



PAN AMERICAN  
CHRISTIAN ACADEMY

# STUDENT HANDBOOK

2023-2024 *Version 2.0*

NURTURING HEARTS  
DEVELOPING MINDS  
EDUCATING FOR ETERNITY



## **Pan American Christian Academy**

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## ACRONYMS USED IN THIS HANDBOOK

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

## ACCREDITATION AGENCIES



## AFFILIATION

PACA has membership in the following organizations:

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

## **STATEMENT OF FAITH**

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

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

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is essential. We believe that salvation is by grace through faith, apart from 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.

Since the school's foundation in 1960, God has been the center of all that is PACA and anything that has been accomplished at the school during this time is to His glory. This year's theme verse is Galatians 6:9-10a – *"So we must not get tired of doing good, for we will reap at the proper time if we don't give up. Therefore, as we have opportunity, we must work for the good of all..."* Our students can truly become achievers (one of our four expected student outcomes) by not giving up and taking every opportunity for the good of all. Only by being our eyes focused on Jesus and powered by the Holy Spirit can we accomplish God's will.

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

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

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

Have a great year at PACA!

## PURPOSE AND EXPECTED STUDENT OUTCOMES

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

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

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

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

### Whole

1. Loves God with heart, soul, and strength (Deut 6:5)
  - a. Heart – Pursues knowing God
  - b. Soul – Commits life to God (mind, will and emotions)
  - c. Strength – Cultivates the fruit of the Spirit
2. Loves neighbor as oneself
  - a. Values the dignity of the *Imago Dei* in all persons
  - b. Develops authentic relationships
  - c. Pursues God's best for others
3. Lives in the fear of the Lord
  - a. Walks humbly with God
  - b. Thinks God's thoughts after him
  - c. Acts justly and loves mercy

### Achiever

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

### Steward

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

## **Catalyst**

1. Is a Servant
  - a. Looks beyond oneself
  - b. Responds to perceived needs of others
  - c. Invests time and resources in others
2. Develops as a Leader
  - a. Listens and empathizes, focuses on others' growth
  - b. Is authentic and dependable, inspiring trust
  - c. Equips and empowers others to lead
3. Is Salt and Light
  - a. Elicits spiritual hunger and thirst in others for Christ (Heb 10:24)
  - b. Acts as a lamp for truth, righteousness, and justice
  - c. Advocates courageously for the cause of Christ

These Ends are also known as Expected Student Outcomes. To accomplish these ends, PACA's curriculum includes not only academic courses taught with a biblical worldview, but also instruction in Christian living and service as well as co- and extra-curricular activities. The course of study conforms to standard American and Brazilian curricula with an emphasis on university preparation.

## **Mission**

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

## **Vision**

To be a leading international Christian school that:

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

# **CURRICULUM PHILOSOPHY**

Instruction is offered in preschool through twelfth grade, following a curriculum developed specifically for PACA. The Elementary curriculum is offered to students in Kindergarten through Grade 5, Middle School consists of Grades 6-8, and High School covers Grades 9-12. Core classes in the High School are offered in six departments (Bible, English, Portuguese, Mathematics, Science, and Social Studies), with electives offered additionally. The primary emphasis is on college preparation.

The PACA curriculum is rooted in a biblical worldview. The Bible teaches that a right understanding of God is the beginning of knowledge because God created all things and is the ultimate source of truth. Students are taught to view God's world through the lens of a biblical worldview. Every worldview has



a standard for truth and PACA purposefully teaches students to reason critically with a biblical worldview in every area. 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 learner, the curriculum, and the teacher are interact 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. Truth is absolute, unchanging, and knowable. Because learning is interactive, the teacher has an important role to play. The teacher provides structure and process for instructional objectives. The concepts, principles, and conclusions are derived from the teachers guiding students' thinking prompted by teacher-planned activities and the organic learning process.

## **Language Arts (English and Portuguese)**

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 truth through language including sermons, stories, stories, and conversations (Matthew 5:1-48, Luke 9:18-20, Luke 10: 25-37). 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).

## **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).

## **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)

# **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.
- 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 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 assignments by providing guided practice in the classroom and addressing students doubts.
- Provide appropriate consequences for incomplete and late homework.

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

- Understand their schedule and responsibilities:
  - 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 their children establish a study routine (time, location, keeping track of assignments).
- 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.
- Establish consequences at home when grades go down because of homework.

