential that all parties seek resolution in a manner that is timely, respectful, and aligned with biblical principles. The school encourages the following steps for resolving conflicts:

Step 1: Direct Communication

The individual experiencing the conflict should address the matter directly with the other party involved, in a private and respectful manner. Parents or guardians may act on behalf of their children when appropriate.

Step 2: Escalation Through the Organizational Structure

If the issue remains unresolved after direct communication, it should be brought to the next appropriate level as outlined in PACA's Organizational Flow Chart (see previous page).

Step 3: Formal Appeal

Should further resolution be necessary, a written appeal may be submitted to the Leadership Team for review and consideration.

All members of the PACA community are expected to adhere to the biblical principles of conflict resolution found in **Matthew 18:15–16**, which emphasize private dialogue and reconciliation before involving others. These principles reflect the school's commitment to maintaining a Christ-centered environment of mutual respect, accountability, and grace.

Child Safety

PACA is committed to providing a safe and nurturing environment for all students. We recognize that concerns related to student safety may occasionally arise within our community. In such cases, we encourage individuals to report concerns through one of the following options:

Option 1: Online Report

Visit the PACA website and complete the **Child Safety Report Form**, which will be reviewed by the school's designated Child Safety Lead.

Option 2: Email Submission

Send your concern via email to paca_cst@paca.com.br. Submissions will be reviewed directly by the Child Safety Lead.

Once the concern has been reviewed and the response process completed, the Child Safety Team will submit resolution recommendations to the Superintendent and key members of the Leadership Team. Appropriate referrals and actions will be taken to ensure proper follow-up and closure.

PACA handles all child safety concerns with seriousness, confidentiality, and in alignment with best practices and legal requirements.

STUDENT GUIDELINES

PACA students are expected to conduct themselves in a manner consistent with the school's values and expectations. While the primary responsibility for student behavior rests with the student and their parents, the school sets standards that reflect biblical principles and support a safe, respectful, and productive learning environment.

School Rules and Regulations

School rules are designed to create a community where all members can thrive, pursue academic and personal goals, and live together in safety and harmony. These guidelines apply to all school-related activities and are intended to promote personal responsibility, integrity, and mutual respect.

When a student violates school rules, appropriate consequences will follow. These may include:

- Restitution, when applicable
- Loss of elected or leadership positions
- Ineligibility to represent the school in extracurricular activities
- Loss of privileges or honors

Above all, students are expected to demonstrate respect—for God, for others, for themselves, and for property.

Biblical Guidelines for School Behavior

The following biblical values guide student conduct at PACA:

Responsibility

Being accountable for one's actions and demonstrating reliability in all situations.
Colossians 3:17; Luke 16:10–11

Honor

Treating others—and those in positions of authority—with dignity and respect.
Romans 12:10; 1 Peter 2:17

Submission

Willingly yielding to those in authority with a respectful attitude and obedient actions.
Romans 13:5; Hebrews 13:17

Obedience

Responding to instructions without challenge, excuse, or delay.
1 Samuel 15:22; Proverbs 5:12–14; John 14:15

Preschool & Elementary Rules

At PACA, we believe that clear, consistent expectations help our youngest learners thrive in a safe and respectful learning environment. Students in Preschool and Elementary are expected to follow these core behavior guidelines throughout the school day:

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Make our dear team stronger.
6. Keep your eyes on the target.

Cafeteria Rules

To ensure a calm, clean, and respectful environment during mealtimes, students must follow the expectations below:

Entering and During Mealtime

- Enter the cafeteria quietly and form a line in an orderly manner.
- Speak at a low volume; no yelling or shouting.
- Students in Kindergarten through 5th Grade should not leave their table without an adult's permission
- Food must remain in the cafeteria; students are not permitted to take food outside.

When Dismissed

- Clean your eating area.
- Push in your chair.
- Return trays, plates, and utensils to the designated location.
- Wait for the teacher on duty to excuse you.
- Exit the cafeteria in an orderly fashion and walk on the sidewalk at all times.

Note:

Failure to follow cafeteria expectations may result in the reassignment of recess time.

Elementary Playground Expectations

PACA's playground is a place for fun, exercise, and building friendships. To ensure a safe and respectful environment, students must follow the guidelines below during recess and other outdoor activities:

- Play safely and treat others with kindness and respect.
- Remain within designated play areas: the playground, breezeway, and mini-campo.
- Do not enter classrooms unless a teacher is present.
- Always walk on sidewalks—running in these areas is not permitted.
- Do not throw objects or play with sticks.
- Eat snacks only in open spaces, away from playground equipment.
- Soccer balls should only be kicked on the soccer fields.
- Balls may be bounced only on cement surfaces such as the breezeway, sidewalks, or the outdoor basketball court.

Usage Guidelines:

- The Elementary Playground is reserved for Kindergarten through 5th Grade students during school hours.
- Preschool and Elementary students may use the playground after 3:25 p.m. only with direct parent supervision.

By following these expectations, students contribute to a fun and safe outdoor environment for all.

Secondary Expectations for Lunch Recess

Lunch recess for secondary students takes place from **12:15 to 13:02 p.m.** In order to maintain a safe, respectful, and enjoyable environment for all, the following guidelines must be observed:

- Students **may not participate in games or physical activities** unless a teacher, monitor, or assistant is on duty.
- Only the **teacher/monitor/assistant on duty** is permitted to access and distribute school balls for recess. **Personal balls brought from home are not allowed.**
- **Close-toed shoes** must be worn at all times. Playing barefoot or in sandals is not permitted.
- Students must show respect to peers, supervising staff, playground equipment, and all shared spaces.
- Failure to follow the rules or to comply with instructions given by staff may result in the **loss of recess privileges**.

These expectations are in place to ensure that lunch recess remains a safe, inclusive, and positive experience for everyone.

Transportation

Students are expected to demonstrate respectful and responsible behavior when riding school transportation, whether to and from school or during school-sponsored events.

The following rules apply to all bus rides:

- Students may listen to music **only with headphones**.
- **Portable speakers are not permitted** on any school trip or bus ride.
- **Boys and girls may not sit together** on the bus unless they are **siblings**.

All students are expected to follow the directions of the bus driver and any accompanying staff member. Failure to comply with these expectations may result in disciplinary action or loss of transportation privileges.

