



PAN AMERICAN CHRISTIAN ACADEMY

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ACRONYMS USED IN THIS HANDBOOK

AASB:	Association of American Schools of Brazil
ACSI:	Association of Christian Schools International
ACT:	American College Test
AP:	Advanced Placement
ENEM:	Exame Nacional do Ensino Médio
GPA:	Grade Point Average
MAP:	Measure of Academic Progress
MEC:	Ministério de Educação e Cultura
NHS:	National Honor Society
PASS:	Pupil Accountability/Study Skills
PSAT:	Preliminary Scholastic Aptitude Test
SAT:	Scholastic Aptitude Test
SCT:	Student Concerns Team
STUCO:	Student Council
TOEFL:	Test of English as a Foreign Language

STATEMENT OF FAITH

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

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

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is essential. We believe that salvation is by grace through faith, apart from 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 who's 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 2019/2020 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 Romans 15:5-6 – "May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus, that together you may with one voice glorify the God and Father of our Lord Jesus Christ." (ESV)

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 do not hesitate to ask for further information or assistance. We are here to serve you.

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

Have a great year at PACA!
Robin D. Rugg
Superintendent

PURPOSE AND HISTORY

Mission

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

Vision

To be a leading international Christian school that:

1. provides a high-quality education while integrating biblical truth into all areas of learning,
2. challenges students to love, to learn, and to live out the Christian faith,
3. prepares students to go into the world to share the gospel, and
4. promotes the cause of Christian education throughout the world.

Core Values

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

History

Pan American Christian Academy is a confessional day school dedicated to providing academic preparation for 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 based on 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 Brazil.

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 59 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 only four kilometers away from the famous Interlagos Formula One race track "Autódromo." We are 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

AdvancED – 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 AdvancED, formerly known as 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 – a branch of ACSI, founded in 2003. Several PACA staff members are founding members of this association, a branch of ACSI, and voluntarily participate in many different areas of the association's program and services.

EXPECTED STUDENT OUTCOMES

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: academic, spiritual, social, cultural, physical, emotional and vocational. Each student will be encouraged to "... become mature, attaining to the whole measure of the fullness of Christ." (Eph. 4: 13)

The aim of our school is to prepare students with a Christian worldview who:

Academically

- meet or exceed minimum levels of performance described by standards in each area of study.
- demonstrate proficiency in reading, writing, speaking, and listening.
- appreciate the relationship between our beliefs and our studies. What we learn shapes what we believe, and what we believe colors the way we learn.
- utilize resources including digital technology to find, analyze, and evaluate information.
- collaborate and communicate effectively in groups both as a participant or a leader.
- produce original work, including analysis, opinion, application of biblical truth, and creative projects.
- demonstrate skills to question, solve problems, and make wise decisions.

Spiritually

- understand and develop a personal relationship with Jesus Christ.
- pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love, by the power of the Holy Spirit.
- apply God's Word to daily life.
- analyze all areas of study from a Biblical perspective
- practice the spiritual disciplines including prayer and Bible reading.
- articulate God's attributes as taught in Scripture.
- exhibit effective Christian apologetic skills.
- demonstrate an eternal perspective by exhibiting knowledge of biblical prophecies and searching for God's purpose in current circumstances.
- articulate a basic understanding of a variety of major worldviews.

Socially

- embrace and practice the Fruit of the Spirit.
- engage in community and civic activities.
- participate in a church body, serving God and others.
- make appropriate, wise use of social media and other online resources.
- discuss difficult topics effectively and respectfully.
- develop a sense of one's own strengths and role as a global citizen.
- practice the principles of healthy, moral family living.
- treat all human beings with dignity, because they bear the image of God.
- cultivate healthy relationships with a diversity of people.
- take responsibility for one's actions.

Culturally

- share the gospel throughout the world in a culturally sensitive manner.
- demonstrate a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting harmony, and encouraging biblical hospitality.
- understand and celebrate one's own cultural background.
- navigate varying cultural situations skillfully, choosing appropriate language and demeanor.
- serve as a cultural bridge and help others make cultural transitions.

Physically

- demonstrate gratitude and stewardship of God's provision by taking care of personal property and preserving creation.
- treat their body with care, as gifts from God, bearing His image understanding the ramifications of one's choices.
- choose a life of mental and physical purity.
- understand and obey biblical principles regarding gender and sexuality.
- practice to improve their skills and challenge themselves by trying new endeavors.

Emotionally

- demonstrate resilience and stability.
- develop stress management skills.
- manage and communicate feelings appropriately.

- transition well to new settings and expectations.

Vocationally

- make wise choices in pursuit of God's calling.
- practice good stewardship of talents and abilities, belongings, and finances.
- understand that work has dignity as an expression of the nature of God.
- maintain high ethical and moral standards within the workplace.
- develop organizational and time management skills.