## SCHOOL ROUTINE

SCHEDULE	START OF SCHOOL	LUNCH/RECESS	END OF DAY
Preschool	8:00 am	11:15 - 11:45 am	3:20 pm
Grades Kindergarten – 5th	8:00 am	12:05 - 12:45 pm	3:20 pm
Grades 6 - 8	8:00 am	12:15 - 1:02 pm	3:25 pm
Grades 9 - 12	8:00 am	12:19 - 1:02 pm	3:25 pm

**Attendance: Preschool – 12th grade**

PACA's school calendar comprises 200 school days in accordance with Brazilian Educational Law 9.394 of December 20, 1996. The school day starts at 8:00 am and ends at 3:20 pm.

For both American and Brazilian certification and according to Law 9.394, a minimum attendance of 75% of classes in the academic year is mandatory for approval in the basic grades (elementary through high school).

**Absences**

Consistent daily attendance and participation in all classes are essential for learning. 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](mailto: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.

In accordance with local law, school policy states that if a student misses 25% of scheduled classes for whatever reason, credit will not be given for the course. Frequent absences (whether excused or unexcused) may result in student performance being affected.

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 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. Upon arrival parents should go to the school office to request dismissal. The receptionist will call the classroom to request the early dismissal of your child.

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

- A. Illness, injury, family emergency, death in the immediate family. If a student misses more than two days due to illness the family should provide a note from their doctor to excuse the absence.
- B. Documentation, furlough adjustments, medical or dental services, travel, athletics, college visits, curso pré-vestibular, 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. 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.

When absences can be anticipated (type B), parents should advise the school office via email ([attendance@paca.com.br](mailto:attendance@paca.com.br)) 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. The Leadership will then review the request and notify the parent(s), student(s), and teachers of the conditions of granting the request.

### **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 – 5<sup>th</sup> Grade: Late Arrivals to School**

If a student is regularly 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 or to class 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. More about this topic can be found on section "Disciplinary Procedures".

### **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.
7. Students who miss a test/assessment day must present a medical note/certificate so to be able to take a new test/assessment missed on that day of absence.

### **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. COVID-19 symptoms, as well as: pink eye, chickenpox, mumps, vomiting, fever, diarrhea, etc.
2. The school staff will not give any medication to students without prior authorization from the parents. If a student requires frequent medicine, we ask that parents send their medication from home along with a doctor's note.
3. Students may lie down in the 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).

Any communication on your child's health should be directed to PACA's nurse via email ([marcia.kunihiro@paca.com.br](mailto:marcia.kunihiro@paca.com.br)).

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

When school needs to be cancelled due to emergency or government measures the following procedures will be followed:

1. All families will be contacted 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.

### **Parents & Visitors Access to the School Campus**

Parents, legal guardians, family members and visitors are asked to check in at the school office when entering the school and wear a visitor's badge while on the premises between 8:00 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 12:20 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 Technology**

Technology is a tool and as such must be used appropriately as a matter of stewardship. Talking on cell phones, messaging of any kind, and media/games played on any device during class, chapels, and assemblies is **prohibited**.

- Middle school students who choose to bring a phone to campus will turn in their phone during homeroom each morning and collect their phones at the end of the day. Students and parents who need to reach each other during school hours may do so with the assistance of the school receptionist. Students may not bring personal computers or tablets to school.
- High school students who choose to bring a phone to campus may not have it in their

possession during class, chapels, and assemblies regardless of whether or not it is turned on. Students and parents who need to reach each other during school hours may do so with the assistance of the school receptionist. Students may not bring personal computers or tablets to school.

Inappropriate use of personal electronic devices will result in confiscation of the device and repeat offenses will result in disciplinary action.

## **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 2-12. 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 principal.

High School students may only charge cell phones in their lockers. Crockpots, coffee makers, hair dryers, flat irons and other devices may not be charged or used in lockers. The school is not responsible for lost or stolen articles kept in the lockers. If a middle school or high school 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. Microwaves are available in the cafeteria to reheat lunches. Microwaves may not be used to cook frozen meals.

## **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 and Middle school chapel. Elementary students participate in Character First.

## **Library & Media Center**

The Library is open Monday through Friday from 7:50 a.m. until 4:00 p.m. It is primarily a learning center where the students may check out books, research or spend their study time.

## **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

**LAYERS** is the school's communication app that conveys information about upcoming school events, student activities, awards, changes in policies or procedures, and other general information.

**MEETINGS** with teachers and leadership 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.

**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.

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

**PACA's WEBSITE** includes the school calendar, information on school organization and activities and the PACA Weekly. Information may also be posted on social media platforms.

**PARENT ROUND TABLES** are scheduled each semester, by grade level, in which the Leadership Team and parents share opinions, concerns, and different points of view on school matters.