Academic Honesty

PACA is committed to cultivating both academic excellence and personal integrity. In alignment with the school's biblical foundation, students are expected to uphold the highest standards of honesty in all academic endeavors. As Scripture teaches, integrity guides the upright (Proverbs 11:3), and ethical behavior is central to a life that honors God (Psalm 26:1; I Peter 2:12; II Corinthians 8:21).

The purpose of this policy is to clearly define dishonest practices and to guide students toward personal responsibility and ethical academic conduct.

Definition of Cheating

Cheating is a serious violation of PACA's academic and moral standards. It is defined as taking credit for work one has not done or using unauthorized materials or assistance in any academic setting (Ephesians 4:28). Patterns of dishonesty are viewed with increasing concern and carry progressive consequences.

Examples of Cheating Include (but are not limited to):

- Copying another student's work or allowing one's work to be copied.
- Plagiarizing (as defined by MLA standards and PACA's academic guidelines).
- Using unauthorized aids (books, notes, calculators, phones, smartwatches, other devices, or people) on any academic task.
- Writing formulas or notes on any surface (desks, papers, hands, clothing) for use during an assignment or test.
- Communicating answers or information during an assessment.
- Possessing or distributing test questions or answers in advance.
- Providing information about an assessment to another student who has not yet taken it (including across academic years).
- Altering a graded assignment or test in an attempt to change the score.
- Giving or receiving unauthorized help, such as sharing homework or doing someone else's work.
- Forgery, including altering grades, signing someone else's name on documents, or falsifying school-related information.
- Misrepresentation, such as falsely reporting service hours or claiming to have read assigned materials.

The **Principal reserves the right** to determine other actions that constitute academic dishonesty, even if not specifically listed above.

Procedures and Consequences

When academic dishonesty is suspected, the teacher will notify the Principal. If the teacher and Principal determine that a student has cheated, the following consequences may apply, depending on the severity and recurrence of the offense:

- A grade of zero (no credit) for the assignment or assessment
- After-school detention
- Parent notification and required counseling
- Suspension from school
- Loss of eligibility to exempt any exams during the school year
- Notification of honor societies and student organizations (e.g., STUCO, NHS)

- Disclosure on college recommendation forms, if applicable
- Revocation of academic awards or honors

Teachers will also provide specific guidelines about academic integrity as it applies to their individual courses. All students are expected to do their own work, seek help appropriately, and uphold the values of honesty, responsibility, and respect.

TECHNOLOGY

Technology is a valuable educational tool and must be used with responsibility and integrity. At PACA, the use of all devices—whether personal or school-issued—is governed by principles of stewardship, respect, and alignment with the school's academic and spiritual mission.

Use of Telephones

Telephones located in the school office and at the front gate are for **school-related business, illness, and emergencies** only.

Classroom phones are **off limits to students** under all circumstances.

Use of Cell Phones & Personal Technology

Technology use must support PACA's educational and research goals. Inappropriate use distracts from learning and violates community expectations. The following rules apply to all students:

- **Cell phone use is not permitted during the whole length of the school day** for students in **Pre-K through 12th Grade**.
- **Texting, gaming, or media use** on any device is **prohibited during class, chapels, and assemblies**.
- **Headphones or earbuds** are not allowed to be worn or used during the school day unless **explicit permission** is granted by school leadership.
- **Personal computers or tablets** may not be brought to school.
- **School-issued devices** (e.g., Chromebooks) must be used exclusively for educational purposes.

Secondary Students (Grades 6–12):

Students who bring cell phones to school are required to **turn in their phones during Homeroom each morning**. Phones will be **returned at the end of the day**.

Students and parents who need to communicate during the school day should do so through the **school receptionist**.

Violations and Consequences

Inappropriate or unauthorized use of personal or school-issued technology will result in the **confiscation of the device**. Repeated offenses may lead to **further disciplinary action**, including:

- Parent notification
- Detention or suspension
- Restrictions on technology privileges

All students are expected to uphold PACA's standards for responsible and respectful technology use at all times.

AI Tools

Artificial Intelligence (AI) tools are rapidly emerging across various fields of knowledge. While PACA recognizes the growing relevance of these technologies, the use of AI in academic settings must be approached with discernment, responsibility, and integrity.

Unless explicitly authorized by a teacher for a specific assignment, the **use of AI tools is strictly prohibited** in all academic work.

Misuse of AI Tools

The following are considered inappropriate uses of AI and are **violations of PACA's Academic Honesty Policy**:

- Copying AI-generated content (e.g., essays, answers, summaries) and submitting it as your own original work.
- Submitting fabricated citations or references generated by AI tools.
- Treating AI-generated content as a legitimate **scholarly source**—AI tools are not recognized academic sources.
Replacing assigned classroom resources (e.g., textbooks, novels, research articles) with AI content.

Consequences

Misuse of AI tools will be treated as **academic dishonesty** and may result in the following:

- Loss of credit for the assignment
- Detention or other disciplinary action
- Notification of parents
- Notification to honor societies or student leadership organizations, where applicable
- Additional consequences aligned with the school's Academic Honesty Policy

Students are encouraged to ask their teachers when in doubt about acceptable use of AI for specific assignments. PACA is committed to fostering responsible digital citizenship grounded in integrity and discernment.

Chromebook Use at PACA

Chromebooks are provided to PACA secondary students as academic tools to support and enhance learning. Their use is a privilege that comes with the expectation of responsibility, integrity, and alignment with PACA's educational mission.

Purpose

- Chromebooks are issued for **academic purposes only**.
- Some **Middle School and High School courses** utilize digital textbooks in place of traditional print materials.
- All school-issued devices are enrolled in **Google Workspace for Education**, with management settings in place to safeguard academic use.
- Students must log into Chromebooks using their **PACA-assigned student accounts**. **Personal accounts are not permitted** on school devices.

Device Usage Guidelines

Students are expected to:

- **Use Chromebooks exclusively for school-related tasks** such as classwork, research, and accessing assigned digital materials.
- **Abstain from all non-academic content**, including social media, messaging platforms, streaming services, and unrelated websites during school hours.
- **Bring their Chromebook fully charged** each day.
- **Take care of the device and its power cord**, keeping it clean, secure, and free from damage.

Damaged Chromebooks

- Students are responsible for any **loss or damage** to their assigned Chromebook.
- PACA **will not replace** damaged devices.
- The student and family are financially responsible for the **repair or replacement** of the Chromebook if damage occurs.