To accomplish these objectives, PACA's curriculum will include academic courses, instruction in Christian living and service, and extra-curricular activities. The course of study conforms to standard American and Brazilian curriculums, emphasizing college preparation. The school seeks to uphold the motto: **"Quality Education built on a Christian Foundation."**

CURRICULUM PHILOSOPHY

Since PACA is a faith-based school, its teaching philosophy is based on a worldview whose foundation is made up of one's relationship with God, with others and with the world and society. God is the center of the Christian education philosophy. 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 inspired, inerrant, and infallible revelation to man, and is the only standard for knowledge and truth. Jesus said the greatest commandment is to love God with all of our heart, soul and mind (Matthew 22:37). Accordingly, Bible should be taught as an academic subject that prioritizes affective goals (connecting head knowledge and heart knowledge). The study of Bible should equip students with the knowledge and skills necessary to understand and apply God's word daily in a growing relationship with Christ. Studying the Bible is foundational for learning to *make decisions in light of Biblical principles, and living as disciples in the Spirit-led process of sanctification*. The application of God's Word is the result of understanding God's Word and responding to work of the Holy Spirit who alone has the power to change hearts and minds. The study of Scripture provides the worldview foundation for every academic, social, and spiritual endeavor of the school. The goal of our Bible curriculum is the ongoing disciplined study of God's Word that sparks curiosity and leads students to love God with their heart, soul, and mind as His image bearers and ambassadors in the world.

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 also develops student responsibility and individual work skills.
- Homework is designed to facilitate learning. Students need time to grapple with concepts individually. Homework helps guide them to spend this time effectively.
- Homework expectations increase with grade level and course difficulty.

It is the teacher's responsibility to:

- Be aware of school calendar and events in which students are involved.
- Recognize individual student's abilities and the rate in which they complete assignments.
- 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 types of feedback on students' work;
 - Update Plus Portals at least every two weeks.
- 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.
- Recognize that time management (inside and outside the classroom) is essential to completing work in a timely fashion.

- 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 Plus Portals regularly to check on progress and ensure accuracy.
- Work ahead for planned absences and make up work for any unexpected absences.

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 Plus Portals, PTS conferences and contact with teachers (i.e. agendas).
- Establish consequences at home when grades go down because of homework.

SCHOOL ROUTINE

<u>Daily Schedule</u>	Starting Time	Lunch Time/ Recess	End of Day
FIRST BELL	8:00		
Preschool	8:00	11:15-11:45	3:25
Kindergarten- 5th	8:00	12:10-12:50	3:25
Grades 6-8	8:00	12:13-12:58	3:25
Grades 9-12	8:00	12:18-12:58	3:25

Attendance: Preschool - 12th 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 multiple-day absences, families should send an email to: attendance@paca.com.br at least one week before traveling. Once informed, PACA will create a document that will be sent electronically to parents that includes make-up work and due dates. If the one-week notice is not given, assignments may not be ready for students before the absences take place. Please be aware that extended absences have a negative impact on student learning.

School policy states that if a student misses 15% of scheduled classes for whatever reason, credit will not be given for the course. Multiple excused or unexcused absences may incur further consequences.

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 or e-mail the school office, before 8:10 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 8:10 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. Homework for a sick child should be requested by 9 a.m. The teacher will be notified and work left at the office for pickup by the designated person.

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.

If a student needs to leave before the end of the school day, parents **or legal guardians** must sign them out or authorize their departure in writing, even if they are of age.

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.

When absences can be anticipated (type B), parents should advise the school office via email one week **in advance**. Failure to communicate an absence may 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 8:00 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 request. This includes travel, athletics, college visits and *curso pré-vestibular*.

Unexcused Absences: 6-12th grades

An unexcused absence is any absence without an approved excuse. When official communication of an unexpected absence 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/school should expect to receive a "0" (zero) for all work missed. This includes senior skip day.

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

If a **Pre-K – 5th grade** 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 deduction from their grade for being late.
- 2) Unless there are extenuating circumstances, depending on what is determined by the teacher and principal, a student may be required to make up a test that was missed during the student's absence immediately upon the student's return to school.
- 3) 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.
- 4) 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.
- 5) A student that is absent for one or more days will be given an equal number of days to complete make-up work, when he/she returns to school.
- 6) Students/parents are responsible to seek out teachers to gather missed assignments.

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 suffering from a contagious disease, i.e. 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 infirmary 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).**

Emergency cancellation of school due to unforeseen circumstances

When school needs to be cancelled 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) Further messages will be posted on Plus Portals, 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 **and legal guardians** are asked to check in at the school office when entering the school and wear a visitor's badge while on the premises between 8:10 a.m. and 3 p.m.

Visitors

Students seeking permission to bring a visitor should make their request at least one day in advance to the appropriate principals. 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

The phone in the office and at the front gate are reserved for school business, illness and emergencies. Telephones in the classrooms are off limits to students.

Use of Cell Phones & Personal Media/Entertainment Devices

Talking on cell phones or texting of any kind during class is prohibited. With teacher approval, devices may be used in class for academic purposes. To help students focus and avoid improper cell phone usage, teachers may collect student phones at the beginning of class. 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 will result in confiscation of the device and may result in a detention.

Lockers

Lockers are school property and are to be used exclusively to store educational materials. The 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. Students may only charge cell phones, tablets and laptops in their lockers. The school is not responsible for lost or stolen articles kept in the lockers. If a student would like to use a lock, he/she must leave a copy of the key or the combination with the high school secretary. The school has the right to inspect lockers without prior warning. Overnight storage of perishable items in lockers is not allowed.

Lunch

Students are not allowed to leave campus at any time during the school day, including lunch time. Students may not order or receive food 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.

Transportation

Outsourced school transportation 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 discounted 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 Thursday mornings. Elementary students participate in the Character First program on Friday mornings, which includes assemblies and small groups, focused on monthly character themes. Each Elementary class also presents an assembly or special presentation throughout the year.

