

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Colossians 3:12



2012-2013

**MACA**  
**STUDENT**  
**HANDBOOK**



## PAN AMERICAN CHRISTIAN ACADEMY

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# 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 absolutely essential. We believe that salvation is by grace through faith, apart from such works and/or observances 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 - they that are saved unto the resurrection of life; and they that 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 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.

In this 2012/2013 school year, PACA is starting its sixth decade of service through Christian education. It has been through the fifty years of dedication from teachers, parents, students and community members that PACA has reached children from all over the city of São Paulo with a Biblically integrated, Christ centered educational experience. The school is only as strong as its ties to His truths and its dedication to following His path.

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 3:12, "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience." Our school mission statement emphasizes our desire for each of PACA's students to impact the world for Christ. What is important to remember is this is something that should begin as a PACA student, not as a PACA alumnus. This year we want to help students understand and embrace the idea of serving others through the gifts and talents God has given to each of them. This school has been a tremendous blessing to so many people, and it is all of our desire to continue to offer this unique "Quality Education Based on a Biblical Foundation" this year and for many years to come.

PACA is a very pleasant place for all who work here, and everyone tries diligently to keep it that way. It is our desire and prayer that you will personally experience positive growth in all areas of your life. Teachers, students, and the parent community are friendly, helpful, and enthusiastic about what is happening at school. We believe these relationships and the desire to excel at PACA are a result of the focus on God's truth and the life-changing effects of Jesus.

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 to each student in grades 6-12 and to each family in the elementary and preschool. 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 administration 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 don't hesitate to ask for further information or assistance. We're 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!  
Robin D. Rugg  
Superintendent

## **PURPOSE AND HISTORY**

### **Mission**

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

### **Vision**

To be a leading international Christian school:

1. providing high-quality education while integrating biblical truth into all areas of learning,
2. nurturing and instructing students to love, to learn, and to live out the Christian faith, and
3. promoting the cause of Christian education throughout the world.

### **Core Values**

- Recognition of the Bible as the revealed, infallible Word of God taught as truth
- Commitment to serve the missionary community
- Implementation of a quality US-type program which includes a well-developed Brazilian curriculum, effectively preparing students for university studies
- Employment of Christian personnel who model Christ in teaching, leading, and discipling students
- Dedication to academic excellence maximizing each student's potential while equipping them to think critically in the context of a biblical world view
- Appreciation for a multicultural community that prepares the student for successful interaction in a diverse, interdependent world
- Support of the parental responsibility for the education of children
- Encouragement of active participation in local evangelical churches

### **History**

Pan American Christian Academy is a Christian day school dedicated to providing academic preparation for Christian English-speaking students in São Paulo, Brazil. Founded to meet the educational needs of the missionary family, we have since expanded our vision to encompass the children of business families in the American, Brazilian and international communities. However, PACA does not discriminate on the basis of race, nationality, ethnic origin, gender, or disability.

PACA began classes in February of 1960 in the Methodist Church of Itaim. The first faculty was composed of five teachers, and the student body numbered twenty-eight. During its early years, the school functioned in various rented facilities, and in December of 1965, purchased a small city block in Campo Belo. As the school continued to grow, a number of classrooms were built and nearby houses were rented, but it soon became evident that the Campo Belo site would be too small to meet the demands.

In July of 1972, 33,000 square meters (7.5 acres) were purchased in the southern São Paulo neighborhood of Rio Bonito. Construction started in April of 1973. The year of 1974 was momentous in school history. In February of 1974 the school moved into the first units of its

new campus. The Brazilian Ministry of Education accredited the school, and the first twelfth grade class graduated in June of 1974.

Many additions have been made to the campus, including the construction of a swimming pool and a computer lab, provided by generous donors. In 2006, PACA acquired the property adjacent to the school which has provided the addition of a second cafeteria, an auditorium which seats 120 people, preschool facilities, a learning lab, housing for our foreign-hire teachers, a conference room, and office space. The office space houses the headquarters of ACSI-Brasil which under Mike Epp's leadership was established in 2003, serving 80 schools throughout Brasil.

The school has grown to include non-North American missionaries, furloughing Brazilian missionaries, the local Christian community and others interested in the PACA educational program. The enrollment has changed over the years, but the Bibliocentric worldview focus of the school remains the same.

Dr. Eugene Berends (Director 1991-1994) once said of PACA, "It's not the place, it's the people." To speak of PACA history without mentioning the many wonderful servants - teachers, board members, and parents - who gave sacrificially to produce a faithful history would be inappropriate. The school has been blessed with excellent leaders and teachers throughout the years. God has blessed PACA with facilities, teachers and students for over 50 years. He has been our Provider, and to Him belongs all glory.

### **Location**

As mentioned previously, PACA is situated in the Jardim das Imbuías neighborhood in the southern part of the city of São Paulo. It is just a fifteen-minute drive from the famous Interlagos *Formula One* race track "Autódromo." We are actually next door to the campus of the University of Santo Amaro. If you have never visited PACA, all you need to do is follow the "Centro Médico UNISA" hospital signs from the Av. Interlagos, and you will arrive at the school gate. We are across the street from the "Centro Médico."

### **Accreditation**

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS - SACS, a division of AdvancED, guarantees that schools will maintain a high level of standards in accordance with U.S. expectations. It also provides a structure to promote continuous school improvement. PACA has been accredited with SACS since 1985.

MINISTÉRIO DE EDUCAÇÃO (MEC) - Under the name Escola Cristã Pan Americana, students who enroll in the Brazilian curriculum receive an additional secondary school diploma. Students with Brazilian citizenship must enroll in the dual curriculum. PACA has been accredited by MEC since 1981.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL - ACSI is organized on an international level, serving Christian schools in over 100 countries throughout the world. It promotes the cause of Christian education by assisting schools to accomplish together what they could not do alone. PACA has been accredited by ACSI since 2003.



### Affiliation

PACA has membership in the following organizations:

1. 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.
2. ASSOCIATION OF AMERICAN SCHOOLS IN SOUTH AMERICA (AASSA) - started to insure greater coordination of American curriculum throughout international schools in South America.
3. ASSOCIAÇÃO INTERNACIONAL DE ESCOLAS CRISTÃS-BRASIL - 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.

## EDUCATIONAL GOALS AND OBJECTIVES

The school's goal is to encourage the student to develop within Biblical guidelines so that growth will be promoted in all areas of life: intellectual, emotional, physical, social and spiritual. Each student will be encouraged to "... become mature, attaining to the whole measure of the fullness of Christ." (Eph. 4: 13)

**Academically** -- To master the basic skills relative to reading, language, mathematics and research; and to understand and appreciate the social, natural, and physical sciences, literature, and arts, recognizing that these disciplines are not in conflict with the Biblical truth of the creation, redemption of man, and the ultimate triumph of God's purpose in human history.

**Spiritually** -- To know God, and share with others a personal relationship with Jesus Christ; and to develop a strong Christian character, based on a broad knowledge of the Word of God and confidence in its infallibility.

**Socially** -- To recognize and respect the qualities and rights of all people and to relate to them in a friendly and helpful manner in school, home, church, and in society.

**Culturally** -- To understand, respect, appreciate and benefit from the student's multicultural experience, and make adjustments where necessary.

**Personally** -- To grow in personal integrity, self-discipline, self-acceptance, Scriptural based moral standards, to achieve his/her highest potential performance, and physically to develop a health awareness and physical fitness.

**Vocationally** -- To make a career choice in the pursuit of God's will.

To accomplish these objectives, PACA's curriculum will include academic and non-academic courses, instruction in Christian living and service, and extra-curricular activities, as these are considered essential elements in training the entire person. The course of study shall conform to a standard USA curriculum to facilitate transition between PACA and schools in North America. The primary emphasis shall be upon college preparation, and the school's curriculum shall uphold the motto: **"Quality Education built on a Christian Foundation."**



## CURRICULUM PHILOSOPHIES

PACA's teaching philosophy is based on a world view whose foundation is made up of one's relationship with God, one's relationship with each other and one's relationship with the world and society. God is the center of the Christian education world view. Truth, by its very nature is non-contradictory, absolute, revealed, descriptive, unavoidable, and unchangeable. The curriculum is designed to integrate God's truth, weaving it, by precepts and principles, into teaching and learning in such a way as to present a unified, holistic, God-centered view of life. PACA's curriculum emphasis is the mastery of basic skills in Elementary and middle school and a solid college preparation throughout high school.

### **Teaching Principles**

PACA believes that the human being is neither a passive receiver of information from the environment, nor an autonomous creator of knowledge, but one who comes equipped with the capacity to know and learn. The learner, the curriculum, and the teacher are interacting in the learning process. The Bible says that man is made in the image of God with the capacity to know and seek the truth. Scripture also declares that truth exists outside the knowing mind and that the human mind was created to know the truth. With the understanding of the actional nature of the learner being interactive, the teacher has an important role to play. The teacher provides structure and information for instructional objective. The concepts, principles, and conclusions are derived from the teacher's input and the students' thinking prompted by teacher planned activities and questions related to information given.

### **Language Arts**

The language arts are based on the truth that God is the supreme communicator (John 1: 1). In the Bible we can clearly see God as the creator of the word and of images which are used to communicate truth about God himself (Psalm 19: 1-4). Jesus taught religious truth through stories, characters and images that embody truth (Luke 10: 25-37, John 13:1-20). The study of literature equips us to learn the stories that will most effectively help us to share the Gospel with people from all nations (Matthew 28: 18-20). As Christians, we must learn to recognize and understand God's truth in order to think, write and communicate it clearly so that we will impact the world for God's Kingdom (I Peter 3: 15).

### **Portuguese: First Language**

The study of language is based on the truth that our Triune God, the Supreme Author of communication (Jn. 1: 1), has in the Word the means of revelation to man of His thoughts, statutes and plans, as well as His character and will. He gave us the capacity to communicate with Himself, and with each other in speaking, listening, writing and reading. Through language He desires that we recognize His standards and principles.

### **Portuguese as a Foreign Language**

The teaching of Portuguese as a second language is based on the truth that God is the Supreme Being and Communicator. He has blessed us with the gift of communication with Himself and consequently with each other. Foreign students in Brazil need to be able to communicate and understand the culture. The study of Portuguese is essential for the student's integration into Brazilian culture and society. Increasing globalization requires leaders and professionals who are capable of communicating in various languages. This course equips the student for his/her entry into the world job market.

### **Mathematics**

Mathematics, taught in the light of Biblical truth, reveals the majesty and excellence of the attributes of God's nature and character; leads to the understanding of the physical world; promotes the development of analytical thinking; and trains the mind, which under the control of the Spirit of Truth, can reason with and through the Scriptures to apply it 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 universe and apart from Him nothing was made (Genesis 1: 1, John 1: 3). It is also important to know that God intimately and continuously supports His creation (Psalm 104). Christians have a responsibility to learn about the creation so they can gain an increasing appreciation for the greatness of God. Man also has been given dominion over creation, so as Christians, knowledge of creation is an important first step in making informed and wise decisions about how to take care of it (Genesis 1: 28).

### **Social Sciences**

The social sciences are the study of mankind carrying out the cultural mandate given by God, in community and relationships in a particular time and place (Genesis 9:1). Through the social sciences we see man's lost condition and strive to demonstrate God's sovereignty throughout time (Romans 3: 23, Deuteronomy 4: 39). God oversees our personal growth, conflicts, resolution and rebuilding as well as determines the course of the nations through the centuries (Psalm 47: 2 & 8). Fundamentally, the social sciences are the study of relationships: man to man, man to earth, and man to his God (Psalm 71: 17-18).