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

**PARENT/TEACHER/STUDENT CONFERENCES** 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 responsibility for their learning. If you need to speak to a teacher without your child being present, please schedule a meeting on another day.

**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.

**PRE-K & ELEMENTARY ROOM MOTHERS** are chosen for each preschool and elementary class to serve 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.

**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.

## ACADEMIC INFORMATION

In order to graduate from Pan American Christian Academy, a student must meet the following MINIMUM requirements during grades 9 through 12.

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

\* As many as the schedule allows.

Students who have met the school's graduation requirements prior to their senior year may be able to apply for early graduation.

### **Portuguese Language Evaluation for New Students**

Students that have arrived in Brazil recently may take a special evaluation in Portuguese language. These students are 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). The student's age and curricular sequence are always taken into account.

### **Dual Diploma**

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



The following is an example course sequence that most students follow:

<p><b><u>9<sup>th</sup> grade</u></b>            Bible            English            Math (Algebra I or Geometry)            Portuguese            Physical Science            World History I            P.E. (one semester)            Electives</p> <p><b>Dual Diploma</b>            Fine Arts (one semester)</p>	<p><b><u>10<sup>th</sup> Grade</u></b>            Bible            English            Math (Geometry or Algebra II)            Portuguese            Science (Biology or AP Biology)            World History II            P.E./Sports Credit (one semester)            Electives</p> <p><b>Dual Diploma</b>            Geografia (one semester)            Fine Arts (one semester)            Sociologia</p>
<p><b><u>11<sup>th</sup> Grade</u></b>            Bible            English            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><b>Dual Diploma</b>            História (one semester)            Sociologia</p>	<p><b><u>12<sup>th</sup> Grade</u></b>            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><b>Dual Diploma</b>            Redação            Filosofia/Sociologia</p>

## Grade Placement

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

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

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

One credit for Portuguese and one credit for Bible are required for each year of attendance at PACA.

## 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. Students may receive community service 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 secondary secretary.

Community service activities 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 at the latest 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). High school students who wish to play sports for PE credit must sign up for the credit during the drop/add period. Athletes who do not sign up for PE credit will not receive credit for their performance and must take PE.

Even though PACA only requires two credits of PE, in trying to keep our students 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).

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 12<sup>th</sup> 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.

## **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 12<sup>th</sup> 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 Grades 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 apply to be considered for an Advanced Placement class. Because of increased course requirements and level of difficulty, students taking courses that 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 taking AP courses must take the AP Exam.** 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 during the semester break.

Students may opt to self-study for only the AP exams that the school might not offer as an AP course. This means they study for an AP exam independently. They are responsible for communicating with the school's AP coordinator to register for the AP exams.

#### AP Course Drop Policy

1. A student may choose to drop an AP class during the semester with either a WF or WP going on their transcript depending on whether they passed or failed the 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 the first semester if they have not passed the 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 coursework. The honors course program is designed to stimulate the capable, motivated student who can 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 9<sup>th</sup> grade students, which does not include AP courses.
6. Pass/fail presentations are required. They will be given before a panel of judges during 4<sup>th</sup> 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 Sevenstar 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 leadership 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 Honors classes during High School.

### **Requirements for Valedictorian:**

1. Student must take a combination of at least four AP or Honors classes and Chemistry or Physics.
2. 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. **NHS members are expected to participate in the school outreach day for each semester.** 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. Students who are on the Honor Roll may be exempt from exams on the basis of one exam exemption per time on the honor roll that semester (for a maximum of two exemptions per semester). A student on the Merit Roll for both quarters of a semester may exempt one exam. To exempt an exam a student must have an average of 93 or above in that subject. 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**

The Learning Lab is a resource available for students with learning needs, based on the recommendations of educational professionals and a professional diagnostician.

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

Students in Kindergarten-5th grade who need assistance in improving their English are eligible for the ELL 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.

## **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. 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.

### **PASS Program – Secondary Students**

- Middle School: 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.
- High School: 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.

The school reserves the right to provide supervision and differentiated learning schedule during the school day.

### **"RECUPERAÇÃO" (Remedial Learning)**

A student will be extended the option of doing "recuperação" according to the following policy. The "recuperação" may be continuous, parallel and half-year/final recovery.