Library & Media Center

The Library is open Monday through Friday from **7:45 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. Loss or damage to books/media beyond normal wear and tear, will be paid for by the borrower at replacement cost.
5. No books should be taken from the library unless they have been checked out.
6. Use of the media center will be scheduled through the Librarian.
7. Students may only use the library and personal media for educational purposes.

Computer Lab

The computer lab is closed during lunch time. The small 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

Valuables that are left around the school should be turned in to the office. They will be put in a lost and found box in the office. Other lost items, such as clothing, shoes and books will be placed in the lost and found closet 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. 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.

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 e-mailed to parents. 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 once a month to parents of students in grades K-5. These reports include academic and behavioral evaluations. Assignments and tests are included for parents to follow their child's progress.

PLUS PORTALS - PACA has an academic portal (Plus Portals) 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 information regularly. Many extracurricular activities have special pages. Teachers can 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. Information is also posted on Facebook.

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 administered periodically to evaluate programs and to seek parental input on numerous school issues.

PRE-K & ELEMENTARY ROOM MOTHERS are chosen for each elementary and preschool 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 fundraisers 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. Parents and students have been interviewed by the school administration.

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 ask for direction on submitting 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 from the school, please inform the office in **writing or electronically** immediately (**at least 15 days before the official withdrawal date**). All students need to complete a withdrawal form and go through an official checkout. **Please be aware that after your child's withdrawal, according to Brazilian law, the school has thirty days to issue transcripts and official documents.** 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 CREDITS	Brazilian Curriculum CREDITS
English	4	4
Math	3	4
Science	2 (one must be a Biology or a Chemistry)	4
Physical Education	2 (0.5 per school year)	2
Social Studies	2 (must include a US History & US Government)	4.6
Portuguese	4 (one for each year of HS at PACA)	4.4
Bible	4 (one for each year of HS at PACA)	4
Fine Arts	0.5	1
Electives	3.5	*
Total	25	28

* As many as the schedule allows.

All students are required to complete 30 hours of community service each year of high school at PACA.

Portuguese Language Evaluation for New Students

Students that have arrived in Brazil recently go through a special evaluation in Portuguese Language with the academic director. These students are then grouped according to their level of fluency in Portuguese, and placed in classes with students of the same language level (in their same grade or not) in regular Portuguese classes called P3, in intermediate level classes known as P2, or in beginner level classes known as P1. The student's age and curricular sequence are always taken into account. The students have two years to obtain full fluency in the Portuguese Language and become part of the regular (P3) class. During this time, students' progress will be evaluated to measure if the language gap has been bridged.

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 most students follow:

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

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 120 service hours during high school in order to graduate. Thirty hours must be completed every year, and not left to accumulate. Fifteen hours must be turned in **by December 1**, and the remaining fifteen hours are due **on May 15**. Students who fail to turn in their thirty community service hours by May 15 will be assigned three extra hours of community service to be completed by May 31. After May 31, five extra hours of community service to be completed by the last day of school. These hours will be done before or after the school day. However, fourteen hours of community service are obtained by participating in the official outreach days that are organized by the school. At the time a student enters PACA during a school year, the requirement will be adjusted appropriately. Students are required to file their community service 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 any type of personal fundraiser.
- 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 slightly different and vary by course. Please refer to the class syllabus **and/or AP course guidelines.**

PE Program Sports Credit

PACA requires two 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 0.5 credits and
- 2 – by taking two sports in a school year (0.25 credits each, for a total of 0.5).

Despite the fact that PACA only requires two credits of PE, in trying to keep our student healthy and active, students must participate in some form of physical activity every year. They may be in sports or in PE class. Students will not receive sports credit for playing the same sport in the same semester (i.e. JV basketball and varsity basketball).

Varsity Sport for P.E. Credit Regulations

Students must successfully complete the entire season in good standing with the coach and team. Coaches will give a grade for student athletes based on effort, attitude, participation and skill.

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	

The number of times a class meets per week determines its weight when calculating mid-term and quarter averages for students in 6-12.

Elementary Grading Standards

Numerical grades as mentioned above with letter equivalent. Grade Points are not calculated in elementary or middle school. The number of times a class meets per

week determines its weight when calculating mid-term and quarter averages for students in K-5.

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

Advanced Placement Courses

Advanced Placement courses are college-level classes that give high school students the possibility of obtaining college credit for that course. Students will be required to submit an application in order to be considered for an Advanced Placement class. Because of increased course requirements and level of difficulty, students taking courses which are designated as Advanced Placement, 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.

Students will be registered for the exams with the College Board in November and are responsible for the cost of the exams and associated fees the school incurs on their behalf. Students who have not paid the fees or made alternate arrangements will be removed from the class at the semester break.

AP Course Drop Policy

1. A student may choose to drop an AP class at the semester with either a WF or WP going on their transcript depending on whether they passed or failed first semester.
2. If the class is necessary for graduation and a similar high school level class is available, the student may transfer to that class
3. If the class is necessary for graduation and no similar class is available, the student must sign up for a SevenStar online course at the family's expense. The student may also need to earn credit to make up for first semester if they have not passed first semester.

Study Halls

Only students that are part of an AP class or who practice two complete sports in the same semester are eligible for a study hall. Exceptions can be made for students with diagnosed academic needs. Students cannot have a study hall and teacher aide in the same semester.