### **Bible**

The Bible is God's revelation of Himself to us and therefore is studied for the purpose of knowing God and His Son, Jesus Christ (Hebrews 1: 1-3). The Bible is God's inspired, inerrant Word to man, and contains all the answers needed for life (Deuteronomy 32: 46- 47, II Peter 1: 3). We must study the content of Scripture and seek to comprehend its principles so that we will be able to make the personal applications leading to an integrated, God-centered view of life (II Timothy 2: 15). Bible class provides the opportunities necessary for each of our students to develop a vibrant personal relationship with Jesus Christ, and equips them with the tools necessary to become lifelong students of the Scriptures (Acts 17: 11). The Gospel is the active power of God through His Holy Spirit to change lives and impact our world for Christ (Romans 1:16-17, John 16:13-15).

### **Physical Education**

Physical education is based on the truth that the body is the temple of the Lord (I Corinthians 6: 19-20). God has gifted individuals with various levels of abilities and calls each of us to reach our full potential (Colossians 3: 23). Physical education classes will teach the students to discipline their bodies as they participate in a wide range of activities. He has set standards for our activities that are distinct from those of the secular world, such as living in peace with everyone and doing to others as we would have them do to us (Hebrews 12: 14, Luke 6: 31).

### **Technology**

Students are taught to use technology within classroom disciplines and/or in the media centers. The school is committed to maintaining a high level of moral and ethical use with technology. The students will be challenged to become proficient in using technology, to become aware of its

nuances, to make Biblically based decisions related to this expanding field in the world around them (Romans 12: 2, Proverbs 2: 6), and to know where it may be used in real world situations.

### **Fine Arts**

The fine arts program develops the student's capacity of observing, analyzing and criticizing the wonderful world of arts. "The heavens declare the glory of God; the skies proclaim the work of his hands." (Ps. 19: 1) Through a Christian worldview the students have the opportunity of evaluating the world around them, recognizing God's creation ("God saw all that he made, and it was very good" Gen. 1: 3), and developing their natural gifts by experiencing music, theater and art. "... and I have filled him with the Spirit of God, with skill, ability and knowledge in all kind of crafts." (Ex. 31: 3)

### **PACA Homework Guidelines**

#### **Homework Philosophy**

- Homework is assigned to prepare, practice, or polish skills and knowledge outside the classroom.
- Homework is designed to facilitate learning. Students need time to grapple with concepts individually. Homework helps guide them to spend this time effectively.
- Students complete work in differing amounts of time. With wise time management in class and at home, students should be able to work at a pace that is reasonable for them and complete their work in a sensible amount of time.
- Homework expectations will vary with grade level and course

#### **It is the teacher's responsibility to:**

- Be aware of school calendar and events in which students are involved
- Recognize individual student's abilities
- In as much as possible, provide homework assignments ahead of time
- Provide clear expectations
  - Communicate specific academic goals for assignments
  - Define how work will be evaluated
  - Define acceptable limits for collaboration and use of outside resources
- Communicate with other teachers about homework, projects and tests
- Provide feedback on homework in a timely manner
  - Devise strategies to give various type of feedback on students' work
  - Post scores on Edline regularly
- Be aware of the time needed to complete an assignment. If it is a lengthy assignment, give several days advance notice prior to the due date
- Ensure that students have the skills to complete the homework assignment by providing guided practice in the classroom, and taking time to address students' doubts
- Provide appropriate consequences for incomplete and late homework

#### **It is the student's responsibility to:**

- Establish a set time to reflect on the past week and plan ahead for the next week
  - Be aware of school, class, sports and personal calendars that may impact time available to complete homework
  - Use an agenda or other organizational tool to manage time efficiently
  - Communicate with teachers ahead of time about conflicts with other classes, school activities, sports, absences or other activities

- Establish a time and place for focused work
- Realize that homework is important for learning and should therefore be done with excellence
- Only submit his or her own work
  - Make sure he or she understands what level of collaboration and use of outside resources is allowed for a particular assignment
  - Do homework individually unless otherwise specified by the teacher so that it reflects his or her actual abilities
- Check scores on Edline regularly to check on progress and ensure accuracy

**It is the parent's responsibility to:**

- Help set up a consistent organized place for homework to be done.
- Encourage student in time management, completing homework and turning it in on time.
- Stay informed about the student's grades and progress through Edline, PTS conferences and contact with teachers (i.e. agendas).
- Establish consequences at home when grades go down because of homework.

## **SCHOOL ROUTINE**

| <b><u>Daily Schedule</u></b> | <b>Starting Time</b> | <b>Lunch Time/ Recess</b> | <b>End of Day</b> |
|------------------------------|----------------------|---------------------------|-------------------|
| <b>FIRST BELL</b>            | 8:06                 |                           |                   |
| Preschool                    | 8:10                 | 11:15-11:45               | 3:20              |
| Kindergarten- 5th            | 8:10                 | 12:10-12:50               | 3:20              |
| Grades 6-8                   | 8:10                 | 12:20-12:53               | 3:20              |
| Grades 9-12                  | 8:10                 | 12:22-12:53               | 3:20              |

**Attendance: Preschool - 12<sup>th</sup> grade**

PACA provides a minimum of 200 school days in its calendar. Consistent daily attendance and adherence to the class time schedule are important for the student and the instructor. Any absences for full or partial days require a written explanation from a parent or guardian.

**In the case of planned absences, students should notify the office one week in advance and complete any work that will be missed prior to the absence. (NOTE: School policy states that if a student misses 15% of scheduled classes for whatever reason, credit will not be given for the course.)**

If a student arrives at school after the year has already started, or leaves before the last day, parents should notify the office in writing. A withdrawal form must be filled out by all students who leave school at any time during the school year. This form is available in the office.

If a student is sick or unexpectedly absent from school, his/her parent should call the school office, before 8:20 a.m. on the day of the absence. (This is, first of all, a security measure and secondly helps our teachers keep track of each student's progress.) If a student has not arrived at school by 8:20 a.m. and the school has not been advised of his/her absence, one of the school secretaries will call parents to verify the student's whereabouts.

If you have previously advised the school that you will pick up your child before the end of the school day, on your arrival please go to the school office to request dismissal. The receptionist will call the classroom to request the early dismissal of your child. You will also need to sign your child out in the appropriate book at the school reception desk.

#### **Excused Absences: 6-12th grades**

**A)** Illness, injury, family emergency, death in the immediate family.

**B)** Documentation, furlough adjustments, medical or dental services and school-approved educational experiences. Whenever possible, it is much preferred that these be scheduled at times other than school days or during school hours for the benefit of the student.

Where absences can be anticipated (type B), parents should advise the school office one week **in advance**. Failure to communicate an absence will result in the absence being unexcused. Anticipated absences of more than one day should be communicated in **writing or electronically** at least **one week in advance**.

Any student arriving at school after 8:20 a.m. or leaving school before the end of the day must sign in or out with the school receptionist.

#### **Parent Requested/School Approved Educational Excused Absence**

A parent request for an absence not related to paragraphs A or B above must also be **submitted in writing or electronically** to the office at least **one week** before the absence is to occur. The Administration will then review the request and notify the parent(s), student(s), and teachers of the conditions of granting the request. Parents are urged to recognize the impact the absence will have on their child's education and weigh the pros and cons of the absence before they make the parent request.

#### **Unexcused Absences: 6-12th grades**

An unexcused absence is any absence without an approved excuse. When official communication has not been received from the parents within 3 days of the absence, the absence is also unexcused. **Tests and work given during unexcused absences may be written for up to a maximum of 80% credit at a later date.** Students who are suspended from school or who skip classes should expect to receive a "0" (zero) for all work missed.

#### **Elementary: Late Arrivals to School**

If an Elementary student is late to school two to three times a month for several months in a row, the parents will receive an e-mail reminder to make sure they are aware of the situation. After two more tardies, they will receive a letter that needs to be signed by the parents and returned to school. If the tardiness continues after the parent letter is returned, the student will miss part of their morning recess each time he/she is late to school.

#### **Tardies: 6-12th grades**

Students who are tardy to school more than three times in a quarter will receive a detention. Tardies are partial absences and follow the same criteria as excused or unexcused absences. If tardiness continues, students will receive after school detentions and then suspension.

#### **Make-up Work Policy:**

- 1) Any assignment or project that was due on the day of the student's absence must be turned in when the student returns to school or it will suffer a point deduction for being late.

- 2) Any test that was missed on the day of the student's absence must be made up immediately upon the student's return to school.
- 3) A project that was assigned well in advance and is a significant part of the grade may be considered late even if the student's absence is excused.
- 4) Work that was done or assigned in class on the day of the student's absence must be completed by the day after the student's return to class.
- 5) If there is a test on the day the student returns to class after an absence, the student should not be expected to take it until the next day, UNLESS the student already had all the materials needed to prepare for the test, was advised of the test date, and had reason to take his/her class materials home to study on the last day he was present in school.
- 6) If the student was absent for multiple days, he/she should be given an equal number of days to complete his make-up work.

### **Illness or Accident During School Day**

It is essential that all parents complete the medical form issued at the beginning of each school year. The following are guidelines and procedures:

- 1) Children should not be sent to school if they are feeling ill, or if they are suffering from a contagious illness, such as pink eye, chickenpox, mumps, vomiting, fever, diarrhea, etc.
- 2) The school staff will not give any medication to students without prior authorization from the parents. If a student requires frequent medicine, we ask that parents send their medication from home along with a doctor's note.
- 3) Students may lie down in the office until they feel better. However, if they miss more than one hour of class, we will request that the parents come to pick them up and take them home.
- 4) **If a serious emergency occurs, the school will call # 192 (SAMU) or the services indicated by the parents on the medical form.**

### **Emergency cancellation of school due to unforeseen circumstances**

When school needs to be canceled due to emergency measures the following procedures will be followed:

- 1) All families will be contacted by phone by school staff members.
- 2) School transport will be advised.
- 3) If students are already on the bus, the transport services will be responsible to take them back home.
- 4) A message will also be sent by e-mail to parents and students.
- 5) A further message will be posted on the website in banner form which will be changed and updated in accordance with decisions taken.
- 6) The reopening of school will be advised in the same manner.

### **Access to the School Campus**

**Parents are asked to check in at the school office when entering the school and wear a visitor's badge while on the premises during regular class hours and lunch time: between 8:10 a.m. and 3:20 p.m.**

### **Visitors**

Students seeking permission to bring a visitor should make their request at least one day in advance. Visiting students may only come **after 12:22 p.m.** and no more than once a quarter, unless otherwise specified. They must first sign in at the office and obtain a visitor's name tag. Guests are also to observe the school rules, including the dress code.



### **Use of Telephones**

There is a public phone by the gym. The phone in the office is reserved for school business, illness and emergencies. Telephones in the classrooms are off limits to students.

### **Use of Cell Phones & Personal Media/Entertainment Devices**

Students may use their devices outside of class time. Talking on cell phones or texting of any kind during class is prohibited. Devices may be used in class for academic purposes with teacher approval. Headphones and streaming video should not be used during school hours, nor should students listen to music in class without specific permission from the administration. Inappropriate use of electronic devices can result in confiscation of the device and a detention.

### **Lockers**

Lockers are numbered and assigned to students in Grades 9-12. There will be an assessment for any damage to lockers. Students must keep their lockers in good condition. This includes not writing on lockers attaching anything that will damage them. Students may not switch lockers or occupy empty lockers without authorization from the high school principal. The school is not responsible for lost or stolen articles kept in the lockers.

### **Lunch**

Students are not allowed to leave campus at any time during the school day, including lunch-time. Food may not be brought in from outside vendors. Parents who bring lunch for their children must leave it in the school office. A complete hot lunch is available for purchase each school day in the cafeteria. The menu is published in the PACA Weekly and displayed in the cafeteria. Students may bring their own lunch and eat in the school cafeteria.

### **Transport**

Private school transport is available and information may be obtained upon request from the school office. This includes a late school bus, with a limited route, for athletes during the sports season. Bus passes for students using city buses may be obtained through the office. They must be requested at the beginning of the semester. With this pass, students can purchase tickets at a discount price.