Violations

Failure to comply with PACA's Chromebook policy may result in:

- **Loss of device privileges**
- **Disciplinary action**, including detention or suspension
- **Parental notification** and administrative review

PACA expects all students to use school-issued Chromebooks **responsibly, ethically, and for their intended academic purpose**.

Maker Space

The PACA Maker Space is a creative, hands-on learning environment designed to support innovation, problem-solving, and project-based learning across all grade levels in Elementary School.

Purpose and Access

- The Maker Space is available to **Preschool and Elementary students** during their **designated weekly class times**.
- Teachers in grades **K–5** may also schedule use of the Maker Space for **class projects**, subject to availability.

Supervision and Equipment Use

- All Maker Space equipment and materials are for **educational purposes only**.
- Students may **only use the Maker Space under the direct supervision** of the Maker Space teacher or a member of the Technology Team.
- Equipment must be handled with care and respect, following all safety guidelines and teacher instructions.

The Maker Space is a privilege. Responsible use is expected at all times to maintain a safe, collaborative, and productive learning environment.

Library and Maker Space Computers

Computers located in the Library and Maker Space room are valuable academic resources intended to support student learning and research. To ensure fair and purposeful use, the following guidelines apply:

Priority of Use

- **Elementary students have priority access** to computers in both the Library and Maker Space areas during their scheduled times.
- All students must follow the established **priority levels** when using campus computers:

Class Assignments and Academic Requirements

- Writing papers
- Completing math assignments
- Conducting academic research or using approved educational platforms
- Preparing presentations or class projects

Student Leadership and College Preparation Activities

- Preparing meeting agendas, minutes, and organizational documents
- Creating publicity materials for student events
- Drafting correspondence or announcements for student organizations
- Researching colleges or preparing résumés

Usage Guidelines

- Students may **only use computers that are designated for student use**.
- Computers must be used in alignment with **PACA's Technology Use Policy**.
- Inappropriate use, such as gaming, messaging, or browsing non-academic websites, is prohibited.

Failure to follow these guidelines may result in restricted access and disciplinary consequences.

Benefits and Rights to PACA network users

PACA is committed to providing a safe, secure, and efficient technological environment that supports learning and communication. Students and staff who use the PACA network are granted the following rights, alongside the responsibility to use those rights ethically and in accordance with school policy.

Right to Privacy in Electronic Communication and Work

PACA respects the **right to privacy** of users' electronic communications and files stored on the school's network or transmitted via the school's email server. However, it is important to understand that:

- All PACA devices, accounts, and network systems—including email and stored files—are **school property**.
- As the host and owner of its network, PACA has a legal and ethical responsibility to monitor transactions conducted in its name.
- The **Technology Department** reserves the right to access emails, accounts, or files when necessary for:
 - System maintenance
 - Network security
 - Investigation of policy violations or illegal activity

No user should assume absolute privacy when using PACA-owned digital systems.

Right to Access Network Services

All authorized users have the right to access PACA's digital resources appropriate to their **roles and responsibilities**. These services may include:

- School-assigned email accounts
- Internet and Intranet access
- Learning platforms and cloud storage
- Other digital tools made available by the school

Access to these services is provided for **educational and administrative purposes only**. Misuse of any digital service may result in suspension of access privileges or additional disciplinary action.

Responsibilities of PACA network users

Access to PACA's network and digital resources is a privilege, not a right. All users are expected to use technology responsibly, ethically, and in alignment with the school's values and mission. Misuse of PACA's digital systems may result in disciplinary action, including the suspension of access privileges, detention, suspension, or further administrative review.

Prohibited Behaviors

The following actions are strictly **not permitted** when using PACA's network, devices, or digital services:

- Displaying, transferring, or storing **offensive, racist, violent, or pornographic content** in any format or on any device.
- Engaging in **cyberbullying**, including insulting, harassing, or threatening classmates, teachers, or staff—whether on or off campus.
- **Harming network performance** by downloading or storing non-academic files or programs.
- **Accessing another person's work, folders, or storage media** without permission.
- **Sharing passwords or accounts** with others. Each user is responsible for their own account and must log out after use.
- **Uploading or storing files** on school devices without teacher approval.
- **Wasting school resources**, including excessive printing or unnecessary use of storage.
- **Creating or spreading computer viruses** or other malicious code.
- **Accessing, copying, or sharing confidential files or data** without permission.
- **Sharing personal contact information** (e.g., addresses or phone numbers) with unknown individuals online.
- **Disobeying classroom or school rules** for device or Internet use.
- **Using school technology for commercial purposes**.
- Participating in **message trafficking** (e.g., spreading virus warnings or instructions not vetted by the Technology Department).
- Engaging in **hacking** or altering system settings, software, or configurations.
- **Intentionally deleting or damaging files** within or outside PACA's network.
- **Using unauthorized third-party software** to bypass network security or restrictions.

Required Responsibilities

All PACA network users are expected to:

- **Stay on task** when using technology for teacher-assigned activities.
- **Follow all school policies, classroom rules, and teacher guidelines** related to technology use.
- **Report violations** of this policy immediately to a teacher or administrator. Failure to report may result in shared accountability.
- **Comply with copyright and intellectual property laws**, including those related to text, music, software, and images. Unauthorized copying of software is prohibited.
- Ensure that all digital work, messages, or documents **clearly identify the author**—anonymity is not allowed.
- Use **only legitimate and authorized software and media** in all school work and presentations.
- Allow **only authorized staff** to install software on school devices.
- Use **school devices for educational purposes only**, and only **under adult supervision**.
- **Respect PACA's standards** by using electronic resources wisely, safely, and ethically.

Note: Misuse of technology resources at PACA may result in the loss of access privileges and/or disciplinary consequences. All students are expected to apply **good judgment** and represent PACA's values in their use of digital tools and online behavior.

FACILITIES

Facilities Use Regulations

PACA's campus is a gift made possible through generous donors, faithful stewardship, and dedicated staff. All students, families, and employees are expected to honor and care for our facilities with respect, responsibility, and gratitude.