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 0.3 grade point. If a student withdraws or is dropped from the honors program after the first checkpoint of the second semester, the withdrawal is recorded on their high school transcript.

Guidelines for Honors Courses

1. Only yearlong core classes can be considered for honors courses - Math, Science, English, History, Portuguese, Bible
2. No honors option will be available if an Advanced Placement course is offered in the same subject.
3. 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.
4. There are regular due dates/checkpoints. Failure to meet any deadline will result in immediate dismissal from the Honors Program.
5. A three-class limit for students in grades 10-12 and a two-class limit for 9th grade students, which does not include AP courses.
6. Pass/fail presentations are required. They will be given before a panel of judges during 4th quarter for all honors classes, except Math.
7. 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.
8. Only students in an advanced class for Math or Portuguese will be eligible to take the class for honors credit.

PACA Online Courses

Secondary students have access to more than 70 online courses through **PACA's online partnership with Seven Star Academy.** 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. Students must have administrative approval before enrolling in these online courses. The online courses may also be taken during the winter and summer breaks.

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 3.5 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 3.9 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 3.9 GPA. If no student attains a minimum of a 3.9 GPA, there will not be a class valedictorian. And if there is no student who has a minimum of a 3.5 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 halfway through each 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, e.g. students with a GPA of 3.45 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. Students whose behavior violates the principles of NHS may lose their membership.

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' workload 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 available for children with learning needs, based on the recommendations of educational professionals and a professional diagnostician.

English Language Learner (ELL) Program

Students in Kindergarten who need assistance in improving their English are eligible for the Imagine Learning program. This involves a 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)

Students in grades 6-12 whose scholastic average has dropped below minimum standards at the end of any grading period (mid-term or quarterly) are placed into the PASS Program. If this happens, it is critical that the school and the parents work together for the benefit of the student. Consequently, we recommend that parents provide for a one-hour daily study time at home. PACA will implement a weekly monitoring system via PASS Reports where each teacher indicates whether the student is passing their class and whether or not the student is current with all assignments. A PASS student is re-evaluated according to the PASS standards at mid-term or end of the quarter. Sports eligibility requirements are in addition to PASS program requirements.

Middle School PASS Program

Students in grades 6-8 enter PASS when the current marking period average is below 73% or they earn two F's at mid-term or the end of the quarter. In addition to weekly PASS Reports the student may receive instruction outside of class focused on setting goals, organization, and study skills.

High School PASS Program

Students in grades 9-12 enter PASS when the current marking period average is below 70% or they earn two F's at mid-term or end of the quarter. When possible, students may be pulled out of their elective class to receive one-on-one instruction focused on diagnosing the areas that the student needs to improve in, helping the student to accept responsibility, and giving them the help they need to succeed.

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 Concerns Team with a possibility of retention. If a student does not have an overall numerical average of 65% over all four quarters, he will be retained.
2. The student can be automatically retained when his final average in three core subjects is lower than 65% **despite interventions during the school year.**
3. A student enrolled at PACA may not be chronologically two or more years older than that grade level-age requirement.
4. Any other unusual circumstances that may occur will be discussed, and a ruling will be issued by the administration.

High School

1. A student who fails two or more credits that are graduation requirements will be retained in the same grade.
2. 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.
3. 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).
4. 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.
5. A student 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%.
6. Any other unusual circumstances that may occur will be discussed, and a ruling will be issued by the administration.

COUNSELING SERVICES

The Guidance Department is here to help students in many ways. The counselor, psychologist and chaplain are ready to listen and to help 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
 Interpersonal & Relationship
 Assertiveness Training
 Anti-Bullying Training
 Social Emotional Learning

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

On-Campus College Visits

Secondary students 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 need a permission slip to go 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.

School Rules and Regulations

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. Consequences may include the loss of elected positions, the privilege of representing the school in extracurricular activities and/or the loss of other honors. Our aim is for all students to respect God, others, themselves and material goods.

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

Transportation

When riding the bus to and from school or any school event, students may only listen to music if they have headphones on. Portable speakers are not allowed on any trips. Boys and girls may not sit together on the bus, unless they are siblings.

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). **According to the faith based principles the school follows,** 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, cell phones 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 or any graded assignment to someone who has not yet taken the test (including from one year to the next);
- 8) Attempting to deceive by changing a test paper that was previously graded;
- 9) Giving or receiving 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 community service hours, the reading of a required book, etc.)

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 exams during the school year
- reported to honor societies and other organizations (i.e. STUCO & NHS)
- 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 because 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) Displaying on any media devices or transferring offensive, racist, violent or pornographic messages or pictures, electronically.
- 2) Insulting, attacking others, or repeatedly and purposefully harassing classmates, teachers, staff and other members of the PACA community (cyber bullying), on and off campus.
- 3) Harm the network's performance by downloading and/or storing files from home or the Internet that are not pertinent to school activities.
- 4) Trespassing in another's folders, work, files, or portable storage media.
- 5) Share his/her password or account with others. The user has 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 workstation he/she is using.
- 6) Uploading or storing any files onto a school device without the responsible teacher's permission.
- 7) Intentionally wasting limited resources, i.e. using paper, printer or portable storage media.
- 8) Creating or transmitting computer viruses.
- 9) Opening or copying any file containing confidential information; copying any file or folder contents without permission from the responsible teacher.
- 10) Giving personal information out to strangers via the Internet, i.e. personal addresses or phone numbers of students or faculty.
- 11) Disobeying classroom or school rules concerning use of an electronic device or Internet
- 12) Using school equipment for commercial purposes.
- 13) Message trafficking: The network administrator will evaluate all virus, invasion and vandalism warnings. It is strictly prohibited to heed or proceed with any instructions stated in these warnings.
- 14) Conducting 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.
- 15) Deliberately destroying files, within or out of PACA's network.
- 16) Accessing third party software to circumvent network restrictions.