### **Pop Shop**

The Pop Shop is a snack-shop concession located near the gym and operated by the High School Student Council (STUCO).

### **Assemblies and Chapels**

Throughout the year, special assemblies will be held to commemorate special events, holidays, or present awards. There will also be a weekly high school chapel service conducted during the first period on Tuesday mornings. Middle school chapels are scheduled biweekly on Tuesday mornings. Elementary chapels take place once a month, usually on Friday mornings. Each Elementary class will present an assembly throughout the year.

### **Library & Media Center**

The Library is open Monday through Friday from **7:50 a.m. until 4:00 p.m.** It is primarily a learning center where the students may check out books, research or spend their study time. All students are allowed to use the Library. They should obey the following rules:

1. Be quiet in the library so as not to disturb others.
2. Reference books, such as encyclopedias and dictionaries, are to be checked out for one night only and returned the next morning before the first period class.



3. Books may be checked out for two weeks.
4. Damage to books, beyond normal wear and tear, will be paid for by the borrower.
5. No books should be taken from the library unless they have been checked out.
6. Lost books must be paid at replacement cost.
7. Use of the media center will be scheduled through the Librarian.
8. Students are not allowed to access personal e-mail, game sites, or on-line communities.

### **Computer Lab**

The computer lab is open to middle school and high school students from 3:30 to 5 p.m. for homework and research purposes.

### **Lost and Found**

Things that are left around the school should be turned in to the office. They will be put in a lost and found box located in the cafeteria. If you lose anything, check with the office. Periodically, unclaimed items will be donated.

## **COMMUNICATIONS**

**THE PACA WEEKLY** is a weekly newsletter sent to parents by e-mail and made available on the school website every Thursday: [www.paca.com.br](http://www.paca.com.br). It conveys information about upcoming school events, student activities, awards, changes in policies or procedures and other general information. If space permits, small ads may be included. Any short announcement that a parent wishes to make should be turned into the office the week before. There is a fee for this service.

**THE DAILY BULLETIN** is a daily publication given to each teacher to be shared with the students during the morning homeroom. It contains the scheduled events of the day, duty assignments for teachers, special announcements or reminders for students and staff. Student groups desiring to have announcements in the Daily Bulletin should write out the announcement, have a faculty member sign it and hand it in to the school office by 1:00 p.m. of the preceding day.

**ADMINISTRATION REPORTS** are mailed to each parent's residence. A collection of articles from all areas of school administration informs parents of school activities, events and important dates for the future.

**REPORT FOLDERS** are sent home twice a month to parents of students in grades K-5. These reports include academic and behavioral evaluations. A selection of graded assignments and tests are given in portfolio fashion for the parents to be made aware of their child's progress.

**EDLINE** is a PACA community academic website where teachers post grade reports, class material, test dates, syllabi and other important information. Each family has a code that provides access to their children and each student 6-12 has their own access code. Parents and students should check grades and class information regularly. Teachers can also be contacted directly through the website.

**SPECIAL ANNOUNCEMENTS** are occasionally sent home in the form of flyers and or e-mails to bring parents' attention to special school activities or information. These are done as needed.

**THE PACA WEBSITE** includes the school calendar, information on school organization and activities and the PACA Weekly.

**MEETINGS** with teachers and administrators may be scheduled anytime a parent has a concern. These may be held via telephone, e-mail, or through a personal meeting prearranged between both parties.

**PARENT/TEACHER/STUDENT CONFERENCES** are scheduled each semester. **These occur each semester and are mandatory.** The reasons for these conferences are threefold. Firstly, this event provides our teachers and staff with the opportunity to meet all our parents. Secondly, it improves communication between parents, students and teaching staff. Thirdly, this type of conference allows students to take more responsibility for their learning. If you need to speak to a teacher without your child being present, please schedule a meeting on another day.

**THE PARENT ADVISORY COMMITTEE** is a representative group of parents from each grade level, which meets with the administration once a semester. The parents use this vehicle to communicate concerns to the administration and make recommendations for improvements to the school.

**OPEN HOUSE** provides parents with an opportunity to meet their child's teachers and get an overview of the instruction their child will receive. This occurs in August of every school year.

**PARENT SURVEYS** are sent home periodically to evaluate programs and to seek parental input on numerous school issues.

#### **PRE-K & ELEMENTARY ROOM MOTHERS**

Room mothers are chosen for each Elementary class and serve to help individual classes with support in various activities. Birthdays will be celebrated at the end of the month. The room mom will contact you during your child's birthday month about what to bring to the class party. Please do not send invitations, presents or party favors.

**SCHOOL ACTIVITIES** provide an atmosphere of communication. Music programs, athletic events, drama productions, banquets, outreach events and fund raisers allow teachers, students and parents to interact in a more informal setting.

## **ADMISSIONS / ACCEPTANCE**

The student is officially registered when the following requirements have been completed:

1. Student application forms have been filled out completely.
2. Transcripts from the previous school, a photocopy of the student's birth certificate, RG or RNE card, vaccination records and completed health forms have been submitted.
3. Students have satisfactorily passed the evaluation for grade placement. There is a fee for this service.
4. Parents and students have been interviewed by the school administration.
5. For admissions to:
  - Pre-K 1, students must be 3 years old by August 31
  - Pre-K 2, students must be 4 years old by August 31
  - Kindergarten, students must be 5 years old by August 31

**Transfer Students:** PACA considers credits from accredited high schools. Official transcripts must be obtained from those institutions before credit can be officially given. Copies of transcripts must be presented for enrollment.

**Students from Alternative Educational Programs:** PACA considers applications from students who have been part of an alternative educational program. Applicants should submit documentation that substantiates curriculum used and assessment instruments, including standardized tests and report cards. Applicants for grades 10-12 must also submit an official transcript from an authorized institution where the student is enrolled.

Confirmation of admission is made through the school office after the above requirements have been met and space is available.

## **STUDENT WITHDRAWAL**

If at any time it should be necessary to withdraw your child(ren) from the school, please inform the office in **writing** immediately (**at least 15 days in advance**). All students need to complete a withdrawal form and do an official check out. The school administration will conduct an exit interview with the parents or guardians of the student withdrawing from the school program.

## **ACADEMIC INFORMATION**

In order to graduate from Pan American Christian Academy, a student must meet the following MINIMUM requirements during grades nine through twelve.

| SUBJECT            | American Curriculum<br>CREDITS         | Brazilian Curriculum<br>CREDITS |
|--------------------|--|---------------------------------|
| English            | 4                                      | 4                               |
| Math               | 3                                      | 4                               |
| Science            | 2 (one must be biology or Chemistry)   | 4                               |
| Physical Education | 2 (0.5 per school year)                | 2                               |
| Social Studies     | 2 (must include US History & US Gov't) | 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          | -                                      | 1                               |
| Electives          | 4                                      | *                               |
| <b>Total</b>       | <b>25</b>                              | <b>28</b>                       |

**\* As many as the schedule allows.**

**All high school students are required to complete 100 hours of community service.**

### **Dual Curriculum**

Brazilian students, and those from other countries where the first language is not English, must enroll in the Dual Curriculum.

The following is an example course sequence that students follow:

|   |   |
|---|---|
| <b>9th grade</b><br>Bible<br>English<br>Math (Algebra I or Geometry)<br>Portuguese<br>Physical Science<br>World History I<br>P.E. (one semester)<br>Electives<br><br>Dual Diploma<br>Fine Arts (one semester) | <b>10th Grade</b><br>Bible<br>English<br>Math (Geometry or Algebra II)<br>Portuguese<br>Biology<br>World History II<br>P.E./Sports Credit (one semester)<br>Electives<br><br>Dual Diploma<br><i>Geografia</i> (one semester)<br>Fine Arts (one semester)<br><i>Sociologia</i> |
|---|---|

|  |   |
|--|---|
| <b>11th Grade</b><br>Bible<br>English<br>Math (Algebra II or Adv. Math )<br>Portuguese<br>US History<br>Chemistry - Recommended<br>P.E./Sports Credit (one semester)<br>Electives<br><br>Dual Diploma<br>História (one semester)<br>Chemistry/ <i>Química</i><br><i>Sociologia</i> | <b>12th Grade</b><br>Bible<br>English<br>Math Recommended<br>Portuguese<br>U.S. Government (one semester)<br>Physics - Recommended<br>P.E./Sports Credit (one semester)<br>Electives<br><br>Dual Diploma<br>Math (Adv. Math, <i>Pré-vestibular Math</i> (Port), AP Calculus)<br>Physics<br><i>Redação</i><br><i>Filosofia/ Sociologia</i> |
|--|---|

### Grade Placement

For a student attending PACA High School for all four years, 25 credits are needed to graduate in the American curriculum and 28 in the Brazilian curriculum. The number of credits determines grade placement. The minimum of credits required for grade placement at the beginning of each grade is:

| GRADE | Number of Credits |
|-------|-------------------|
| 9th   | 0                 |
| 10th  | 6                 |
| 11th  | 12                |
| 12th  | 18                |

One credit for Portuguese and one credit for Bible are required for each year of attendance at PACA. A student must attend four years beyond the 8th grade.

### **Promotion to the next grade:**

Students will be promoted to the next grade of elementary, middle or high school, when they receive a final grade of 65 or above in all subjects, and attend classes the minimum number of days required by the school. Due to maturity issues, teachers and administrators may recommend another year in the same grade.

### **Community Service**

Students must perform a total of 100 service hours during high school in order to graduate. Twenty-five hours must be completed every year, and not left to accumulate. Ten hours must be turned in **by December 1**, and the remaining fifteen hours are due **on May 31**. Students who fail to turn in their community service hours by May 31 will be assigned five extra hours of community service to be completed between May 31 and the last day of school. These hours will be done before or after the school day. At the time a student enters PACA during a school year, the requirement will be adjusted appropriately. Students are required to file their credit hours with the school office. Students may participate in approved projects.

The activity must meet these requirements:

- Be beneficial to the school, church, mission work, or community.
- Not be a part of the regular outreach days provided during school hours or a part of any type of personal fundraiser.
- Be an activity set apart from any course, club, or required event.
- Be accomplished with an attitude of service.
- Does not include responsibilities to one's immediate family.

Activities for service may include: street kids ministries, orphanages, hospitals, food collection and distribution, construction projects for ministry organizations, care of the elderly, etc. The secondary principal will determine the eligibility of students' activities.

### **Dropping/Adding Courses**

The adding or dropping of a course may occur through the end of the second week of the semester. Students are not allowed to drop or add after this period. **After that, the course will appear on the student transcript as a withdrawal.** In order to add or drop any courses, a drop-add slip will need to be signed by the student's parents, the guidance counselor, and the teachers involved. The drop/add procedures for AP courses are found in the class syllabus. We strongly recommend that students who begin a two-semester course complete both semesters.

### **PE Program Sports Credit**

PACA requires 2 full credits of physical education (PE) for graduation. There are two ways a student can earn this: #1 - By taking PE classes which are worth .5 credits and #2 – by taking two sports in a school year (.25 credits each, for a total of .5). *[See below for more on Varsity Sports credit]*

Despite the fact that PACA only requires two credits of PE, in trying to keep our student healthy and active, students must be participating in some form of physical activity every semester. They may be in sports, in PE class, or enrolled in our aerobics program. The aerobics program does not grant credit, but merely ensures the student is active. *[See below for more on the aerobics program]*

### **Varsity Sport for P.E. Credit Regulations**

1. Students must successfully complete the entire season in good standing with the coach and team. Coaches will give a grade for student athletes at the end of the grading period. This grade is based on effort, attitude, participation and skill.
2. The students that participate in softball must begin participating in the aerobics program at the conclusion of the softball season. These students must have a satisfactory grade in both softball and the aerobic program in order to receive 0.25 credit.