General Guidelines

- **Any facility use must be approved by school leadership** in advance.
- **Students on campus outside school hours must be under direct adult supervision.**
- During extracurricular activities or events, **participants and spectators must remain in or near the designated event area.**
- **Climbing on trees, gates, walls, or roofs is strictly prohibited.**
- **Smoking and alcoholic beverages are not permitted** on campus under any circumstances.
- **Pets are not allowed** on campus, unless explicitly approved for educational purposes.
- **Bicycles, roller blades, skateboards, and similar items** are only allowed **on weekends, and only in the parking lot under direct parental supervision.**
- **Profanity in any language will not be tolerated** on campus.
- **All users are expected to handle facilities and equipment safely and responsibly**, leaving spaces clean and orderly after use.

Respecting these guidelines helps ensure that PACA's facilities remain a safe, welcoming, and well-maintained environment for all members of our community.

Other Campus Regulations

To ensure safety, order, and the well-being of our community, all students and families are expected to observe the following campus rules:

Campus Access and Departure

- **Students are not permitted to leave campus during the school day** without written permission from a parent/guardian. Students who must leave early must sign out at the school office.
- **Students may only return to campus after leaving if attending a school event or with explicit leadership approval.**
- **Students are not allowed to leave campus on foot, by taxi, or by ride-share services (e.g., Uber) without written parental consent and administrative approval.**

Student Vehicles

- **Licensed student drivers** must register their vehicle and documentation with the School Secretary.

- Cars driven to school **must remain in the school parking lot during school hours.**

Classroom and Facility Expectations

- **Food and drinks are not allowed** in classrooms, the auditorium, science labs, conference rooms, or the library **unless granted teacher permission.**
- Students' books and personal belongings **should be stored in lockers or the gym locker room**, not left unattended around campus.

After School Supervision

- **Pre-K through 5th grade students must leave campus by 3:25 p.m.**, unless under parental supervision or participating in a school-supervised activity.
- **There is no playground supervision available after 3:25 p.m.**

Campus Hours

- The school campus and gates **close at 6:00 p.m. on weekdays (except when hosting a home game) and at 5:00 p.m. on Saturdays.**
- **The campus is closed on Sundays.**

Playground Rules

- The Preschool and Elementary playgrounds are reserved for use by Preschool and Elementary students only during school hours.
- **Playground rules must be followed at all times**, as posted on-site.
- **Elementary students may not bring toys from home to play with during recess.** Toys brought for Show and Tell **must be kept in the classroom or in backpacks** until their scheduled presentation.

Swimming Pool Regulations

The PACA swimming pool is typically open from **November through April**, with specific pool hours established by school leadership. The following regulations are in place to ensure the safety and enjoyment of all pool users:

General Use Guidelines

- The pool may **only be used under adult supervision**.
- All swimmers must **shower before entering the pool**.
- **Street shoes are not allowed** around the pool area.
- **No running, pushing, dunking, or horseplay** in or around the pool.
- **No food, drinks, or chewing gum** are allowed on the pool deck.
- Children who cannot swim the length of the pool must be accompanied by an adult at all times.

Swimwear Guidelines

- **Girls** must wear a **modest one-piece swimsuit**. Hair should be **tied back or covered with a swim cap**. PE teachers may provide additional guidelines during class sessions.
- **Boys** must wear **proper swim trunks**. If using regular shorts, they must be **clean and reserved only for pool use**, not worn for other activities beforehand.

SCHOOL DRESS CODE

PACA requires uniforms for students in all grades, with age-appropriate guidelines. The dress code exists to support a safe, respectful, and distraction-free learning environment. It is not intended to be restrictive, but to guide students and families in making appropriate daily attire choices.

Daily Dress Guidelines

Pre-K – 5th Grade

- **Top:** PACA t-shirts or official PACA Christmas/Walkathon shirts
- **Bottom:** PACA pants, shorts, or skorts
- **Shoes:** Closed-toed shoes (required for safety)
- **Outerwear:** PACA hoodies or jackets, or personal outerwear (no inappropriate images, language, or symbols)
- **Other:** Hats and hoods are not permitted in the classroom

Grades 6 – 12 (Secondary Students)

- **Top:** PACA t-shirts
- **Bottoms:**
 - Shorts (must be no more than 8 cm above the knee)
 - Dress pants, khakis, twill pants, jeans, sweatpants (no rips or tears more than 8 cm above the knee)
 - Dark-colored leggings (for girls only)
 - PACA sports pants
- **Shoes:** Closed-toed shoes, sandals, or slides

- **Outerwear:** PACA hoodies or jackets, or personal outerwear (must not display inappropriate images, language, or symbols)
- **Other:**
 - Hats and hoods are not permitted in the classroom
 - **Piercings:** Ear piercings are allowed for all students (gauges not permitted); nostril piercings are allowed **only for girls** (septum piercings are not allowed)

Note: Designated staff members will address dress code concerns.

- **Middle School** students who violate the dress code will receive a **referral**.
- **High School** students will receive detention.
- Students may return to class only after changing into appropriate attire.
- Repeated violations will result in further disciplinary action.

Uniforms & Attire for PE, Sports and Other School Activities

All students in grades Pre-K-12 are required to use the PACA PE uniform for PE classes (T-shirts, shorts, athletic pants and swimwear). All uniforms may be purchased at the school office.

PE shorts and sports shorts must extend beyond the student's fingertips when standing with arms at their sides.

Boys may only be shirtless in the pool area.

For sports events, athletes must wear the official team uniform provided by PACA. Students are responsible for:

- Keeping the uniform in good condition
- Returning it to the school at the end of the sports season

DISCIPLINARY PROCEDURES

At PACA, we believe that **discipline is a form of discipleship**. The word *discipline* shares its root with *disciple*, and as such, our goal is not merely to correct behavior, but to **guide students toward becoming more like Christ**. Discipline is not synonymous with punishment—it is a tool for **redemptive growth** in both character and conduct.

Philosophy of Discipline

PACA's discipline approach is **redemptive, restorative, and growth-oriented**. Most behavioral corrections occur gently and immediately in the moment, led by teachers or staff. When behavior exceeds what can be addressed through immediate correction, further steps are taken to ensure personal growth and accountability.