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) Immediately report 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 may only use school devices for educational purposes, and will only use school devices in the presence of a supervising teacher or PACA staff member.

Respect PACA's standards. We believe our electronic devices 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 media 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.
- 3) Pre-K-5th grade students should not leave their table without an adult's permission.
- 4) Elementary students may not take food out of the cafeteria.
- 5) When dismissed:
 - Clean your eating area.
 - Push in your chair.
 - Return your tray to the appropriate place.
 - The teacher on duty will excuse elementary students.
 - Exit the cafeteria in an orderly manner.
 - Walk on the sidewalk at all times
 - Those who do not comply will be required to give up some recess.

Regulations for Use of Facilities

Our campus and facilities are a result of good stewardship, generous giving from donors, and a dedicated staff. PACA's campus and facilities, when open, are for the use of students, families and employees.

1. The use of campus facilities must be approved by the administration.
2. Students on campus outside of school hours must be under direct adult

- supervision.
3. Outside school hours, participants and spectators must remain in/near the event area.
 4. Climbing on trees, gates, walls and roofs is prohibited.
 5. Smoking and alcoholic beverages are not permitted on campus.
 6. Pets are not allowed on campus.
 7. All wheels (bicycles, roller blades, skateboards, etc.) are permitted on campus only on weekends, and only in the parking lot, under parental supervision.
 8. The use of profanity (in any language) will not be tolerated.
 9. Safe and proper use of both facilities and equipment, followed by clean up, is expected.

Other Campus Regulations

1. During school days and school hours, students are not to leave the campus. Parents of students who must leave early must communicate in writing and students must sign out at the office. Students who leave campus may only return if there is a school event later in the day or with administrative approval.
2. Students are not allowed to leave school campus on foot without parental and administrative permission. 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 one might qualify for the exception.
3. 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.
4. Food or drink is not to be consumed in the classrooms, auditorium, science lab, conference room or library, without teacher permission.
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.
7. **Students in grades Pre-K- 5th grade 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 3:25 p.m. After 3:40 p.m., a fee can be charged for every 15 minutes a child is not picked up.**
8. The school campus and gates are closed at 6 p.m. during the week and at 5 p.m. on Saturdays. The campus is not open on Sundays.
9. The preschool and Elementary playgrounds are only for the use of preschool or Elementary students during school hours. Rules are posted on the equipment. All other students are not allowed on the equipment at any time.
10. 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.

Swimming Pool Regulations

The PACA pool generally opens during the months of November through April. Pool hours will be determined by the administration. The pool will only be opened if a certified adult lifeguard is on duty.

- 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 swimming trunks. 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.

SCHOOL DRESS CODE

Daily Dress (all grades)

Attire for all students must be neat, clean, modest and appropriate to the learning environment. Uniforms are required for students in preschool through 5th grade. Teachers, coaches and PACA administrators will determine appropriate dress for activities not included below. The PACA faculty and staff are responsible for correcting and reporting students when they feel their appearance does not meet the school's standards. Students 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 6 cm wide or more)

Sleeveless shirts for boys

Exposed undergarments, including see-through material

Tight fitting clothing, including leggings and jeggings (top must cover length down to 8 cm above the knee)

Piercings other than ears for girls, and all piercing for boys

Unwholesome pictures/language/symbols on clothing

Coming to school in sleepwear (of any kind) is not allowed.

School Spirit Day (6-8th grades)

There will be a weekly school Spirit Day when all students in grades 6-8 will be required to wear a PACA polo shirt or their PACA Walkathon shirt. The PACA shirt shall be clearly visible to the outside. (Students may wear coats/jackets over their PACA shirt when the weather warrants.) School Spirit Day will be on Thursdays.

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 nice shirts, pants and shoes.
- Girls will dress up by wearing a nice blouse/shirt with dress code appropriate pants or skirts and nice shoes.
- Hats are not allowed.

Dressing nicely includes wearing shoes/sandals that are in good condition (tennis shoes, flip-flops and sportswear are not allowed). **Pants or jeans should be without tears. Hoodies made of sweatshirt material (with or without zippers) are not considered appropriate for dress up day.** When the weather is hot or cold, the administration may announce modifications to dress up day attire. 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.

Uniforms & Attire for PE, Sports and Other School Activities

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

P.E. uniforms and/or sports shorts must be longer than the extended fingers when the student is standing. Boys may only be shirtless in the pool area. During sports events, athletes should wear the uniform provided by the school. They are responsible for maintaining their uniform in good condition and returning it at the end of the season.

DISCIPLINARY PROCEDURES

In taking disciplinary action, **according to the faith based principles followed by the school, the administration** 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 "0" (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, REIMBURSEMENT, etc.