### **Aerobic Program Requirements**

We believe that it is important for each student to participate in weekly aerobic activities in order to maintain a healthy and well balanced lifestyle. Each semester our students are given three options for maintaining their physical health. They are:

- A. Enroll in a physical education class
- B. Participate in a varsity sport
- C. Enroll in the Aerobics Program

Each high school student who is not actively participating in a sport or P.E. class during any semester is required to participate in the aerobics program. Aerobics students are required to obtain aerobic points every week and turn them into the aerobics instructor each week by e-mail at the specified time.

1. Failure to turn in aerobic points by the specified time during each week will result in mandatory participation in the aerobics class on Tuesdays during 8th period, in addition to obtaining and turning in the required aerobic points.
2. Failure to meet the minimum requirement for aerobic points in a semester will result in enrollment in a sport or physical education class **AND** enrollment in the aerobics program in the following semester.

**Students in Pre-K through 12th grade whose parents have sent in a note requesting that they do not participate in physical activity during a PE class, due to illness, will not be allowed to participate in physical activity at recess, lunch, and/or any after school practices or games.**

### **Grading Standards**

#### **Secondary Grading Standards**

| Numerical Average |     |   | Letter Grade Equivalent |   | 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-                      | = | .7                      |
| 00                | 64  | = | F                       |   |                         |
| Incomplete        |     | = | I                       |   |                         |
| Pass              |     | = | P                       |   |                         |

## **Elementary Grading Standards**

Numerical grades as mentioned above with letter equivalent. Grade Points are not calculated in elementary or middle school.

Other letter grades:

|           |   |                        |           |   |                             |
|-----------|---|------------------------|-----------|---|-----------------------------|
| <b>E</b>  | = | 90 - 100 (Excellent)   | <b>S-</b> | = | 70 - 74 (Needs Improvement) |
| <b>S+</b> | = | 80 - 89 (Good)         | <b>N</b>  | = | 65 - 69 (Poor)              |
| <b>S</b>  | = | 75 - 79 (Satisfactory) | <b>U</b>  | = | 0 - 64 (Unsatisfactory)     |

## **Advanced Placement Courses**

Students taking courses which are designated as Advanced Placement, because of increased course requirements and level of difficulty, will receive a 1.0 increase in their final grade point for that course. They must achieve an average of 70 or above to receive this additional point. The student is required to take the official Advanced Placement Test. A student will be considered for AP classes through the recommendations from the previous year's teachers and the AP class teacher, as well as the student's GPA.

## **Honors Courses**

Specified courses could be considered honors if the student does appropriate extra course work. The honors course program is designed to stimulate the capable, motivated student who is able to go beyond what is done in the regular classroom, and/or the student who has an unusually strong interest in a particular subject area. The honors student who successfully carries out his honors project and who maintains at least an average of 85 both for the project and for the course receives a bonus of .3 grade point. If a student withdraws from the honors program the withdrawal is recorded on their high school transcript.

## **PACA Online Courses**

Secondary students have access to more than 70 online courses through PACA. Students are eligible to enroll in these courses only if the same or similar course is not available to them within the PACA daily course schedule, or not possible to take because of scheduling conflicts. There are also over 120 Dual Credit courses from Christian colleges and universities that enable a student to get both high school and college credit. Our online courses are designed to glorify Christ and encourage students to learn how to process information and think critically in the context of a Biblical worldview. There is an additional fee for these courses. The fee will be added to the students' tuition bill. Students must have administrative approval before enrolling in these online courses. The online courses may also be taken during the winter and summer breaks.

## **Study Halls**

Only students that are part of an AP class or who play 2 sports per semester are eligible for a study hall.

## **Guidelines for Honors Courses**

1. Year long core courses only - Math, Science, English, History, Portuguese, Bible
2. A student will be admitted to honors courses with previous year's teacher recommendation only.
3. No honors option will be available if an Advanced Placement course is offered in the same subject.
4. Minimum cumulative GPA requirement of 3.0 for one honors course, 3.3 for two and 3.5 for three honors courses - which is the maximum allowable.
5. Due dates/checkpoints will be every 4 ½ weeks.



6. A three-class limit for students in grades 10-12 and a two-class limit for 9<sup>th</sup> grade students, which does not include AP courses.
7. Pass/fail presentations required to be given before a panel of judges during 4<sup>th</sup> quarter for all honors classes.
8. An average of 85% is required for all honors classes. If the student drops below this on any quarter or semester grade, he/she is removed from Honors.
9. Only students in an advanced class for math or Portuguese will be eligible to take the class for honors credit.
10. Students must submit project proposals by the established deadline during first semester. Failure to meet any deadline will result in immediate dismissal from the Honors Program.

### **Eligibility for Valedictorian and Salutatorian**

#### **Requirements for both:**

1. Minimum of three years at PACA during high school, including senior year.
2. Student must take a minimum of at least seven science and math classes combined.

#### **Requirements for Salutatorian:**

1. Student must have a minimum of a 3.3 overall GPA by the third quarter of the senior year.
2. Student must take a combination of at least two AP or Honor's classes during High School.

#### **Requirements for Valedictorian:**

1. Student must take a combination of at least four AP or Honor's classes during High School.
2. Student must take at least two of the following classes: any AP courses available, Chemistry or Physics.
3. Student must have a minimum of a 3.7 overall GPA by the third quarter of the senior year.

If no student meets the class requirements for valedictorian, then the student with the highest GPA will be the class valedictorian, assuming he/she has at least a 3.7 GPA. If no student attains a minimum of a 3.7 GPA, there will not be a class valedictorian. And if there is no student who has a minimum of a 3.3 GPA, there will be no class salutatorian.

### **Report Cards**

Report cards are sent out quarterly, one week after the grading period ends. **Mid-term reports** are sent out five weeks into each new quarter so that students and parents can have an approximate idea of progress made during the new quarter.

### **Honor/Merit Roll**

Each quarter an Honor Roll and Merit Roll will be published. To be on the High School Honor Roll, students need a GPA of 3.9 or above, and for the Merit Roll a GPA of 3.5 or above. For Middle School Honor Roll and Merit Roll, students must earn a numerical average of 92% or 87% respectively. Numerical averages and GPAs will not be rounded, eg. students with a GPA of 3.25 or an average of 86.5% will not be included on the merit roll.

### **National Honor Society**

It is an honor to be chosen for membership in NHS, an organization that recognizes honor students in American schools throughout the United States and the world. New members are selected by the faculty and inducted into the society in May. In order to be chosen for NHS, a student must demonstrate a fine record of scholarship, character, leadership, and service to others. The minimum GPA requirement is 3.5 and students become eligible at the end of their sophomore year. Students must maintain a 3.5 average throughout high school and must attend PACA from grades 8 -12 for one full year before being eligible for NHS.

### **Exams**

At the end of each semester, high school students will have a semester exam in each full credit class. Each exam counts 10% of the final grade in that course. Honor Roll students may be exempt from exams on the basis of one exam exemption per time on the honor roll during each semester. A student on the Merit Roll for two quarters may exempt one exam. For example: if a student is on the Honor Roll the first two quarters he may exempt two finals in the first semester exam schedule. However, the student must maintain an average of 93 in that subject to qualify. Seniors who have an average of 90 or above in a particular class, during the second semester, may have the opportunity to exempt the final exam. Students who take the official AP exam in their course do not need to take the final end-of-year exam.

Due to the extent of the teachers' work load at the end of each semester and the extra time spent in the preparation of early exams, *there will be a fee for each exam taken before the scheduled exam dates.*

**Requests in writing must be submitted three weeks before the date** the student wishes to take an exam. Students taking early exams lose the privilege of exemption.

### **Learning Lab: K-5th grades**

The Learning Lab is a resource for children with special learning needs, based on the recommendations of a professional diagnostician. Individual help is provided. *There is a monthly fee for this intensive assistance program.* The school reserves the right to require a diagnostic evaluation for individual students.

### **English Language Learner (ELL) Program**

Students in grades Pre-K through 5th grade who need assistance in improving their English are eligible for the ELL pullout program. This program involves one-on-one tutoring and computer assisted language learning program. Eligibility for this program is based on academic progress and teacher recommendation. Student progress will be reevaluated at the end of each semester to determine continued eligibility. A monthly fee will be assessed.

### **PASS Program (Pupil Accountability/Study Skills)**

A student in grades 9-12 whose scholastic average has dropped below an average of 73% or has two F's at the end of any grading period (mid-term or quarterly), is required to participate in a daily structured guidance period at school. If this happens, it is critical that the school and the parents work together for the benefit of the student. Consequently, we require that parents (or their designee) supervise a one-hour daily study time at home. The student will be in the program for a minimum of 4 ½ weeks. PACA will implement a weekly monitoring system in which the students, teachers and parents are informed of progress. At the conclusion of each grading period, a PASS student is re-evaluated according to PASS participation standards. There is a fee payable for each 4 ½ week period the student is assigned to this program. (Sports eligibility requirements are in addition to PASS program requirements.)

### **Retention Policy for American and Brazilian Curricula** **Elementary and Middle School**

1. The student whose final average is below 65% (F) in two or more subjects, will be directed to the **Student Building Level Team** with a recommendation for retention. If a student does not have an overall numerical average of 65% over all four quarters, he will be retained.
2. The student will automatically be retained with no recourse of appeal when his final average in three subjects is lower than 65% after the entire remedial process has been applied.
3. A student enrolled at PACA may not be chronologically two or more years older than that grade level-age requirement.

- Any other unusual circumstances that may occur will be discussed, and a ruling will be issued by the administration.

### **High School**

- A student who fails two or more credits that are graduation requirements will be retained in the same grade.
- A student must re-take any graduation requirement course that has been failed (if a full year course, the full year must be re-taken) - this may incur additional cost if it cannot be inserted into the regular schedule and must be done by independent study.
- A student can only be retained once during his high school years and still remain enrolled in school (a second retention will require the student to withdraw).
- A student who is a senior will not be allowed to participate in the graduation ceremony if more than one credit short of the graduation requirements in whichever diploma program(s) the student is enrolled.
- A student who is in the Brazilian diploma program will be extended the option of doing “recuperação” only at the end of the Senior year on the condition that there are less than 2 credits to be made up and that the student’s averages in those courses were above a 60%.
- Any other unusual circumstances that may occur will be discussed, and a ruling will be issued by the administration.

## **GUIDANCE DEPARTMENT SERVICES**

The Guidance Department is here to help students in many ways. The counselor is ready to listen and to help you when students encounter a problem. Whether a student is facing a problem with class schedules, has questions about spiritual matters, encounters a difficult situation in a relationship, or needs information about college, he/she should feel free to go and talk with the guidance counselor. Homeroom teachers and other faculty members are also willing to give friendly advice and understanding help. Our desire is to help you grow spiritually, intellectually and socially during your school years. Specific services available to students from the guidance department are as follows:

### **School Wide Services:**

Individual personal counseling  
Third Culture Kid counseling  
Parental counseling  
Standardized Testing  
Test result interpretation  
MAP/ PSAT / SAT / ACT /  
TOEFL  
Career Interests & Awareness

### **High School Services:**

New Student orientation  
Course schedule  
Graduation Credits  
Academic Records  
PASS Program  
Independent studies  
College admissions and  
financial aid  
College Fairs  
Grade level orientation

### **Resources Available:**

College reference materials  
College Financial Aid  
references  
Career selection resources  
Standardized test registration  
Test preparation materials  
Internet access to college  
websites

### **College Visits**

Juniors and seniors are encouraged to meet with college representatives that come on campus. Students need to get permission from their teacher(s) and sign up with the school counselor no later than one day before the visit. Students will receive a pass the day of the visit. The student, along with the teacher and school counselor, should use their best judgment when determining the benefits of missing a class in order to attend a college presentation. Students are responsible for all missed work.