- Continuous "recuperação" occurs within the educational process.
- Parallel "recuperação" is done during the semester.
- Final "recuperação" is applied at the end of each semester for students who did not obtain a final average in Elementary School and High School; "recuperação" is made at the end of the semester. The studies are carried out independently, but always following the guidance of the course teacher.
- The methodology applied so that the new semester average reflects on the student's report card will be:
  - Semester Average + Final "recuperação" grade divided by two will become the new average for the semester.
  - Policy for the new semester average:
    - The new average will not exceed the value of 70 and can range from 70 to 65.
    - If the new average is lower than the average for the semester before recovery, the average remains the same.
    - Students who obtain a final average equal to or greater than 65% in each subject and have the minimum overall attendance required by law will be considered promoted.

### **Retention Policy for American and Brazilian Diplomas**

#### 2nd – 9th grades

- The student whose final average is below 65% (F) in three or more subjects, will be directed to the Student Concerns Team with a possibility of retention.
- The student can be automatically retained when his final average in three core subjects is lower than 65% despite interventions during the school year.
- A student enrolled at PACA may not be chronologically two or more years older than that grade level age requirement.
- Any other unusual circumstances that may occur will be discussed, and a ruling will be issued by the leadership team.

#### 10th – 12th grades

- A student who fails two or more subjects/ credits that are graduation requirements will be retained in the same grade.
- 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.
- 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 an additional cost if it cannot be inserted into the regular schedule and must be done by independent study.
- A student can only be retained once during his high school years and still remain enrolled in school (a second retention will require the student to withdraw).
- A student who is a senior will not be allowed to participate in the graduation ceremony if more than one credit short of the graduation requirements in whichever diploma program(s) the student is enrolled.

- A student will be extended the option of doing “recuperação” only at the end of the senior year on the condition that there are less than 2 credits to be made up and that the student’s averages in those courses were above a 60%.

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

## **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 the school has thirty days to issue transcripts and official documents after your child’s withdrawal, according to Brazilian law.

The school leadership will conduct an exit interview with the parents or guardians of the student withdrawing from the school program.

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 may be made for the months in which the student did not attend classes.

## **COUNSELING SERVICES**

The Member Care Team 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 a person on the Member Care Team. 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 PACA Member Care are as follows:

<p><b>School Wide Services:</b>            Individual personal counseling            Third Culture Kid counseling            Parental counseling            Standardized Testing            Test result interpretation            MAP            Career Interests &amp; Awareness            Interpersonal &amp; Relationship            Assertiveness Training            Anti-Bullying Training            Social Emotional Learning</p>	<p><b>High School Services:</b>            New Student Orientation            Course Schedule            Graduation Credits            Academic Records            PASS Program            Independent Studies            College Admissions            and Financial Aid            College Fairs            Grade Level Orientation            Test result interpretation            PSAT / SAT / ACT / TOEFL</p>	<p><b>Resources Available:</b>            College Reference Materials            College Financial Aid            References            Career Selection Resources            Standardized Test Registration            Test Preparation Materials            Internet Access to College            Websites</p>
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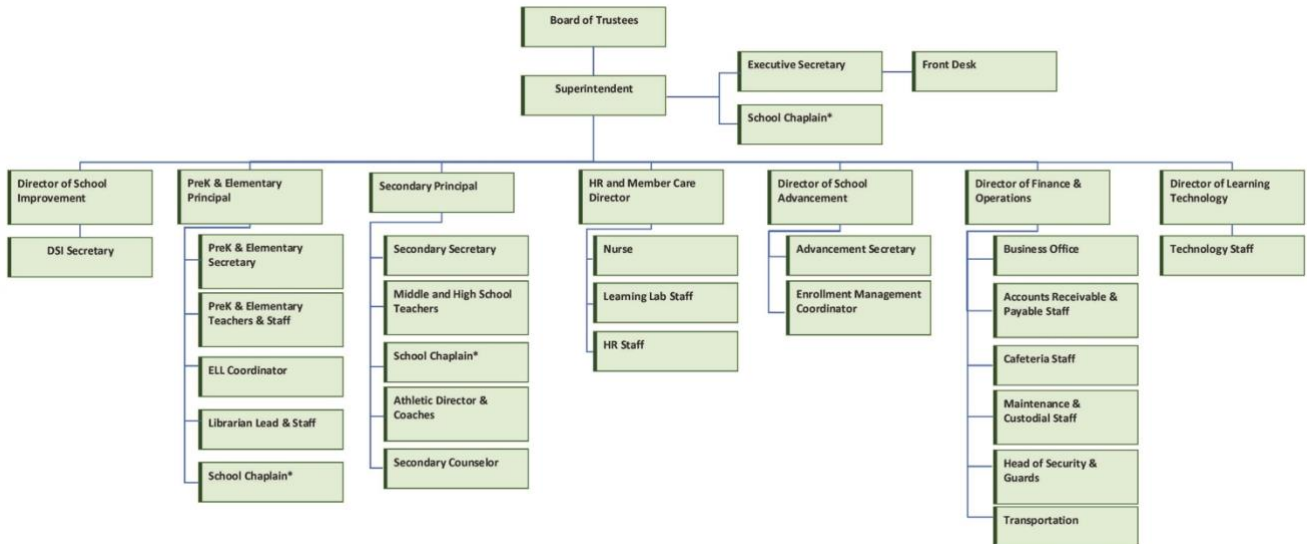
### **On-Campus College Visits**