Because no two students or situations are the same, **discipline at PACA is principle-based**, not rule-driven. It is **not possible to list every potential infraction or corresponding consequence**, but every case is evaluated based on four guiding factors:

1. **The extent and impact** of the offense
2. **The reason or motivation** behind the behavior
3. **The student's disciplinary history**
4. **Relevant circumstances** that contribute to the situation's uniqueness

Process and Responsibility

Members of PACA's **Leadership Team**—which also functions as the **Professional Learning Team (PLT)**—along with faculty, are responsible for evaluating disciplinary situations with care and discernment. Students' **individual rights and responsibilities** will always be considered, ensuring that responses are **fair, non-arbitrary, and developmentally appropriate**.

PLT Members Include:

- Superintendent
- PreK-12 Principal
- Brazilian Director

Our leadership is committed to guiding students not only toward compliance, but toward transformation—helping each student reflect Christ in attitude, actions, and relationships.

Tiered Behavior Intervention Chart:

Tier 1 - Low-Level Behavior
Tier 2 - Low-Level Repeated Behavior
Tier 3 - Low-Level Repeated Behavior After Classroom Interventions
Tier 4 - Mid-Level Behavior or Repeated Tiers 1-3 After Interventions
Tier 5 - Continuing Mid-Level Behavior or High-Level Behavior

Low-Level Behaviors	Mid-Level Behaviors	High-Level Behaviors
<ul style="list-style-type: none"> • Distracting behavior • Interrupting • Showing frustration inappropriately • Uncooperative behavior • Blurting out • Negative actions or words • Disrespect to peers • Littering 	<ul style="list-style-type: none"> • Repeated Low-Level behavior • Dishonesty • Being unsafe • Inappropriate language • Not following school protocols • Showing physical aggression • Disrespect to school staff • Defiance 	<ul style="list-style-type: none"> • Repeated Mid-Level Behaviors • Acts of aggression, such as fighting, hitting, threatening, etc. • Bullying/cyberbullying • Skipping Class • Possession of pornography, alcohol, drugs, tobacco, vapes, or other controlled substances

PACA Behavior Expectations:

Hallways & Stairways	<ul style="list-style-type: none"> • Walk calmly and quietly (no running, pushing, yelling, or rowdy behavior) • Stay to the right
In Class	<ul style="list-style-type: none"> • Be prepared for each class. • Follow the teacher's instructions in class. • Be engaged in the learning process. Participate, pay attention, and stay awake. • Raise your hand to speak unless that teacher has specifically opened the floor for discussion. • The teacher dismisses the class – not the bell. When leaving a classroom, push in your chair, clean up your area, and leave calmly. • Backpacks must be kept inside your locker, under your seat or in your lap or hung on the side of the table, not in walkways.
Lunch and Break Times	<ul style="list-style-type: none"> • Stay in one location to eat, when able. • Clean up after yourself before you leave. • Stay calm, no pushing, yelling, or rowdy behavior.
At School	<ul style="list-style-type: none"> • Follow all dress code guidelines. • For information on electronic devices – please see the technology section of this handbook. • Lockers must be able to close. Nothing is allowed on top of the lockers. Staff will confiscate items found on top of lockers.
Bathrooms	<ul style="list-style-type: none"> • Use quiet voices • No loitering in the bathrooms at any time • Misuse of bathrooms is not allowed, including: vandalism, intentional uncleanliness, use of technology, etc.

Respect for Staff	<ul style="list-style-type: none"> It is expected that every staff member should be treated with respect and dignity just as each student should receive the respect of the staff. A show of disrespect toward a staff member or insubordination on the part of any student will not, under any circumstance, be tolerated. All staff includes front office, custodial, instruction, grounds, administration, etc.
Proper Address	<ul style="list-style-type: none"> Students should take care to address staff respectfully and always use a title of respect.
Language of Instruction	<ul style="list-style-type: none"> Students are expected to speak the language of instruction during class.
Honesty and Integrity	<ul style="list-style-type: none"> Cheating is a serious offense and may result in a grade of "zero" as well as parental notification along with additional disciplinary action as guided by the PACA discipline policy. Cheating includes giving or receiving information about a test or quiz, and copying/or handing in someone else's work as your own. This includes plagiarism. Parents need to be careful to guide their child in his or her work but not do their work. Over involvement in homework or projects will interfere with their child's learning process. Talking during a test is considered cheating.
Appropriate and Respectful Language	<ul style="list-style-type: none"> Inappropriate language or gestures are not allowed from students, teachers, parents or visitors. This includes sexual remarks, negative comments about any nationality/ethnic group, or foul language in or outside the classroom. Reports by staff, parents, and students will be investigated and consequences will include apologies to offended persons and other disciplinary actions. Parents will be notified if the inappropriate behavior does not cease.
Displays of Affection	<ul style="list-style-type: none"> Public displays of affection (PDA) between students are prohibited on campus and at school sponsored off campus activities. This includes hand holding, kissing, hugging and inappropriate touching. If patterns of PDA are developing, students will be counseled about the issue. Students involved will be verbally

	corrected at the first offense, and then referred to the principal if the behavior continues.
Disruption of School	<ul style="list-style-type: none"> A student shall not intentionally cause a disruption or obstruction of the educational process, nor shall he or she urge others to engage in such conduct.
Weapons and Dangerous Instruments	<ul style="list-style-type: none"> Students are not permitted to have weapons on campus. A weapon is defined as “an object designed or used to inflict bodily harm or physical damage.”
Stealing	<ul style="list-style-type: none"> Stealing or unauthorized possession of someone else’s property is not tolerated.
Vandalism	<ul style="list-style-type: none"> Willful destruction or defacing of school property will result in a student being sent to the principal.
Assault on a School Employee	<ul style="list-style-type: none"> Assaults or verbal threats against school personnel, persons on school premises, or while off school grounds at any time will not be tolerated.
Controlled Substances and Alcohol	<ul style="list-style-type: none"> A student shall not knowingly use, possess, distribute, persuade, or attempt to persuade others to possess or use any illicit drug or alcohol.
Fighting	<ul style="list-style-type: none"> Engaging in physical violence, combat, or aggression is not tolerated.
Bullying	<ul style="list-style-type: none"> Bullying/harassment will not be tolerated at any level or any form: <ul style="list-style-type: none"> Physical: hitting, tripping, pushing, or damaging property Emotional: name calling, insults, demeaning remarks, verbal abuse Indirect: playing jokes to embarrass or humiliate, spreading rumors, etc. Cyberbullying: using technology to victimize others

Threats of violence	<ul style="list-style-type: none"> Written, verbal, electronic, or any other behavioral message that communicates an intent to inflict physical harm to a person or property is prohibited.
Other	<ul style="list-style-type: none"> Any other misbehavior not addressed in PACA's policy will be handled according to the Tier Discipline policy. In all cases not stated, PACA administration has the authority to enforce any necessary discipline.