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

<u>Offense</u>	<u>Consequences</u>
ACADEMIC DISHONESTY	no credit for the assignment assigned after-school detention counseling and parent contact suspension not allowed to exempt exams reported to honor societies included on college admission record removal of awards & privileges
ATTENDANCE	
a. Tardiness (after third tardy to school or between classes in a month)	referral for MS students after-school detention
b. Skipping class or required activity	no credit for work missed detention parent conference counseling suspension for multiple offenses
c. Leaving campus without permission	parent conference detention suspension

d. Failure to communicate an excuse upon return from absence that day

unexcused absence
maximum of 80% credit for work done or due that day (**Note: written excuses are a student's responsibility. Not all written excuses will be accepted.**)

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

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

CLASSROOM INTERFERENCE

Misbehavior in class which disrupts the learning opportunity of others

detention
referral to counselor
removal from class with referral to office
non-credit for class suspension

DISRESPECTFUL BEHAVIOR

student warned and counseled
parent informed
detention
parent conference
referral to counselor
suspension

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

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
may be excluded on first offense
second offense will result in compulsory transfer

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

HARASSMENT/BULLYING

Bullying/harassment will not be tolerated at any level in any form.
Bullying can be defined as:
Physical: hitting, tripping, pushing or damaging property
Emotional: name calling, insults, demeaning remarks, verbal abuse
Indirect: playing jokes to embarrass or humiliate, spreading rumors, etc.
Cyber: using technology to victimize others
student warned & counseled
detention
parent conference
referral to a counselor & follow-up suspension(s)
compulsory transfer for repeat offenders
procedures in the bullying project will be followed

INAPPROPRIATE MEDIA USE

(as stated in the Acceptable Use Policy, cyberbullying, "sexting")
warning
loss of media privileges
after-school detention
parent conference
suspension
recommendation for compulsory transfer

INSUBORDINATION

Refusal to carry out reasonable instruction of a school official
detention
parent conference
referral to counselor
suspension

LITTERING

assigned school clean-up

MISBEHAVIOR ON BUS

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

**OBSCENE LANGUAGE OR
GESTURES/ SEXUAL
HARASSMENT**

- a) Directed toward staff members detention and/or suspension
- b) Directed toward other students detention and/or suspension
- c) Sexual harassment, physical or suspension
verbal compulsory transfer

PIERCING

No piercing, except girls' ears

student required to remove or
cover piercing
parent notified
detention
suspension

**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.

warning
counseling
detention
parent conference
suspension

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

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

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

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.

Elementary Discipline

The Elementary Department seeks to use discipline issues as a way to teach and reteach students about appropriate behavior and what their response should be.

Classroom teachers will deal with discipline issues within the context of the situation and their class rules.

Teachers will follow this process when dealing with discipline issues:

1. The teacher will talk with the student individually about the concern
2. The teacher will communicate with the parents via phone call, conference, sign/returned letter or e-mail.
3. The teacher will fill out a discipline referral form, and consult with the elementary principal, who will talk to the student and determine appropriate consequences based on the behavior.

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 are normally held every Monday and Wednesday from **3:35 to 4:35** 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' signatures, cheating on tests, etc.

DETENTIONS: 6TH – 12TH 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 3:35 p.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.