Secondary students are encouraged to meet with college representatives that come on campus. The student, along with the teacher and school counselor, should use their best judgment when determining the benefits of missing a class to attend a college presentation. Students are responsible for all missed work.

# ORGANIZATIONAL FLOW CHART

The Leadership Team is composed of the Superintendent, Director of School Improvement, Secondary Principal, PreK and Elementary Principal, Director of Operations, Director of Advancement, and Director of Member Care.

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 18:15-16, by privately seeking a solution to the matter at hand.



## 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.

Step 1: The person with the conflict should privately approach the other party directly involved (parents or guardians may act on behalf of their children).

Step 2: If the conflict is still unresolved, it should be taken to the next level on the school's Organizational Flow Chart (see above).

Step 3: If necessary, the concern may ultimately be taken to the Leadership Team in the form of a written appeal.

## STUDENT GUIDELINES

The student is expected to regulate his own conduct in accordance with Christian standards. The greatest burden of regulating conduct is on the student and his parents, not the school. It is, however, the responsibility of the school to set standards that 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 that 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**

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

## **Preschool & Elementary Rules**

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

## **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 leadership 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. 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:

- Copying another person's work to be submitted as one's own work.
- Plagiarizing (as defined in the MLA Handbook for Writers of Research Papers).
- 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.
- Writing formulas, notes, or anything on desks, paper, hands, or clothing to be used or actually used on the assignment, or test.
- Passing information through any means of communication during a test session.
- Having a copy of the test or answers to the test.
- 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).
- Attempting to deceive by changing a test paper that was previously graded.
- 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, or doing another student's assignment for them.
- 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.
- Misrepresenting the truth (i.e., false reporting of community service hours, the reading of a required book, etc.).

The leadership 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 leadership. Should the leadership 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**

The use of technology should be restricted to PACA's educational and research goals only. The following guidelines and procedures were established to help all users understand and use the available resources appropriately.

Technology is a tool and as such must be used appropriately as a matter of stewardship. Talking on cell phones, messaging of any kind, and media/games played on any device during class, chapels, and assemblies is **prohibited**.

## **Audio/Video Recordings**

Audio/video recordings and pictures taken without consent or in a hidden format are strictly prohibited in and out of the classroom and in all school functions. We follow the best practices in international schools to protect everyone's privacy, honor, and image. Therefore, such practices are not accepted at PACA and will result in disciplinary measures.

## **AI Tools**

Artificial Intelligence tools are increasingly being used in many areas of knowledge in the world today, and although these tools might be easily becoming available in well-known programs used for academic purposes, its usage is primarily prohibited, unless otherwise instructed in certain circumstances.

### Misuse of AI Tools

- Copying prompt results and submitting as your own original work
- Submitting references and citations that are not real
- Using these tools as a scholarly source – they are not!
- Using these tools in lieu of your assigned classroom resource

## **Cell Phones**

Cell phone usage is not allowed during class from Pre K to 12th grade. Inappropriate use of phones will result in confiscation of the device and repeat offenses will result in disciplinary action.

Middle school students who choose to bring a phone to campus will turn in their phone during homeroom each morning and collect their phones at the end of the day.

High school students who choose to bring a phone to campus may not have it in their possession during class, chapels, and assemblies regardless of whether it is turned off or not.

Students and parents who need to reach each other during school hours may do so with the assistance of the school receptionist.

## **Personal Computers**

Students may not bring personal computers, tablets or gaming devices to school, unless otherwise advised and permitted. During classes, Chromebooks have to be used for academic activities only.

## **Chromebook Use at PACA**

Purpose: Chromebooks are provided by PACA for academic purposes only. Some Middle School and High School classes will use digital books in lieu of traditional textbooks.