The following disciplinary consequences may be used to guide students in demonstrating good conduct, self-discipline, and personal responsibility. Consequences will always be **proportionate to the infraction**, and may be adjusted by a member of the **Professional Learning Team (PLT)** based on the **specific circumstances** of each case.

Discipline decisions are made thoughtfully and prayerfully, with the goal of encouraging student growth and accountability.

Possible Disciplinary Actions Include:

- **Warnings and Correction**
Verbal or written redirection for minor infractions.
- **Counseling**
Meetings with PLT administrators, school counselor, school chaplain, or teachers to address behavioral patterns and discuss strategies for improvement.
- **Parent Contact**
Communication with parents through phone calls, written notes, or scheduled conferences to partner in resolving behavioral concerns.
- **Detention**
Assigned time during break, lunch, or after school for reflection or completion of work. Students are expected to come prepared and respectful.
- **Suspension**
Temporary removal from school and/or exclusion from school-sponsored events or services. Students receive a grade of **“0” (zero)** for all academic work missed during suspension.
- **Probation**
A formal status where students are allowed to continue enrollment with the understanding that behavioral expectations outlined in the Student Handbook must be strictly followed. Future re-enrollment may be contingent upon demonstrated improvement and school discretion.
- **Recommendation for Compulsory Transfer**
In serious cases of ongoing non-compliance with school expectations or when necessary for the safety and well-being of the student or others, the school may recommend transfer to another institution.

- **Other Disciplinary Measures**

When appropriate, alternative disciplinary actions may be used, such as:

- Fines
- Restitution for damaged or lost property
- Community service
- Loss of privileges

Each case is addressed individually, with **redemptive intent and fairness**, in alignment with PACA's mission and values. The goal is not just correction, but transformation.

Elementary Discipline

In the Elementary Department, discipline is viewed as an opportunity to train and reteach students about appropriate behavior and how to respond in a Christ-like manner. The goal is not just to correct, but to guide students toward personal growth and responsibility.

Classroom teachers are responsible for addressing discipline issues in the context of their classroom expectations. They will follow a clear and supportive process when responding to behavior concerns.

Steps in the Discipline Process:

1. **Student Conversation**

The teacher will speak privately with the student to discuss the concern and provide correction.

2. **Parent Communication**

The teacher will communicate with parents through appropriate means—such as a phone call, conference, signed/returned note (*Think Sheet*), or email—to inform them of the situation and share the consequences.

3. **Documentation**

The student will complete a *Think Sheet* to reflect on the behavior. If multiple *Think Sheets* are issued, the teacher will consult with the Elementary Principal.

4. **Administrative Involvement**

The Elementary Principal will schedule a meeting with the parents to discuss patterns of behavior and develop a collaborative plan of support.

This approach to discipline reinforces the values of accountability, reflection, and growth—helping students build the skills they need to make wise choices.

Middle School Referrals

Referrals are used in Middle School as a tool to promote accountability and ensure consistent communication between teachers, parents, and students regarding behavior.

Referral Use and Purpose

Referrals may be issued for infractions such as:

- Tardiness
- Dress code violations

- Excessive talking
- Disrespect toward peers or staff
- Other behavior that disrupts the learning environment

Referral Copies

Each referral is issued in triplicate:

- **White copy** – goes to the student and parents
- **Green copy** – stays with the teacher
- **Pink copy** – submitted to school leadership

Returning Referrals

Students are required to return the signed referral to the **teacher who issued it** within **two school days**, based on the return date written on the form.

- **Late return** (after two days) results in **an additional referral**.

Referral Consequences

- **3 referrals** in a quarter → **After-school detention**
- **6 referrals** → **Second detention**
- **9 referrals** → **Suspension**
- **12 and 15 referrals** → **Additional suspensions**

This system reinforces expectations for responsible behavior while giving students opportunities to reflect and improve.

After School Detentions (6th-12th Grades)

After-school detentions may be assigned at the discretion of the Secondary Principal, in consultation with teachers, for behaviors such as:

- Disrespect toward teachers or staff
- Use of inappropriate language (e.g., swearing)
- Academic dishonesty (e.g., cheating on homework)
- Other infractions deemed appropriate for this consequence

Detention Procedures

- Detention lasts **one hour**, from **3:35 p.m. to 4:30 p.m.**
- Students must:
 - Bring a **signed detention slip**
 - **Arrive on time**
 - **Be prepared to study quietly** throughout the detention period

Transportation after detention is the responsibility of the **student and their parents**. Both teachers and PLT administrators have the authority to assign detentions when necessary.

Suspensions

Suspension is a serious disciplinary consequence, assigned when a student's behavior is determined to be harmful or disruptive to themselves, the school community, or school property.

In High School, the accumulation of **four after-school detentions** in a single semester may result in suspension.

Suspensions may also be assigned at the discretion of a **PLT administrator**, in consultation with teachers, for infractions such as:

- Disrespect toward teachers or staff
- Physical fighting
- Dishonesty, including lying or forging a parent's signature
- Academic dishonesty, such as cheating on tests
- Other serious behavioral violations

During a suspension, students may not attend classes or participate in any school-sponsored activities. All academic work missed during the suspension will receive a **grade of zero (0)**.

SCHOOL FEES

Annual Tuition Costs

Pan American Christian Academy (PACA) is a non-profit institution. Tuition fees are reviewed and adjusted annually by the School Board of Directors. Families are notified of any changes in tuition by **April**, with the updated fees taking effect in **July**.

Tuition may be paid monthly, annually, or per semester

Students who enroll during the school year will be charged starting from the **month prior to their entrance date**.

NEW STUDENTS

New students are required to pay an **initial enrollment fee** upon acceptance. The remaining tuition is divided into **11 monthly payments**.

If a new student withdraws **before completing the registration process**, 80% of the initial payment will be refunded.

Students who have been away from PACA for more than **12 months** are considered new students.