## STUDENT GUIDELINES

The student is expected to regulate his own conduct in accordance with Christian standards. The greatest burden of regulating conduct is with the student and his parents, not the school. It is, however, the responsibility of the school to set standards which are appropriate for all school-related activities. Students are required to live in accordance with the standards which have been set regarding school life.

### BIBLICAL GUIDELINES FOR SCHOOL BEHAVIOR

1. **Responsibility:** Being accountable for one's own conduct and being reliable in every situation. Colossians 3:17, Luke 16:10-11.
2. **Honor:** Showing respect for each other and those given the responsibility of authority over you. Romans 12:10, I Peter 2:17.
3. **Submission:** Yielding to those in authority, both in attitude and actions. Romans 13:5, Hebrews 13:17
4. **Obedience:** Doing what you are asked to do without challenge, excuse or delay. Samuel 15:22, Proverbs 5:12-14, John 14:15

### School Rules and Regulations

All schools have rules. All games have rules. All nations have rules, called laws. Without rules, people cannot accomplish worthwhile goals, live in peace or with any degree of safety. Imagine a city in which people decided for themselves on which side of the road they would like to drive. You cannot win in a game without rules. "... the corrections of discipline are a way to life." (Proverbs 6:23)

Pan American Christian Academy does have rules. The intent of the rules is to provide a standard which enables everyone on campus to accomplish worthwhile goals and live together in safety and peace. When the rules are broken, the person or persons need to be prepared to accept the consequences, which include restitution when appropriate. Those who are in student leadership or NHS will need to relinquish their position. Our aim is for all students to respect God, others, themselves and material goods.

### Academic Honesty

The PACA administration and faculty are dedicated not only to teaching academic skills but also to fostering integrity among students (Ps.2 6:1; Prov. 11:3). Since today's students are tomorrow's leaders, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, the following policy is presented to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct (Prov. 11:1; I Pet.2:12). Each teacher will also address cheating and the integrity of doing one's own work as it applies to his or her specific course.

"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men" II Cor. 8:21.

Cheating is considered a very serious offense. Cheating is taking credit for work one has not done and includes the use or attempted use of unauthorized aids on tests, quizzes, homework, class work, reports, papers, or projects (Eph. 4:28). Furthermore, each additional offense contributes to a pattern of behavior.

Some examples of cheating include:

- 1) Copying another person's work to be submitted as one's own work;
- 2) plagiarizing; (as defined in the MLA Handbook for Writers of Research Papers)
- 3) Having, using or attempting to use unauthorized aids (books, notes, calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects;
- 4) Writing formulas, notes, or anything on desks, paper, hands, or clothing to be used or actually used on the assignment, or test;
- 5) Passing information through any means of communication during a test session;
- 6) Having a copy of the test or answers to the test;
- 7) Providing specific information about a test to someone who has not yet taken the test;
- 8) Attempting to deceive by changing a test paper that was previously graded;
- 9) Giving unauthorized assistance to a fellow student, i.e., giving another student homework to copy, allowing another student to look on test papers, doing another student's assignment for them;
- 10) Forgery in connection with academic endeavors or school processes or procedures, i.e., changing any grade on the report card; signing someone else's name on papers, reports, or passes; signing parent's name on notes for absences, tardies, or any communication; falsifying information on official school records.
- 11) Misrepresenting the truth (i.e. false reporting of aerobic points, community service hours, the reading of a required book, etc.)

### **Responsibilities of PACA network users**

**The following will NOT be permitted:**

- 1) Using PACA computers for sending or receiving personal e-mail messages, from a non-PACA allocated account.
- 2) Displaying offensive, racist, violent or pornographic messages or pictures on the computer screen, on and off campus, when related to the PACA community.
- 3) Transferring files that contain offensive, racist, violent or pornographic messages/language or pictures via email, email attachments, file-transfer, or any other means of cyber-communication such as IRC, ICQ, etc.
- 4) Harm the network's performance by sending or forwarding chain letters by e-mail or the use of chat rooms on the Internet. Downloading and/or storing files from home or the Internet that are not pertinent to school activities.
- 5) Playing games, accessing personal e-mail, or online communities on school computers.
- 6) Insulting, attacking others, or repeatedly and purposefully harassing classmates, teachers and PACA staff (cyber bullying).
- 7) Trespassing in another's folders, work, files, or portable storage media.
- 8) Share his/her password or account with others. The user holds complete responsibility over his account and will be held accountable for any violations that are committed. Upon completing his/her task, the user must logout from the work station he/she is using.
- 9) Uploading any files onto a computer without the responsible teacher's permission.
- 10) Storing information on the computer's hard drive without the responsible teacher's permission.
- 11) Intentionally wasting limited resources such as using paper, printer or portable storage media for personal non-school use.
- 12) Creating or transmitting computer viruses.
- 13) Opening any file containing confidential information.
- 14) Copying any file or folder contents without permission from the responsible teacher.

- 15) Giving personal information out to strangers via the Internet, i.e. personal addresses or phone numbers of students or faculty.
- 16) Disobeying classroom or school rules concerning use of a particular computer or Internet
- 17) Using school equipment for commercial purposes.
- 18) Message trafficking. Many messages on the Internet have no practical use. Most of them are messages that have multiplied through forwarding. A large amount of these messages are unfounded rumors. All virus, invasion and vandalism warnings will be evaluated by the network administrator. It is strictly prohibited to heed or proceed with any instructions stated in these warnings.
- 19) Conduct any type of hacking: Any alteration of officially installed systems and/or configurations will be considered a hacking procedure and the penalty for this violation is extremely serious.
- 20) Deliberate destruction of files, within or out of PACA's network.

**The following MUST be done:**

- 1) When assigned an activity by a teacher that requires the use of technology, stick to the task.
- 2) Obey all policies, guidelines and teacher regulations.
- 3) Report immediately any violation of this policy to the responsible teacher or administrator. If you are aware and do not report it you will face the consequences as well.
- 4) Comply with all copyright and property laws. Rights to texts, music, software and images must be respected according to copyright laws. It is strictly prohibited to copy software on PACA computers.
- 5) All messages, texts and documents must be identified by an author. Any message, document, image or other work transmitted through the network must have its author's identification. Anonymity is strictly prohibited.
- 6) All software used on the school computers and all media used in presentations will be legitimate and authorized for use by the PACA administration.
- 7) Software on school computers will only be installed by authorized staff.
- 8) Students will only use school computers in the presence of a supervising teacher or PACA staff member.
- 9) Respect PACA's standards. We believe our computers offer vast, diverse, and unique resources, promoting educational excellence at PACA. Each day we depend on these tools to access

The administration reserves the right to determine other instances of cheating that may not be included in the list above. Any student suspected of cheating will be referred to the administration. Should the administration and the teacher determine that the student did indeed cheat, the student is subject to the consequences listed below:

- no credit for the assignment
- assigned after-school detention
- counseling and parent contact
- suspension
- will not be allowed to exempt any exam during the school year
- reported to honor societies; and other organizations (i.e. STUCO)
- college admission record/references
- removal of awards



## **Technology – Acceptable Use**

As an institution that yields to the leadership of Jesus Christ and His Word, Pan American Christian Academy expects responsible use of technology by both students and staff. Technology also brings new situations to which Christian ethics still apply. We believe that the use of technology should be restricted to PACA's educational and research goals due to the fact that our technological resources are limited. The following guidelines and procedures were established to help all users understand and use the available resources appropriately.

### **Priority Use of Computer Facilities**

Students, staff, and administration who are involved in educational or research activities should have the highest priority in the use of technology (computers, scanners, printers, etc.). Pan American Christian Academy is a community where all members should act in their neighbor's best interest.

When using campus computers, the following priority levels must be followed by students:

- **Class Assignments and Requirements:** Writing papers; mathematics assignments; research for papers; academic research on Internet; etc.
- **Student Leadership and College Search Activities:** Preparing agendas and minutes of meetings; publicity posters; correspondence and notices for student organizations; resume production; exploring college listings; etc.
- **Students may ONLY use computers designated for their use.**

### **Benefits to PACA network users**

- **The right to privacy in electronic communication and work:** PACA acknowledges and respects the right to privacy of all information stored on the network and forwarded through the school's e-mail server. However, it is important to keep in mind that the computers and all the information stored in them belong to PACA. Under circumstances where PACA acts as the host, it is responsible to assure the legality of all transactions conducted in its name. PACA's Technology Department may access e-mails or personal files when deemed necessary to guarantee security and/or work on the system's maintenance.
- **The right to access the network's services:** All users will have the right to access the network according to their needs and hierarchy within the network. These services include PACA allocated e-mail, Intranet and Internet.

### **Responsibilities of PACA network users**

The following will **NOT** be permitted:

- 1) Using PACA computers for sending or receiving personal e-mail messages, from a non-PACA allocated account.
- 2) Displaying offensive, racist, violent or pornographic messages or pictures on the computer screen, on and off campus, when related to the PACA community.
- 3) Transferring files that contain offensive, racist, violent or pornographic messages/language or pictures via email, email attachments, file-transfer, or any other means of cyber-communication such as IRC, ICQ, etc.
- 4) Harm the network's performance by sending or forwarding chain letters by e-mail or the use of chat rooms on the Internet. Downloading and/or storing files from home or the Internet that are not pertinent to school activities.
- 5) Playing games, accessing personal e-mail, or online communities on school computers.



- 6) Insulting, attacking others, or repeatedly and purposefully harassing classmates, teachers and PACA staff (cyber bullying).
- 7) Trespassing in another's folders, work, files, or portable storage media.
- 8) Share his/her password or account with others. The user holds complete responsibility over his account and will be held accountable for any violations that are committed. Upon completing his/her task, the user must logout from the work station he/she is using.
- 9) Uploading any files onto a computer without the responsible teacher's permission.
- 10) Storing information on the computer's hard drive without the responsible teacher's permission.
- 11) Intentionally wasting limited resources such as using paper, printer or portable storage media for personal non-school use.
- 12) Creating or transmitting computer viruses.
- 13) Opening any file containing confidential information.
- 14) Copying any file or folder contents without permission from the responsible teacher.
- 15) Giving personal information out to strangers via the Internet, i.e. personal addresses or phone numbers of students or faculty.
- 16) Disobeying classroom or school rules concerning use of a particular computer or Internet
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- 18) Message trafficking. Many messages on the Internet have no practical use. Most of them are messages that have multiplied through forwarding. A large amount of these messages are unfounded rumors. All virus, invasion and vandalism warnings will be evaluated by the network administrator. It is strictly prohibited to heed or proceed with any instructions stated in these warnings.
- 19) Conduct any type of hacking: Any alteration of officially installed systems and/or configurations will be considered a hacking procedure and the penalty for this violation is extremely serious.
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**The following MUST be done:**

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- 4) Comply with all copyright and property laws. Rights to texts, music, software and images must be respected according to copyright laws. It is strictly prohibited to copy software on PACA computers.
- 5) All messages, texts and documents must be identified by an author. Any message, document, image or other work transmitted through the network must have its author's identification. Anonymity is strictly prohibited.
- 6) All software used on the school computers and all media used in presentations will be legitimate and authorized for use by the PACA administration.
- 7) Software on school computers will only be installed by authorized staff.
- 8) Students will only use school computers in the presence of a supervising teacher or PACA staff member.

Respect PACA's standards. We believe our computers offer vast, diverse, and unique resources, promoting educational excellence at PACA. Each day we depend on these tools to access

information, share resources and communicate. Poor usage of these valuable technological resources can result in serious trouble and damage to PACA. We are counting on everyone applying good judgment when using them.