- Computers will be enrolled in a management system within Google Workspace for Education, where devices will be protected for academic usage.
- Each student will have access to Chromebooks with their own student accounts to access the device.
- Personal accounts are not to be used on the device.
- Device Usage: Students are responsible for maintaining their Chromebooks and power cords, avoiding any damage, and ensuring that they are not used for non-academic purposes.
  - Students should bring Chromebooks fully charged for classes.
  - Students should not be accessing social media websites, streaming services, communication sites, or any other non-academic pages.
- Damaged Chromebooks: If a student damages the Chromebook provided by PACA, the school will not replace the device. The student will be responsible for the cost of repair or replacement if necessary.
- Personal computers will not be allowed in classes to avoid distractions and help all to focus on learning and excelling.
- Failure to adhere to this policy may result in disciplinary action.

PACA expects all students to use the Chromebooks provided responsibly and in accordance with this policy.

## **Maker Space**

The Computer Lab is now called Maker Space. It will be used for PK, Elementary and Secondary Maker Space classes, as well as for teachers (K – 12) to use with students for class projects. Students will have designated weekly class time in the Maker Space.

Maker Space equipment is used for educational purposes and can only be used under the supervision of Maker Space teacher and Technology team.

## **Library and Maker Space Computers**

Elementary students have priority over the usage of the computers placed at the Library and Maker Space areas.

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 the 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:**

- Displaying on any media devices or transferring offensive, racist, violent, or pornographic messages or pictures, electronically.
- Insulting, attacking others, or repeatedly and purposefully harassing classmates, teachers, staff, and other members of the PACA community (cyberbullying), on and off campus.
- Harm the network's performance by downloading and/or storing files from home or the Internet that are not pertinent to school activities.
- Trespassing in another's folders, work, files, or portable storage media.
- 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.
- Uploading or storing any files onto a school device without the responsible teacher's permission.
- Intentionally wasting limited resources, i.e. using paper, printer, or portable storage media.
- Creating or transmitting computer viruses.
- Opening or copying any file containing confidential information; copying any file or folder contents without permission from the responsible teacher.
- Giving personal information out to strangers via the Internet, i.e. personal addresses or phone numbers of students or faculty.
- Disobeying classroom or school rules concerning the use of an electronic device or Internet
- Using school equipment for commercial purposes.
- 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.
- 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.
- Deliberately destroying files, within or out of PACA's network.
- Accessing third-party software to circumvent network restrictions.

### **The following MUST be done:**

- When assigned an activity by a teacher that requires the use of technology, stick to the task.
- Obey all policies, guidelines, and teacher regulations.
- 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.
- 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.
- 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.
- All software used on the school computers and all media used in presentations will be legitimate and authorized for use by the PACA leadership.
- Software on school computers will only be installed by authorized staff.
- 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.

The use of the media resources at PACA is a privilege. Violation of the above ethical guidelines will subject the violator to disciplinary action.

## **Cafeteria Rules**

1. Walk into the cafeteria and quietly form a line.
2. Talk 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.

## **Elementary Playground Expectations**

1. Play safely and respectfully on playground equipment and with others.
2. Stay within the playground area (playground, breezeway, mini-campo).
3. Students should not be in classrooms unless the teacher is present.
4. Walk on sidewalks.
5. Students should not throw things or play with sticks.
6. Snacks should be eaten in open areas (not on or near playground equipment).
7. Balls should only be kicked on soccer fields.
8. Balls should only be bounced on cement surfaces (breezeway, sidewalks, outdoor basketball court).

***\* The Elementary Playground is for use by Elementary Students (Kindergarten – 5<sup>th</sup> Grade) only during the school day.***

***\*\* Preschool & Elementary students may use the playground after 3:25 with parent supervision.***

## **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.

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

## **Other Campus Regulations**

- 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 leadership approval.
- Students are not allowed to leave school campus on foot, taxi, or Uber without parental and leadership permission.
- 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.
- Food or drink is not to be consumed in the classrooms, auditorium, science lab, conference room or library, without teacher permission.
- 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.

- Students in grades Pre-K- 5th grade must not stay on campus after 3:25 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 may be charged for every 15 minutes a child is not picked up.
- 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.
- 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.
- 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 leadership. 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)**

Uniforms are required for students in ALL grades. The following dress code is not meant to be restrictive but is intended to guide students and their parents/guardians in choosing clothing that is safe and appropriate to wear in school.