RETURNING STUDENTS

Returning students may divide the annual tuition into **12 consecutive monthly payments**:

- **First Semester:** July through December
- **Second Semester:** January through June

Tuition invoices (**boletos**) are e-mailed to parents **five days before the due date**, and are **payable at the bank by the 5th of each month**.

Lunch/Meal

PACA provides a daily **lunch option** for students who choose to eat on campus. Students may also bring meals from home. However, **ordering or receiving food from outside vendors or delivery apps is not permitted**.

Meal Plan & Pricing

- **Individual Meal (daily purchase): R\$ 40,00**
- **Pre-K – 5th Grade Semester Plan: R\$ 2.800,00 (or 5 monthly payments of R\$ 560,00)**
- **6th – 12th Grade Semester Plan: R\$ 3.000,00 (or 5 monthly payments of R\$ 600,00)**

Meal Requests & Payment

If your child needs an **individual meal**, please inform the front desk **in advance** by emailing: school.office@paca.com.br

Payment options for individual meals:

- At the **school reception** (credit card)
- **Added to the tuition bill**

Students on a semester meal plan **may not share their meals** with other students.

Additional Fees & Financial Policies

Grade Placement Fee

- A **non-refundable fee of R\$ 250,00** is charged for testing materials and evaluation services related to the **initial application** to attend PACA.

Graduation Fee

- A **monthly fee (July–June)** is added to the tuition bill of **all seniors** to help cover expenses related to graduation events and celebrations.

Early Examination Fee

- A fee of **R\$ 200,00 per exam** will be charged when a student takes an exam **before the official scheduled dates**.

Early Departure Fee

- Students in **K–8th grade** who leave **more than 10 school days before** the end of a semester will be charged an **R\$ 200,00 early departure fee**.
- Written requests must be submitted **at least one month in advance**.

- Contact the **Elementary or Secondary Principal** directly to coordinate early departure.

School Withdrawal

- **No reimbursement** will be made for tuition paid for the **month in which the student withdraws**.
- If tuition has been paid in advance, a **refund will be issued for unused full months** following the student's withdrawal.

Academic Testing Fees

- **Advanced Placement (AP) test fees** will be charged directly to students and included on the **tuition bill**.

Tournaments

- **Middle School and High School** students on sports teams may participate in **inter-school tournaments** each semester.
- Families are responsible for **camp fees**, payable **the week before the tournament**.
- Tuition accounts must be **up to date** for students to participate in **sports or academic tournaments** (e.g., MathCounts, Knowledge Bowl).

Field Trips

- Information and costs for field trips will be communicated to parents **at least two weeks in advance**.
- If a field trip will cost more than **R\$150.00**, notice will be given **at the beginning of the semester**.

Transportation

- School transportation is provided by **third-party contractors** and is the **responsibility of the parents**.
- Prices and service details must be obtained directly from the **service providers**.

Transcripts

- **Former students and alumni** may request transcripts ("histórico escolar") by emailing:
school.office@paca.com.br
- The **second copy** of the transcript costs **R\$ 100,00**.
- According to Brazilian law, official school documents must be issued **within 30 days** after student withdrawal.

Payment of Fees

All fees must be paid **by the due date** at the bank.

A **daily late fee** is applied to overdue payments.

Students with outstanding balances may not participate in **extra-curricular activities, non-academic trips**, or be **enrolled for the next school year**.

The school will notify families if payments are **outstanding**.

STUDENT ACTIVITIES

AASB Activities & Sports Tournaments

All secondary students are required to sign and abide by the **AASB Code of Conduct** to participate in sports tournaments and events.

After-School Programs

Various **After-School Programs** are offered for **Preschool and Elementary students**. Information about specific programs is shared through the **PACA Weekly** and parent letters.

To participate, parents must:

- Complete the “**Preschool & Elementary After-School Program Authorization**” form.
- Sign a **permission slip** for each program.

Forms must be returned to the **Elementary Secretary** before the student can participate.

Athletic Activities

PACA offers a variety of **Middle School (MS)** and **Varsity** sports for boys and girls.

- **Girls:** volleyball, cheerleading, futsal, basketball, soccer
- **Boys:** soccer, futsal, volleyball, basketball

MS sports are played by students **14 years old and under**.

Varsity sports are for students **ages 15–19**.

Athletic highlights include:

- **Weekly evening league games**
- Two major **sports tournaments** each year

PACA promotes a **Christ-centered philosophy** in all athletics events, emphasizing **Christian character development**.

Class Activities

Each high school class organizes **social and fundraising events** throughout the year.

- Funds must be used for **school/class-sponsored activities only**.
- All extra student activities (dress-up days, parties, use of facilities, etc.) must be **pre-approved** by school leadership.
- **Fundraising activities** must be cleared through the **High School Student Council (StuCo)** via the class representative.
- **Class socials** are considered official school events if parents are informed through the **PACA Weekly** or written communication.

Clubs

Clubs may be formed when:

- A sufficient number of interested students come forward.
- An advisor is available to lead the club.

Initiatives must come **from the students**. Leadership will assist with setup.

Character First

Elementary students participate in **Character First**, a program that includes assemblies and small groups centered on **monthly character themes**.

Reading Contest

To encourage reading, elementary students participate in a **month-long Reading Contest** during the first semester.

Christmas Program

The Christmas Program takes place on a **Saturday evening in December**.

- **Attendance is required for Preschool and Elementary students.**
- A special **Christmas Program T-shirt** will be made available, and its **cost will be added to the December tuition bill**.

Science Fair & Art Show

Held during the **second semester**, this event features work by students in:

- Preschool to 8th grade (science & art)
- High school students in art courses

Attendance is required for:

- Students in Kindergarten through 8th grade
- High school Art students

Grades are given based on participation.

International Festival

The **International Festival** is a school-wide event celebrating **God's diversity** in our community. It includes:

- Cultural activities
- Food and fun
- Fundraising for non-profit organizations

This event is considered a **regular school day**, and **attendance is required** for all students.

Field Trips

Field trips are part of the educational experience for all PACA students.

Requirements:

- Submit a signed **Field Trip Permission Form**
- Pay any **associated costs**
- Follow **school rules** during the trip

Additional rules:

- **Seat belts** must be worn at all times on the bus (as per federal law)
- **Boys and girls** may not sit together on the bus unless they are siblings
- **Elementary students** must **depart from and return to PACA** for all trips

Graduation

Graduation is the culminating celebration for seniors.