**Use of the computing resources at PACA is a privilege. Violation of any of the above ethical guidelines will subject the violator to the disciplinary action.**

### **Cafeteria Rules**

- 1) Walk into the cafeteria and quietly form a line.
- 2) Keep talking at a low level; no screaming or yelling.
- 1) Pre-K-5<sup>th</sup> grade students should not leave their table without an adult's permission.
- 2) Elementary students may not take food out of the cafeteria.
- 3) When dismissed:
  - Clean your eating area
  - Push in your chair.
  - Return your tray to the appropriate place
  - Walk at all times
  - Elementary students will be excused by the teacher on duty.
  - Exit cafeteria in an orderly manner – walk!
  - Those who do not comply will be required to give up some recess.

### **Other Campus Regulations**

- 1) Students are not allowed to leave school campus on foot without a responsible adult. Some exceptions to this policy are made for the juniors and seniors and their siblings who live within walking distance of the school. Parents should speak to the secondary principal to find out how you might qualify for the exception.
- 2) Cars driven to school by licensed student drivers must remain in the school parking lot throughout the school day. Documents of student drivers must be registered in the school office with the School Secretary.
- 3) Food or drink is not to be consumed in the classrooms, auditorium, science lab or library, without teacher permission.
- 4) During school days and school hours, students are not to leave the campus. Students who must leave early must bring a signed note and sign out at the office.
- 5) Students' books or personal items must not be left lying around campus or in classrooms. They are to be kept in lockers or the gym locker room.
- 6) **Students in grades Pre-K-8 must not stay on campus after 3:20 p.m. unless they are involved in a school-supervised activity or under the supervision of their parents. The school does not provide any playground supervision after 3:20 p.m. and is not responsible for any accident that may occur.**
- 7) Roller blades, skateboards and bicycles may only be used on the back courts (if available) after 4 p.m. on school days, as well as Saturdays and during vacation, under parental supervision.
- 8) **Swimming Pool:** The PACA pool generally opens during the months of November through April. Pool hours are from 3:30 p.m. to 5:00 p.m. on school days, and 11:00 a.m. to 5:00 p.m. on Saturdays and during vacation. The pool will only be opened if adult lifeguards are available for duty. Lifeguards must be experienced swimmers and complete the training course offered by our PE Department.

- All swimmers must sign in with the lifeguard when they arrive and leave.
  - All swimmers must shower before entering the pool.
  - Girls must wear a one-piece modest suit. Hair must be tied back or wear a swimming cap.
  - Boys must wear gym shorts with a lining. If regular shorts are used, they must be clean and ONLY used for the pool, NOT other activities first.
  - No food, or chewing gum on deck.
  - Street shoes should not be used around the pool area.
  - No running, pushing or dunking.
  - Children who are not able to swim the length of the pool MUST be accompanied by an adult at all times.
- 9) No pets are allowed on the school campus.
  - 10) The school campus and gates are closed at 6 p.m. The campus is not open on Sundays.
  - 11) The preschool and Elementary playgrounds are only for the use of preschool or Elementary students during school hours. All other students are not allowed on the equipment at any time.
  - 12) Elementary students should not bring toys to play with during recess. If toys are brought for Show and Tell, they may be kept in the classroom or in a backpack until it is time for Show and Tell.

## **SCHOOL DRESS CODE**

### **Daily Dress (all grades)**

Uniforms are required for students in Preschool through 5<sup>th</sup> grade. Attire for students in grades 6-12 must be neat, clean, modest and appropriate to the learning environment. The PACA faculty and staff are responsible for correcting you when they feel your appearance does not meet the school's standards. You will be asked to make the necessary changes, and repeated infractions will be subject to discipline.

Some examples of attire that does not meet the general requirements are:

- Revealing skirts/dresses/shorts (hemline not more than 8 cm above the knee)
- Revealing tops (exposed cleavage, mid-riff, back, shoulders, etc. Shoulder strap must be 8 cm wide or more)
- Exposed undergarments, including see-through material
- Tight fitting clothing, including leggings and jeggings (top must cover length down to 6 cm above the knee)
- Piercings other than ears for girls, and all piercing for boys
- Unwholesome pictures/language/symbols on clothing

### **School Spirit Day (6-8<sup>th</sup> grades)**

There will be a weekly school Spirit Day when all students in grades 6-8 will be required to dress nicely and wear a PACA polo shirt with nice pants/skirt (chinos and jeans are acceptable as long as they have no holes and are not faded). The PACA polo shirt shall be clearly visible to the outside. (Students may wear coats/jackets over their PACA polo when the weather warrants.) Dressing nicely includes wearing shoes/sandals that are in good condition (flip flops are not allowed), pants that are clean, not excessively faded and without tears. School Spirit Day will be on Tuesdays.

### **Dress Up Day (9 - 12th grades)**

On Tuesdays, all students in 9 - 12th grades will be required to dress up for school. The guidelines for dress up day are:

- Boys will wear collared shirts with nice pants and nice shoes.
- Girls will dress up by wearing a nice blouse/shirt with dress code appropriate pants or skirts and nice shoes.

Dressing nicely includes wearing shoes/sandals that are in good condition (tennis shoes, flip flops and sportswear are not allowed). Pants should be clean, not excessively faded and without tears. Denim pants (jeans) may be worn as long as they are nice and not blue. Sweatshirts and hoodies are not considered appropriate for dress up day. When the weather is hot the administration may permit the use of nice shorts on Tuesday. The shorts should be of appropriate length, clean, neat and not of an athletic nature.

Designated staff members will decide any questions about the acceptability of neatness or appropriateness of attire on any day. Students who violate the dress code will receive a verbal warning by a staff member. Students may be required to change their inappropriate clothing to conform with dress code in order to return to class. Repeated offenses will result in disciplinary action. (See disciplinary codes.) Students with multiple infractions will lose the privilege of wearing a certain kind of clothing, such as skirts or shorts.

### **PE Uniform**

All students in grades Pre-K-12 are required to use the PACA PE uniform for PE classes (T-shirts, shorts, sweat pants and swimwear). All uniforms may be purchased at the school office. Athletic wear for sports practices must meet standards similar to the school dress code and be appropriate for the respective activity. Your teacher/coach, along with the PACA administrators, will determine appropriate dress for each activity.

## **DISCIPLINARY PROCEDURES**

In taking disciplinary action, school administrators and faculty members will consider students' individual and collective rights as well as responsibilities and will afford students the right to fair consideration free from action which is arbitrary, capricious or inappropriate for the offense committed.

The purpose of our school discipline procedures is not to punish but rather to change behavior. The measures which may be employed to attain the objective of good conduct, self-discipline and responsible comportment are:

- A. COUNSELING by administrators, counselor, and teacher
- B. PARENT CONTACT by phone or written communication
- C. PARENT CONFERENCE
- D. DETENTION in school during break time, lunch hours, or after school
- E. SUSPENSION from school and/or exclusion from school-sponsored activities or services. Students should expect to receive a "O" (zero) for all work missed.
- F. PROBATION, considering the disciplinary problems that may occur during the school year, the school may authorize matriculation for the following school year with the condition that the student and his parents/guardian will follow the guidelines that are part of the Student Handbook, with the possibility of non-renewal of the educational contract, according to the discretion of the school.

- G. **RECOMMENDATION FOR COMPULSORY TRANSFER** by the Disciplinary Committee, made up by the administration, the campus pastor, the guidance counselor and a representative from the teaching staff, at any time during the school year, for clear non-compliance to the school program, when this act is advisable for the development of the student, to guarantee his /her safety and the safety of others.
- H. **OTHER DISCIPLINARY** procedures may be employed in order to produce desired behavior for which the above listed measures may not be suitable. Some possibilities are: **FINES** and **REIMBURSEMENT**.

Students involved in disciplinary offenses may be subject to the consequences and procedures as listed:

| <u>Offense</u>   | <u>Consequences</u>   |
|--|---|
| <b>1. ACADEMIC DISHONESTY</b>  | no credit for the assignment<br>assigned after-school detention<br>counseling and parent contact<br>suspension<br>not allowed to exempt exams<br>reported to honor societies<br>included on college admission record<br>removal of awards |
| <b>2. ATTENDANCE</b>   |   |
| a. Tardiness (after third tardy to school or between classes in a month) | after-school detention<br>counseling  |
| b. Skipping class or required activity                                   | no credit for work missed<br>detention<br>parent conference<br>counseling<br>suspension for multiple offenses   |
| c. Leaving campus without permission                                     | parent conference<br>detention<br>suspension  |
| d. Failure to communicate an excuse upon return from absence that day    | unexcused absence<br>maximum of 80% credit for work done or due that day <b>(Note: written excuses are a student's responsibility. Not all written excuses will be accepted.)</b>   |
| <b>3. CLASSROOM INTERFERENCE</b>   |   |
| Misbehavior in class which disrupts the learning opportunity of others   | detention<br>referral to counselor<br>removal from class with referral to office<br>non-credit for class<br>suspension  |

#### 4. DRESS CODE

Inappropriate attire or grooming distracting to the educational process or apparel with objectionable or offensive messages

student notified - verbal warning  
change to conform to dress code  
after school detention  
parent conference  
suspension

#### 5. PIERCING

No piercing, except girls' ears

parent notified  
detention  
suspension

#### 6. INSUBORDINATION

Refusal to carry out reasonable instruction of a school official

detention, parent conference, referral to counselor, suspension

#### 7. DRUGS, ALCOHOL, SMOKING, PORNOGRAPHY

- a. Use of or attempting to sell on or near the school, or while attending a school-sponsored activity/function

up to a five-day suspension may be excluded on first offense  
second offense will result in compulsory transfer

- b. Possession of, use of, under the influence of, on or near school property or while attending a school sponsored function

up to a five-day suspension may be excluded on first offense  
second offense will result in compulsory transfer

#### 8. FIGHTING AND VIOLENCE

Fighting and threat of violence are not tolerated at PACA

parent conference  
counseling for threat  
suspension for fighting  
compulsory transfer may be recommended for repeat offenders

#### 9. BULLYING/HARASSMENT

Bullying/harassment will not be tolerated at any level in any form.

Bullying can be defined as:

**Physical:** hitting, tripping, pushing or damaging property

**Verbal:** name calling, insults, demeaning remarks, verbal abuse

**Indirect:** playing jokes to embarrass or humiliate, spreading rumors, etc.

detention  
parent conference  
referral to a counselor  
suspension(s)  
compulsory transfer for repeat offenders

#### 10. LITTERING

assigned school clean-up

## **11. MISBEHAVIOR ON BUS**

student warned and counseled  
parent informed  
school office notified  
detention  
temporary suspension of transportation service  
permanent suspension of bus service

## **12. OBSCENE LANGUAGE OR GESTURES/ SEXUAL HARASSMENT**

- a) Directed toward staff members
- b) Directed toward other students
- c) Sexual harassment, physical or verbal

detention and/or suspension  
detention and/or suspension  
suspension  
compulsory transfer

## **13. PUBLIC DISPLAYS OF AFFECTION**

In deference to the diverse community PACA represents, and adhering to the biblical principle of not being a stumbling block to others, students are expected to show respect and restraint on campus and while participating in PACA sponsored activities. As such, kissing, hand-holding and romantic embraces are not permitted.

friendly warning  
counseling  
detention  
parent conference  
suspension

## **14. THEFT**

Willful and malicious theft of school, or private property; in possession of stolen item(s).

restitution or return of item  
counseling and suspension  
possible recommendation for compulsory transfer

## **15. VANDALISM**

Willful and malicious destruction, damage, and/or defacing of school or private property

restitution for repairs or replacement  
counseling  
suspension  
possible recommendation for non-renewal of educational contract

## **16. CELL PHONES & PERSONAL MEDIA / ENTERTAINMENT DEVICES (see pg.14)**

collection of items by school personnel  
warning  
detention  
suspension for repeated violations



## 17. WEAPONS

A student shall not possess or transmit a dangerous instrument or weapon on or near school grounds or on the school bus

weapons confiscated  
parent conference  
counseling  
possible suspension and/or  
recommendation for compulsory transfer  
depending upon circumstance report to local  
law enforcement

## 18. INAPPROPRIATE COMPUTER USE as stated in the Acceptable Use Policy

warning  
loss of computer privileges  
after-school detention  
parental conference  
suspension  
recommendation for compulsory transfer

The consequences outlined above will be followed under normal circumstances. School administrators may at times vary consequences depending upon the circumstances surrounding individual cases. Offenses and situations not listed above shall be dealt with at the discretion of the school administrators in accordance with school policy and established procedures.