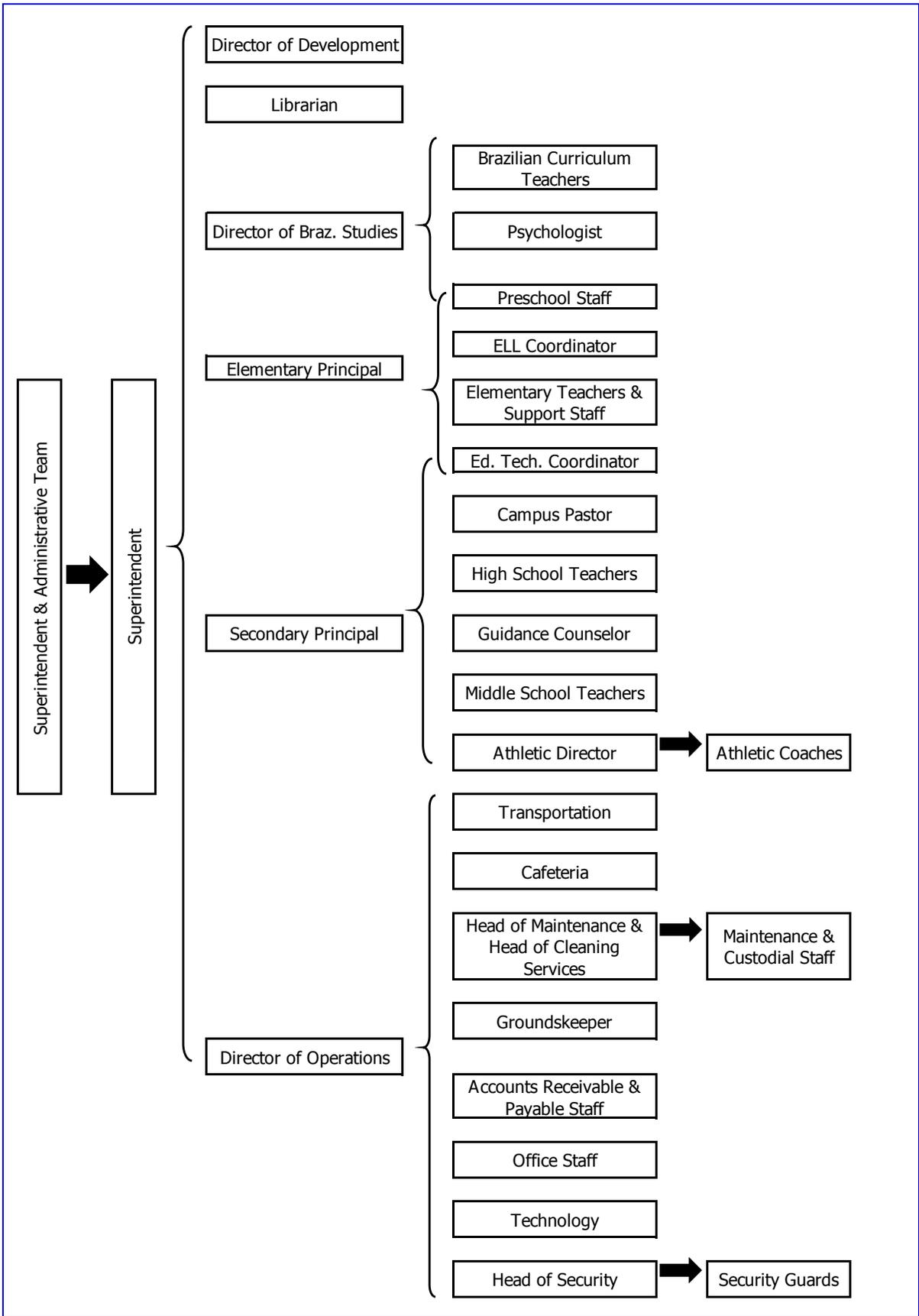
ORGANIZATIONAL FLOW CHART

The Administrative Team is composed of the Superintendent, Director of Brazilian Studies, 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.

The school has established biblical principles for the resolving of differences and conflicts that may arise among PACA's constituents. The parties involved are instructed to follow the Biblical principles of conflict resolution found in Matthew 18, by privately seeking a solution to the matter at hand.



SCHOOL FEES

TUITION FEES

The annual tuition fee is divided into thirteen payments: twelve consecutive monthly payments and a thirteenth payment due in April. 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 **e-mailed to parents 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.

DEVELOPMENT FUND CONTRIBUTION

There is a contribution for each student accepted 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.

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.

RESOURCE FEE

A resource fee is included in the monthly tuition bill to help defray the cost of resources 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\$250 for testing materials and evaluation services connected with the initial application to attend PACA. This is a non-refundable fee.

ELL FEE

The English Language Learner program is designed to address the English language needs of students in Kindergarten. The monthly fee for this program is **R\$80.**

GRADUATION FEE

R\$150 a month will be charged on the monthly tuition bill to all seniors (July-June).

EARLY EXAMINATION FEE

There will be a R\$200 cash fee for each exam taken before the scheduled exam dates.

EARLY DEPARTURE FEE

Due to teachers' workload at the end of each semester and the extra time spent in the preparation of make-up work, K-8th grade students leaving more than ten school days

before the end of the semester, will be charged a R\$200 cash fee. Requests in writing must be submitted at least a month ahead of the departure date. Please directly contact the elementary/secondary principal.

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 added to **students' tuition bills.**

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 the camp. These fees are payable the week before the tournament. **Students will not be allowed to participate in sports or academic tournaments (such as Math Counts, Knowledge Bowl, etc.), if their families owe tuition fees.**

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\$120, this will be advised in the course syllabus or in a class communication distributed to students at the beginning of the semester. Overnight trips are scheduled for the 6th, 7th, 8th, 10th 11th and 12th grades throughout the year. Please check with teachers in regards to cost.

MEALS & TRANSPORTATION

These services are subcontracted and are the responsibility of the parents. The school does have third party providers for 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 may not participate in extra-curricular activities or non-academic trips.** **Students who have tuition debts are also not accepted for enrollment the subsequent school year.** Notice will be given when payments are outstanding.

STUDENT ACTIVITIES

AASB ACTIVITIES/SPORTS TOURNAMENTS

All secondary students are required to sign the AASB Code of Conduct and abide to its norms.

AFTER SCHOOL PROGRAMS

Various After School Programs are offered for preschool and elementary aged students. Please see PACA Weekly announcements and letters that are sent home about specific programs. Parents need to complete a "*Preschool & Elementary After School Program Authorization*" and a *permission slip for each program* before the student may participate in after school programs. Signed letters and authorizations forms should be returned to the Elementary secretary.

ATHLETIC ACTIVITIES

PACA participates in a variety of JV & varsity sports. In the past, sports offered for girls were: softball, volleyball, cheerleading, futsal, basketball and soccer. For boys: softball, soccer, futsal, volleyball and basketball. JV sports are typically played by students in middle school (ages 14 and under). Varsity sports are played by students with ages between 15 and 19. Athletic highlights are weekly evening 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.

READING CONTEST

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

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.

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. Parents and friends are encouraged to come to see what the students have worked hard to produce. **Attendance is required for students in Kindergarten through 8th grade.** A grade will be determined for students based on their participation.

INTERNATIONAL FESTIVAL

Celebrating the Nations is the school's annual international festival. It involves our entire school (faculty, students, and parents) and is centered on 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. **Attendance is required for all students.** This event exemplifies our mission to enable our students to make a difference in their society starting today! Discounted student tickets will be added to monthly tuition bills.

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 a "field trip permission form" signed by your parents. School rules continue to apply when students are on field trips. All students must wear a seat belt when riding a bus or law, in accordance with federal law. When riding the bus to and from any school event, students may only listen to music if they have headphones on. Portable speakers are not allowed on any trips. Boys and girls may not sit together on the bus, unless they are siblings. Elementary students must leave and return to school when going on a field trip.