- Seniors suggest speaker names for **leadership approval**
- **Juniors** assist with the event by providing **ushers** and **reception servers**

Graduation requirements are outlined in the **Academic Information** section.

Candlelight Dinner

Organized and hosted by the **Junior class**, this event:

- Teaches students to work together
- Offers an elegant evening for **MS & HS students, alumni, and parents**

Drama Presentations

PACA values the performing arts as part of a well-rounded education and offers several opportunities for student involvement in drama each year:

- **High School Drama Presentation:** Takes place during the **first semester**, featuring student actors and stage crew in a full theatrical production.
- **Middle School Drama Presentation:** Occurs during the **second semester**, giving middle school students the opportunity to develop their performance and

collaboration skills.

- **Brazilian Program – 8th Grade Play:** As part of the Brazilian curriculum, the 8th grade class presents a play based on a classic work of Brazilian literature, "**A Moreninha**", showcasing both literary understanding and dramatic expression.

Junior/Senior Luncheon

Held annually in May, this luncheon:

- Is organized by **Juniors**
- Honors **graduating Seniors**
- Includes planned activities and a **time of blessing**

Senior Class Trip

A highlight of the high school experience, the **Senior Trip**:

- Is fully **funded by the seniors**
- Requires full payment **before departure**
- Must include the **homeroom teacher as a chaperone**; additional chaperones approved by leadership
- Takes place in the **second semester**

Student Leadership

Student Council (StuCo):

- Elected body representing student interests
- Operates within school and Board guidelines

HS StuCo Roles:

President, Vice President, Treasurer, Secretary, Social Life Coordinators, Spiritual Life Coordinators, Media Coordinator

MS StuCo follows a similar structure.

Class Officers (HS):

Elected during the **third week of school**, positions include:

President, Vice President, Treasurer, Secretary, Social Chairman, Spiritual Life Coordinators,

⚠ Students holding **leadership roles** (NHS, StuCo, class officer, sports captains, etc.) who commit **serious or repeated disciplinary offenses** will be asked to step down.

Outreach Activities

Students are given opportunities throughout the year to **serve others**, both **individually and as a group** (see pg. 25).

Extracurricular Competitions & Trips

Participation in these activities is a **privilege** and based on:

- **Up-to-date tuition payments**
- Meeting **athletic eligibility** standards (see next section)

Tickets and travel arrangements are usually made **well in advance**. Eligibility is confirmed **before ticket purchases**.

ATHLETIC POLICIES

The athletic philosophy of a Christian school—one that seeks to honor Jesus Christ—is to help students mature in their Christian walk and demonstrate sportsmanship while also pursuing excellence in physical skills. This philosophy includes:

- Subordination of individual preferences for the welfare of other team members and the team as a unit
- Good physical conditioning
- Proper respect for the authority of coaches and officials
- Growth in being magnanimous in victory and gracious in defeat
- Commitment to always playing within the rules
- Perseverance

The PACA Athletic Department exists to nurture these values in the heart and mind of every Christian athlete who participates in the physical education program and in the extracurricular athletics programs.

To participate in PACA's after-school sports program, both students and parents must read and sign PACA's **Athletic Handbook**.

Athletes whose behavior violates the principles outlined above may lose the privilege of representing the school in extracurricular activities and/or other honors.

Sports Eligibility

All students begin the school year **eligible** for sports participation.

Eligibility Requirements:

- Secondary students (Grades 6–12) with **two or more F's or a general average below 73% (Middle School) or 70% (High School)** on **any mid-term or quarterly report** become **ineligible** for sports competitions.
- If the student **raises all grades to eligibility standards within 10 school days** of the report, they regain eligibility for games. If not, they will be ineligible to **practice or travel with the team** for the rest of that grading period.

Students are re-evaluated for eligibility at the **end of each grading period**. Sports eligibility requirements are in addition to PASS program requirements.

Ineligibility or re-eligibility takes effect **the day after grade reports are issued**.

Students with diagnosed learning needs may be permitted to continue participating if:

1. They are **not missing any homework assignments**, and
2. Approval is granted by the **leadership in consultation with teachers**.
3. These decisions are made on a **case-by-case basis**.

Attendance Requirements for Sports Participation

- A student must attend at least **four class periods** on the day of a game in order to be eligible to **practice or compete**.
- If a student is **absent for any part of the day**, they may **not participate** in the game that day.
- Exceptions for **emergency situations** (such as military appointments, death in the family, medical or traffic emergencies) will be reviewed by the **Athletic Director and Principal**.

Coach Authority

All athletes are under the authority of the supervising **coach(es)** during practices, games, and events.

Failure to follow the rules, instructions, or procedures of the coach(es) may result in **disciplinary action**, including **dismissal from the team**.

Sports Tournaments

Athletes will **not be allowed to participate** in sports tournaments if their families owe tuition fees.

Use of PE Equipment

Students may **not use physical education equipment** without permission and **proper supervision** from their PE teacher, instructor, or coach.

Sports Office

The Sports Office is **restricted to professional staff**. No student may enter or use the office without **explicit permission**.

No Fighting Rule

Any student who **swings or kicks** with either an open or closed fist will be **dismissed from league competition for the entire season**, in accordance with league rules.

Respect for Authority

- No coach, player, or fan should **verbally or physically attack** a referee, player, coach, or non-participant.

- Fans may not enter the court or field without **specific permission** from a coach, referee, or the Athletic Director.
- Any concerns must be directed to the **PACA Athletic Director** or a designated representative.

Requirements for a Letter

Athletes who **complete the season in good standing** with their team and coach will receive a **certificate**.

Athletes may also receive a **letter "P" or a pin** if they:

- Participate in approximately **50% of total playing time**, and
- Are deemed by the coach to have earned such recognition.

Practice Hours

- **1st Practice:** 3:30 – 4:15 PM
- **2nd Practice:** 4:20 – 5:05 PM
- **3rd Practice:** 5:10 – 5:55 PM

All students must be **off campus by 6:00 PM**, except on evenings when home games are scheduled.

The school **reserves the right** to revoke a student's privilege of remaining on campus after 3:30 PM due to behavioral or academic concerns.

BE A CATALYST

LEAD
WITH
PASSION



SERVE
WITH
LOVE

ALL FOR CHRIST
COLOSSIANS 3:23



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