#### **Pre-K through 5<sup>th</sup> grade (full PACA uniform)**

- Top: PACA t-shirts or PACA Christmas/Walkathon shirts
- Bottom: PACA pants/shorts/skorts
- Shoes: closed-toed shoes
- Outwear: PACA hoodies, PACA jackets, or student-provided outwear (no inappropriate pictures/language/symbols on clothing)
- Other: no hats or hoods in the classroom

#### **Secondary**

- Top: PACA t-shirts
- Bottom:
  - Shorts (no more than 8 cm above the knee)
  - Pants/Slacks/Khakis/Jeans (no tears more than 8 cm above the knee)
  - PACA Athletic pants (no other type of athletic pants)
- Shoes: closed-toed shoes or sandals/slides
- Outwear: PACA hoodies, PACA jackets, or student-provided outwear (no inappropriate pictures/language/symbols on clothing)
- Other: no hats or hoods in the classroom; piercings on the ear allowed for all (no gauges); nostril piercings are allowed for girls ONLY (not septum)

Designated staff members will address any issues about dress code that do not meet school standards. Students who violate the dress code will receive a referral (Middle School) or detention (High school). Students may return to class ONLY if they change their inappropriate clothing to conform with dress code. Repeated offenses will result in disciplinary action.

### Uniforms & Attire for PE, Sports and Other School Activities

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

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

The words discipline and discipleship share the same root. The purpose of discipline is not to punish students but to guide students towards becoming more like Christ. It is important to clarify that discipline is not just a consequence. PACA’s discipline philosophy is redemptive and based on the principles found in Matthew 18:15-16, seeking to lead to growth in character and behavior.

The majority of discipline takes place by way of gentle correction in the moment when student behavior or attitude needs correction. When behavior issues exceed what can be corrected in the moment, additional correction becomes necessary. It is impractical to list every possible offense and consequence. Instead, principles of redemptive discipline guide responses to particular discipline needs. In every case consideration will be given regarding 1.) the extent of the offense, 2.) the reason or motivation behind the behavior, 3.) the history of the students involved, and 4.) other circumstances that contribute to the uniqueness of the situation.

Leadership 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.

Tier 1: Low-Level Behavior
Tier 2: Low-Level repeated behavior
Tier 3: Low-Level repeated behavior after classroom interventions
Tier 4: Mid-Level behaviors or repeated Tiers 1-3 with interventions.
Tier 5: Continuation of Mid-Level behaviors or High-Level Behaviors

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

Hallways & Stairways	<ul style="list-style-type: none"> <li>• Walk calmly and quietly (no running, pushing, yelling, or rowdy behavior)</li> <li>• Stay to the right</li> </ul>
In Class	<ul style="list-style-type: none"> <li>• Be prepared for each class. Being unprepared for class is the same as being tardy.</li> <li>• Follow the teacher’s instructions in class.</li> <li>• Be engaged in the learning process. Participate, pay attention, and stay awake.</li> <li>• Raise your hand to speak unless that teacher has specifically opened the floor for discussion.</li> <li>• Teacher dismisses the class – not the bell. When leaving a classroom, push in your chair, clean up your area, and leave calmly.</li> <li>• No beverages, other than water, during class time. Soda during lunch only.</li> <li>• Backpacks must be kept under your seat or in your lap, not on the back of your chair or in walkways.</li> </ul>
Lunch and Break Times	<ul style="list-style-type: none"> <li>• Stay in one location to eat.</li> <li>• Clean up after yourself before you leave.</li> <li>• Stay calm, no pushing, yelling, or rowdy behavior.</li> </ul>
At School	<ul style="list-style-type: none"> <li>• Follow all dress code guidelines.</li> <li>• For information on electronic devices – please see the technology section of this handbook.</li> <li>• Lockers must be able to close. Nothing is allowed on top of the lockers. Staff will confiscate items found on top of lockers.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• Use Quiet voices</li> <li>• No loitering in the bathrooms at any time</li> <li>• Misuse of bathrooms is not allowed, including: vandalism, intentional uncleanliness, use of technology, etc.</li> </ul>
Respect for Staff	<ul style="list-style-type: none"> <li>• It is expected that every staff member should be treated with respect and dignity just as each student should receive the respect of the staff. A show of disrespect toward a staff member or insubordination on the part of any student will not, under any circumstance, be tolerated. All staff includes front office, custodial, instruction, grounds, administration, etc.</li> </ul>
Proper Address	<ul style="list-style-type: none"> <li>• Students should take care to address staff respectfully and always use a title of respect.</li> </ul>
Language of Instruction	<ul style="list-style-type: none"> <li>• Students are expected to speak the language of instruction during class.</li> </ul>
Honesty and Integrity	<ul style="list-style-type: none"> <li>• Cheating is a serious offense and will result in a grade of “zero” as well as parental notification along with additional disciplinary action as guided by the PACA discipline policy.</li> <li>• Cheating includes giving or receiving information about a test or quiz, and copying/or handing in someone else’s work as your own. This includes plagiarism.</li> <li>• Parents need to be careful to guide their child in his or her work but not do their work. Over involvement in homework or projects will interfere with their child’s learning process. Talking during a test is considered cheating.</li> </ul>