### Middle School Discipline

Referrals are used in the middle school in order to maintain a high level of communication between teachers and parents regarding student behavior.

Students get referrals for tardies, dress code violations, excessive talking, and disrespect to fellow students, etc.

Referrals are in triplicate so that everyone involved gets a copy:

- white copy – student and parents
- green copy – teacher
- pink copy – administration

Referrals accumulate **each quarter** (3 = detention, 6 = detention, 9 = suspension).

Referrals are reset at the end of each quarter.

Students have two days to return referrals according to the return date written by the teacher on the referral.

Signed referrals are always returned to the teacher that assigned the referral; late referrals (after two days) result in an additional referral.

Administration records the number of referrals for each student during each quarter and administers the consequences as needed.

Detentions have traditionally been held every Monday and Wednesday from 3:30 to 4:30 p.m.

Detentions may be given according to the administration's judgment in consultation with the teachers, i.e. disrespect to teachers, swearing, cheating on homework, etc.

Suspensions are given according to the administration's judgment in consultation with the teachers, i.e. disrespect to teachers, fighting, lying, forging parents' names, cheating on tests, etc.

The Middle School has a planned trip during the second semester. Students who have had a suspension along with at least 3 detentions during the entire school year will not be allowed to go on the trip.

## DETENTION: 6<sup>TH</sup> – 12<sup>TH</sup> GRADES

In the Middle School, three referrals in one quarter will result in an after school detention, six referrals in a second detention and nine referrals in a suspension. The twelfth and fifteenth referral will also result in a suspension. After school detention is a one-hour period after the regular classes. It begins at 3:30p.m. and ends at 4:30 p.m. The student must bring a signed detention slip, arrive on time at the room, and be prepared to study quietly. Alternative transportation arrangements, if needed, are the responsibility of the students and parents. A teacher or administrator has the authority to assign a detention.

## SUSPENSIONS

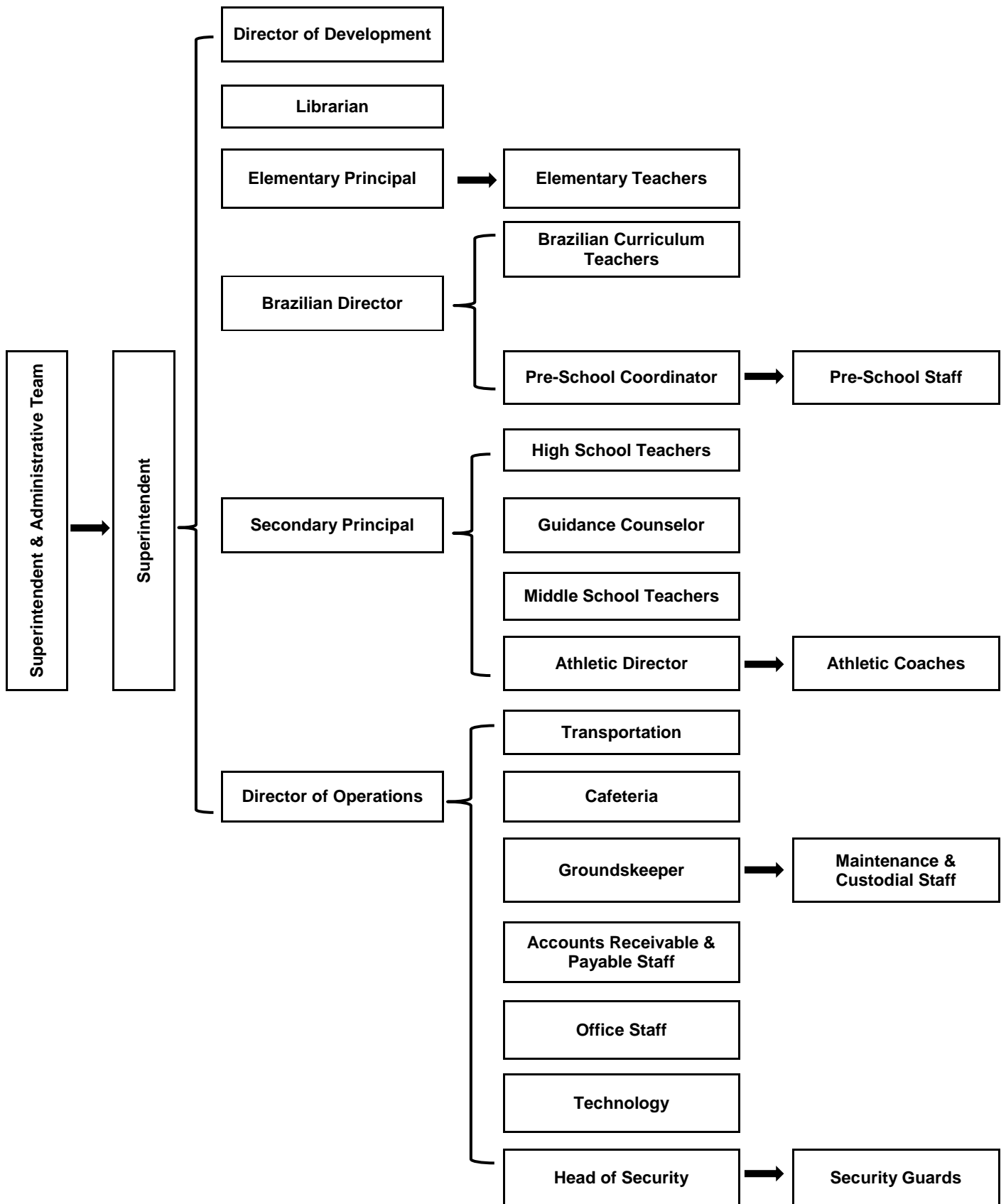
Suspensions are very serious punishments and are assigned when a student's behavior is judged to be harmful or disruptive to themselves, the school community, or school property. In high school, an accumulation of four after-school-detentions of any type in a semester may result in a suspension being assigned.

## ORGANIZATIONAL FLOW CHART

*The Administrative Team is composed of the Superintendent, Brazilian Director, Secondary and Elementary Principals, Director of Operations, Director of Development and Guidance Counselor.*

### Conflict Resolution

We realize that conflicts may arise occasionally within the PACA community. In such cases, we urge the parties involved to seek resolution in the simplest and timeliest manner possible. The person with the conflict should privately approach the party directly involved (parents or guardians may act on behalf of their children). If the conflict is still unresolved, it should be taken to the next level on the school's Organizational Flow Chart (see below). If necessary, the concern may ultimately be taken to the Administrative Team in the form of a written appeal.



## **SCHOOL FEES**

### **TUITION FEES**

Tuition is assessed over a twelve-month period. The tuition bill for the first semester is issued monthly from July through December, for the second semester from January through June. The tuition bill ("boleto") is **available on the school's website five days before the due date and is payable at the bank by the 5th of the month.** Students entering during the course of the school year will be charged tuition fees for the month before entrance. The tuition is adjusted by the School Board.

### **REGISTRATION FEE**

There is a fee for each student accepted for enrollment at PACA. It is payable at the time of acceptance. Students that are away from PACA for more than 12 months will need to pay this fee again.

### **ANNUAL FEE FOR RETURNING STUDENTS**

In April of each school year an annual pre-registration fee will be charged to all returning students.

### **ACADEMIC and TECHNOLOGICAL DEVELOPMENT FEE**

This is a monthly assessment for the school program improvement services. It is used to purchase special instructional materials or equipment for the school or subsidize special educational growth activities for students or staff members. This fee is built into the monthly tuition rates.

### **BOOK FEE**

A book fee is included in the monthly tuition bill to help defray the cost of books used in the instructional program. A penalty will be assessed for damages beyond normal wear and tear. The cost of textbooks, workbooks and Xerox copies used by students in the instructional program has been divided into 12 monthly payments and is included in the monthly tuition bill.

### **GRADE PLACEMENT FEE**

There is a charge of R\$200 for testing materials and evaluation services connected with the initial application to attend PACA. This is a non-refundable fee.

### **LEARNING LABORATORY FEE**

For students who are designated as eligible to receive additional diagnostic and instructional help in the Learning Lab, a monthly fee is assessed. This will appear on the "boleto". The monthly fee this year is R\$150.

### **ELL FEE**

The English Language Learner program is designed to address the English language needs of students in grades 2-5. The monthly fee for this program is R\$75.

### **PASS PROGRAM FEE**

This is a 4½ week supervised program to assist students who need academic assistance. A R\$100 fee is charged on the tuition bill for the month that a student is a participant in this program.

### **GRADUATION FEE**

R\$75 a month will be charged on the monthly tuition bill to all seniors (July-June).

### **EARLY EXAMINATION FEE**

There will be a R\$100 cash fee for each exam taken before the scheduled exam dates.

### **EARLY WITHDRAWAL**

There will be no reimbursement for tuition paid for the month in which a student leaves the school. If tuition has been paid in advance, refunds will be made for the months in which the student did not attend classes.

### **ACADEMIC TESTING**

Fees for the PSAT will be added to the student's tuition bill. Advanced Placement fees will be paid separately to the school's business office.

### **ATHLETIC TOURNAMENTS**

Middle School and High School students who are in the sports teams will have the opportunity to participate in an interschool tournament each semester. Students will pay for the fees that are charged by Nosso Recanto. These fees are payable the week before the tournament. **Athletes who are owing tuition fees will not be allowed to participate in sports tournaments.**

### **FIELD TRIPS**

At times parents will be charged for the expenses of field trips. If a field trip is planned which costs more than R\$50, this will be advised in the course syllabus or in a class communication distributed to students at the beginning of the semester. The 6th and 7th grade will take an overnight trip, 2nd semester, costing approximately R\$120.

### **MEALS & TRANSPORTATION**

These services are subcontracted and are the responsibility of the parents. The school does have firms providing these services. Prices and information may be obtained directly from them.

### **PAYMENT OF FEES**

All fees are to be paid at the bank by the due date. An additional charge is made for each day payment is delayed. **Students who have tuition debts are not accepted for enrollment the subsequent semester.** Notice will be given when payments are outstanding.

## **STUDENT ACTIVITIES**

### **ATHLETIC ACTIVITIES**

PACA participates in a variety of varsity sports. For girls: softball, volleyball, cheerleading, basketball and soccer. For boys: softball, indoor soccer, outdoor soccer and basketball. Athletic highlights are the Tuesday afternoon and Friday night league games and the two sports tournaments. In all of its athletic activities, PACA promotes a Christ-centered philosophy and strives to develop Christian character.

### **CLASS ACTIVITIES**

Each class has a number of social and fundraising activities throughout the year. All extra student activities must be approved by the administration, including dress up days, class parties, use of facilities, etc. This approval should be obtained well in advance of the proposed activity. All fundraising activities must be cleared with the High School Student Council through the class

representative. Class socials are considered a school activity if the parents are notified, either through the PACA Weekly or some other written communication.

### **CLUBS**

Whenever there are enough students interested in forming a club (such as a chess club or a computer club) and an advisor is available, the administration will work on getting such a club started. The initiative, however, lies with the students.

### **SCIENCE FAIR AND ART SHOW**

During second semester, students from Kindergarten to eighth grade display the work that they have done in both science and art classes (**attendance is required**). Parents and friends are encouraged to come to see what the students have worked hard to produce.