GRADUATION

Graduation is the culminating event given for the seniors by the school. A graduation fee of **R\$150** 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 21.

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 Retreat, 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. The juniors are responsible for organizing activities and a time of blessing.

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. They must have the money previous to leaving on the trip. Their homeroom teacher is to be one of the chaperones; the administration makes the final decision regarding any other chaperones. This trip traditionally occurs at the beginning of the second semester.

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	Sophia Santos
Vice President	Nicolle Cetertick
Treasurer	Annalis Woods
Secretary	Gabriella Ramos
Social Life Coordinators	Tércio Silva & Thomas Souza
Spiritual Life Coordinators	Ethan Fawcett & Advik Johari
Media Coordinator	John Govier

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, Media 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.

OUTREACH ACTIVITIES

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

EXTRACURRICULAR COMPETITIONS AND TRIPS

Participation in extracurricular activities, trips and competitions is a privilege. In order to be eligible, a students' family must be up to date with their payments and the student must meet the athletic eligibility standards described below. As tickets for trips are often purchased far in advance, the organizers of the activity will check the students' eligibility before purchasing tickets.

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

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.

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

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 an average that is below 73% for middle school and 70% for high 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 needs 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 or extenuating circumstances 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 will not be allowed to participate in sports tournaments, if their families owe tuition fees.

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, player, coach or non-participants. Fans may not enter the court or field without specific permission from a coach, referee or athletic director. Any questions or concerns should be directed to the PACA Athletic Director or designated representative.

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 3:35 - 4:40 p.m.

2nd Practice 4:45 - 5:50 p.m.

All students must be off campus by 6 p.m.

The administration reserves the right to revoke the students' privilege of remaining on campus after 3:30 p.m.

PACA BOARD & STAFF - 2019/2020

BOARD MEMBERS

President: **Danny Woods**
Vice President: **Joe Arthur**
Secretary: **Mimi Bann**
Nathan Fray
Fabio Marques
Marcio Serafini

ADMINISTRATION

Superintendent: Robin Rugg
Director of Brazilian Program: Ana Lúcia Soldi
Secondary Principal: Nelson Dewey
Elementary Principal: Brenda Stockment
Director of Development: Kevin Flurry
Director of Operations: Telma Baldacci
Guidance Counselor: Claudia Kuhnast

TEACHING STAFF

Preschool: Adriana Almeida
Paula Kim
Fatima Leitão
Viviane Souza

Elementary:

Kindergarten: Martha Bloomer
1st Grade: Kristin Gregory
2nd Grade: **Barbara Assis**
3rd Grade: Jill Arthur
4th Grade: Anneke Van Wyngaarden
5th Grade: Glenn Buchanan

Middle School:

6th Grade: Joel Rast
7th Grade: Alyssa Pritchett Ramos da Silva
8th Grade: Tori Thompson

High School Homeroom Teachers:

9th Grade: Jeremy Davis
10th Grade: Marc Mouser
11th Grade: Josh Stockment
12th Grade: Silvano Kubo

Brazilian Program Teachers:

Chemistry/Math: Monica Faria
Port. Elem. MS & HS: Isly Franco
Geography MS & HS: Silvano Kubo
Port. Elem. MS: Cristina Mariani
Port. MS & HS: **Alexandra Gallo**
Hist/Geog/Port. MS & HS: Mauricio Ruiz
Port. Elementary: Ana Lúcia Soldi
Port. Elem. MS & HS: Renata Santos
Port. MS & HS: Tereza Péron
Port. Elementary: **Thaís Silva**

Middle School & High School Teachers & Specialized Areas of Service:

Math:	Brian Zuercher Sarah Beddoe Kim Costello Marc Mouser Monica Faria
Science:	Brian Zuercher Nelson Dewey Susie Zuercher Randy Costello Marc Mouser
English:	Jeremy Davis Mindy Swisher Tori Thompson
Social Studies:	Silvano Kubo Joel Rast Claudia Kuhnast Alyssa Pritchett Ramos da Silva Josh Stockment Tori Thompson
Spanish:	Leda Sanchez
Physical Education:	Eliana Castanho Renato Sousa
Art:	Guilherme Lima
Music:	Wesley Penteadó
Athletic Director:	Renato Sousa
Library Coordinator:	Cristina Serafini
PASS Program:	Marc Mouser
Ed. Technology Coordinator:	Sandra Pauleti
Psychologist:	Luana Sousa
Support Staff:	Andrea Campos Marilena Duncan Valéria Freitas Audrey Quir Lilian Pedrozo Eliana Rocha Fernanda Rugg

OFFICE STAFF

Receptionist:	Alice Sena
Executive Secretary:	Marcia Teixeira
Pre-K - 5 Secretary:	Helen Morosov
Secondary Secretary:	Katia Nakata
Brazilian Curr. Secretary:	Vanusa Abreu
Financial/HR Assistants:	Sonia Barbosa Annelise Liu Glucia Dawel Ivana Silva
Marketing Assistant:	Rosa Tanaka
Nurse:	Marcia Kunihiro
School Security:	Cícero Silva
Supplies & Purchases:	Veronica Domingues
Office Assistant:	Thiago Fontineles
Technology Assistants:	Rafael Bodri Mynoro Kaneco