### **CHRISTMAS PROGRAM**

The Christmas program takes place on a Saturday afternoon during the month of December. Attendance is required for all preschool and Elementary students.

### **READING CONTEST**

As a way of encouraging students to read, we hold a month-long reading contest in elementary school during first semester.

### **INTERNATIONAL FESTIVAL**

*Celebrating the Nations* is the school's annual international festival. It involves our entire school (faculty, students, and parents) and is centered celebrating God's diversity in our community. The event involves culture, food, and fun and has a fundraising purpose for a wide variety of non-profit organizations. This event exemplifies our mission to enable our students to make a difference in their society starting today!

### **FINE ARTS**

Elementary, middle and high school students participate in special musical and drama presentations during the course of the school year. Performing Arts is offered as a high school elective. A Christian Music Festival is organized on an annual basis. PACA has musical groups who participate in Chapels and assemblies. The purpose of these groups is to develop the students' instrumental and vocal skills in a way that is honoring to God.

### **FIELD TRIPS**

Each class is entitled to one educationally oriented field trip per semester. Each trip is to be cleared by the administration. In order to go, you must turn in an "excursion permission form" signed by your parents.

### **GRADUATION**

Graduation is the culminating event given for the seniors by the school. A graduation fee of R\$75 per month, will be charged through the student's senior year, the majority of which is used by the senior class to finance this occasion. They submit the names of possible speakers to the administration for approval. The junior class assists by supplying ushers for the ceremony and servers for the reception. Requirements for graduation are found on page 15.



### **CANDLELIGHT DINNER**

During many years the junior class has organized and hosted a candlelight dinner. The purpose is threefold: to make money to finance the Junior-Senior Banquet, to teach our students to work together for a common goal, and to provide an elegant evening of dining and entertainment for middle school and high school students, alumni and parents.

### **JUNIOR/SENIOR RETREAT**

Each year in May the junior class sponsors a retreat to honor the graduating seniors and to bid them farewell.

### **SENIOR CLASS TRIP**

The senior class trip is one of the highlights of the high school experience. Seniors are expected to pay all expenses for their trip without borrowing money. They must have the money previous to leaving on the trip. Their homeroom teacher is to be one of the chaperones and has the final decision regarding any other chaperones. This trip traditionally occurs at the beginning of the second semester at a location no further than a five-hour drive by bus.

### **STUDENT LEADERSHIP**

The Student Council (often called STUCO) is a representative body elected by the students to govern student affairs within the parameters established by the Board and administration. This year's officers are:

|                             |                                  |
|-----------------------------|----------------------------------|
| President                   | Ariel Ko                         |
| Vice President              | Angelica Kim                     |
| Treasurer                   | Thierry Baldacci                 |
| Secretary                   | Jane Yang                        |
| Social Life Coordinators    | Debora Bang & Rodolpho Kanecadan |
| Spiritual Life Coordinators | Lillian Smoak & Alexandra Marlin |

The Middle School STUCO has a similar structure.

Class Officers: Each high school class selects class representatives that work together as a team to organize class events and social activities. Elections are held during the third week of school and include the following positions: President, Vice-president, Treasurer, Secretary, Spiritual Life Coordinator and Social Chairman. Any student in a leadership role (such as NHS, StuCo, class officer, sports captains, etc.) that has serious or repetitive disciplinary offenses will be asked to step down from their position.

### **STUDENT AND FACULTY ADVISORY COMMITTEE**

Meetings of the High School Principal and Guidance Counselor, with class presidents, STUCO president and vice president to discuss important issues and student concerns will be held once each semester.

### **OUTREACH ACTIVITIES**

Students will be given opportunities both collectively and individually throughout the year to serve those in need.

## ATHLETIC POLICIES

The athletic philosophy of a Christian school, which seeks to honor Jesus Christ, is to help students mature in their Christian walk and sportsmanship as well as pursue excellence in physical skills. It involves:

- A 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

These ingredients are not easily attained. They require a close, personal walk with the Lord Himself in the midst of athletic trials in order to become a part of the individual's athletic philosophy.

The PACA athletic department has as its purpose the nurture of such a philosophy in the mind and heart of every Christian athlete who participates in the physical education program. For students to participate in PACA's after school sports program, students and parents must read and sign PACA's athletic handbook.

### Sports Eligibility

1. All students will start the beginning of the school year eligible for sports participation.
2. Secondary students who have 2 or more Fs or a GPA that is below 2.0 (73% cumulative average for middle school) after receiving any grading (mid-term or quarterly) reports are ineligible to participate in games. If, within the first 10 school days after the grading period concludes, the student raises his/her grade to eligibility standards, he/she will become eligible for sports competitions. If a student does not raise their grade above eligibility standards after the designated 10 school days, they will not be allowed to practice nor travel with the team(s) for the remainder of the grading period. At the conclusion of each grading period, an ineligible student is re-evaluated for eligibility. (Sports eligibility requirements are in addition to PASS program requirements.)
3. Ineligibility/Re-eligibility starts the day after the grade reports are issued.
4. Students with diagnosed learning disabilities who fall below the eligibility standards may be allowed to continue to participate in interscholastic sports (to be decided on a case-by-case basis), providing that they are not missing any homework assignments and receive approval from the administration in consultation with the student's teachers.
5. In order to be eligible to participate in any after-school sports practice, the student must have been in class for at least 4 periods of the day. **Any athlete that is absent for any part of the day for any reason, will not be allowed to participate in the game that day. Absences caused by emergency situations will be reviewed by the administration. (The following examples are what are considered emergency situations: army appointments, death in the family, medical emergencies, traffic emergencies.)**
6. All athletes are under the authority of the supervising coach(es). Failure to follow the rules and procedures of the supervising coach(es) may result in dismissal from the team.

### **Sports Tournaments**

Athletes who are owing tuition fees will not be allowed to participate in sports tournaments.

### **Use of PE Equipment**

Students are not allowed to use physical education equipment without permission and proper supervision from their PE teacher / instructor / coach.

### **PE Office**

These offices are for the use of the professional staff. No one is to enter or use the offices without permission.

### **No fighting rule**

Anyone who swings or kicks with either an open or closed fist will be dismissed from league competition for the entire season (League Rule).

### **Respect for Authority**

No coach, player or fan should verbally or physically attack a referee.

### **Requirements for a Letter**

All athletes who finish the season in good standing with the team, and the coach, should receive a certificate. In addition, athletes may receive a letter "P" or a pin if they play in approximately 50% of the playing time of all games and the coach believes they deserves such an award.

### **Practice Hours**

1st Practice 3:30 - 4:35

2nd Practice 4:40 - 5:45

**All students must be off campus by 6:00 p.m.**

## **ACRONYMS USED IN THIS HANDBOOK**

|        |  |
|--------|--|
| SACS:  | Southern Association of Colleges and Schools   |
| MEC:   | Ministério de Educação e Cultura               |
| ACSI:  | Association of Christian Schools International |
| POPS:  | Parents of PACA Support                        |
| GPA:   | Grade Point Average                            |
| AP:    | Advanced Placement                             |
| PASS:  | Pupil Accountability/Study Skills              |
| SBLT:  | Student Building Level Team                    |
| PSAT:  | Preliminary Scholastic Aptitude Test           |
| ACT:   | American College Test                          |
| SAT:   | Scholastic Aptitude Test                       |
| TOEFL: | Test of English as a Foreign Language          |
| MAP:   | Measure of Academic Progress                   |
| STUCO: | Student Council                                |
| NHS:   | National Honors Society                        |
| ENEM:  | Exame Nacional do Ensino Médio                 |

**PACA BOARD & STAFF**  
**2012/2013**

**BOARD MEMBERS**

|                 |                 |
|-----------------|-----------------|
| President:      | Mark Carpenter  |
| Vice President: | Danny Woods     |
| Secretary:      | Thomas Smoak    |
|                 | Joe Arthur      |
|                 | Fred Domingues  |
|                 | Bill Fawcett    |
|                 | Landon Jones    |
|                 | Fabio Marques   |
|                 | Betty Portela   |
|                 | Marcio Serafini |
|                 | Danny Woods     |

**ADMINISTRATION**

|                                |                |
|--------------------------------|----------------|
| Superintendent:                | Robin Rugg     |
| Director of Brazilian Program: | Marta Silva    |
| Secondary Principal:           | Nelson Dewey   |
| Elementary Principal:          | Jen Kierstead  |
| Director of Development:       | Kevin Flurry   |
| Director of Operations:        | Telma Baldacci |

**TEACHING STAFF**

**Preschool:**

Julia Christner  
Viviane Souza  
Paula Kim

**Elementary:**

|              |                  |
|--------------|------------------|
| Kindergarten | Emily Mathews    |
| 1st Grade    | Jane Meacham     |
| 2nd Grade    | Claryssa Tomaz   |
| 3rd Grade    | Christine DeBoer |
| 4th Grade    | Elizabeth Owsley |
| 5th Grade    | Brenda Stockment |

**Middle School:**

|           |                 |
|-----------|-----------------|
| 6th Grade | Joel Rast       |
| 7th Grade | Kendra Wiebe    |
| 8th Grade | Elissa Fadlalla |

**High School Homeroom Teachers:**

|            |                    |
|------------|--------------------|
| 9th Grade  | Brian Zuercher     |
| 10th Grade | Guilherme Fadlalla |
| 11th Grade | Chad Anderson      |
| 12th Grade | Silvano Kubo       |

**Brazilian Program Teachers:**

|                              |                    |
|------------------------------|--------------------|
| Chem./Math MS & HS           | Daniele Rosa       |
| Port. Elem. MS & HS          | Isly Franco        |
| Geog/Port. MS & HS           | Silvano Kubo       |
| Port. Elem. MS & HS          | Cristina Mariani   |
| Port. MS & HS                | Ana Claudia Soares |
| Hist/Geog/Port.Elem. MS & HS | Eliana Rocha       |
| Port. Elementary             | Ana Lúcia Soldi    |
| Port. Elementary             | Silvia Bizetti     |

**Middle School & High School Teachers:**

|                        |   |
|------------------------|---|
| Math:                  | Brian Zuercher<br>Sarah Beddoe<br>Kim Costello                                  |
| Science:               | Brian Zuercher<br>Nelson Dewey<br>Susie Zuercher<br>Kendra Wiebe                |
| English:               | Chad Anderson<br>Benjamin Clark<br>Elissa Fadlalla<br>Grace Kim                 |
| Social Studies :       | Silvano Kubo<br>Joel Rast<br>Amber Conley<br>Claudia Kuhnast                    |
| Spanish:               | Joanne Britland   |
| Physical Education:    | Eduardo Sylvestre<br>Eliana Castanho  |
| Art:                   | Guilherme Lima  |
| Music:                 | Wesley Penteado<br>Josh Stockment   |
| Athletic Director:     | Guilherme Fadlalla  |
| Guidance Counselor:    | Claudia Kuhnast   |
| Library Coordinator:   | Cristina Serafini   |
| Pass Program:          | Josh Stockment  |
| Library/Support Staff: | Lucimar Davis<br>Tereza Péron<br>Fernanda Rugg<br>Maria Smith<br>Randy Costello |

**OFFICE STAFF**

|                            |  |
|----------------------------|--|
| Receptionist:              | Denise Deal  |
| Executive Secretary:       | Marcia Teixeira  |
| American Curr. Secretary:  | Helen Morosov  |
| Brazilian Curr. Secretary: | Vanusa Abreu   |
| Financial Assistants:      | Rosa Tanaka<br>Sonia Barbosa<br>Ronange Barbosa<br>Glauclia Dawel<br>Ivana Silva |
| School Security:           | Cícero Silva   |
| Supplies & Purchases:      | Veronica Domingues   |
| Xerox & Office Assistant:  | Seema Patel  |
| Office boy:                | Thiago Fontinelles   |
| Technology Assistants:     | Rafael Bodri<br>Mynoro Kaneco  |







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