Appropriate and Respectful Language	<ul style="list-style-type: none"> <li>• Inappropriate language or gestures are not allowed.</li> <li>• This includes sexual remarks, negative comments about any nationality/ethnic group, or foul language in or outside the classroom.</li> <li>• Reports by staff, parents, and students will be investigated and consequences will include apologies to offended persons and other disciplinary actions. Parents will be notified if the inappropriate behavior does not cease.</li> </ul>
Displays of Affection	<ul style="list-style-type: none"> <li>• Public displays of affection between students are prohibited on campus and at school sponsored off campus activities.</li> <li>• This includes hand holding, kissing, hugging and inappropriate touching. If patterns of PDA are developing, students will be counseled about the issue. Students involved will be verbally corrected at the first offense, and then referred to the principal if the behavior continues.</li> </ul>
Disruption of School	<ul style="list-style-type: none"> <li>• A student shall not intentionally cause a disruption or obstruction of the educational process, nor shall he or she urge others to engage in such conduct.</li> </ul>
Weapons and Dangerous Instruments	<ul style="list-style-type: none"> <li>• Students are not permitted to have weapons on campus. Weapon is defined as, "a thing designed or used for inflicting bodily harm or physical damage."</li> </ul>
Stealing	<ul style="list-style-type: none"> <li>• Stealing or unauthorized possession of someone else's property is not tolerated.</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>• Willful destruction or defacing of school property will result in a discipline referral to the principal.</li> </ul>
Assault on a School Employee	<ul style="list-style-type: none"> <li>• Assaults or verbal threats against school personnel, persons on school premises, or while off school grounds at any time will not be tolerated.</li> </ul>
Controlled Substances and Alcohol	<ul style="list-style-type: none"> <li>• A student shall not knowingly use, possess, distribute, persuade, or attempt to persuade others to possess or use any illicit drug or alcohol.</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>• Engaging in physical violence, combat, or aggression is not tolerated.</li> </ul>
Bullying	<ul style="list-style-type: none"> <li>• Bullying/harassment will not be tolerated at any level or any form: <ul style="list-style-type: none"> <li>○ Physical: hitting, tripping, pushing, or damaging property</li> <li>○ Emotional: name calling, insults, demeaning remarks, verbal abuse</li> <li>○ Indirect: playing jokes to embarrass or humiliate, spreading rumors, etc.</li> <li>○ Cyber: using technology to victimize others</li> </ul> </li> </ul>
Threats of violence	<ul style="list-style-type: none"> <li>• Written, verbal, electronic, or any other behavioral message that communicates an intent to inflict physical harm to a person or property is prohibited.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Any other misbehavior not addressed in PACA's policy will be handled according to the Tier Discipline policy. In all cases not stated, PACA administration has the authority to enforce any necessary discipline.</li> </ul>

The following disciplinary consequences may be used to help students demonstrate good conduct, self-discipline, and personal responsibility. Consequences will be in proportion to the infraction. School administrators may at times vary consequences depending upon the circumstances surrounding individual cases.

1. WARNINGS and correction
2. COUNSELING by administrators, counselor, and teacher
3. PARENT CONTACT by phone, written communication, or conference
4. DETENTION in school during break time, lunch hours, or after school
5. SUSPENSION from school and/or exclusion from school-sponsored activities or services. Students should expect to receive a "O" (zero) for all work missed.

6. 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.
7. RECOMMENDATION FOR COMPULSORY TRANSFER 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.
8. 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, RESTITUTION OF PROPERTY, etc.

### **Elementary Discipline**

The Elementary Department seeks to use discipline issues as a way to train 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 Referrals**

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

Students receive 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 – leadership

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.

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 Detentions (6<sup>th</sup>-12<sup>th</sup> Grades)**

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.

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.

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

## **SCHOOL FEES**

### **ANNUAL TUITION COSTS**

Pan American Christian Academy is a non-profit school and our Annual Tuition costs are adjusted by the School Board of Directors. Parents are informed in April about the new fees that will begin in July. The Annual Tuition costs may be paid on a monthly basis, once a year or once a semester. Students entering during the course of the school year will be charged tuition fees for the month before entrance.

- **NEW STUDENTS**

New students pay an initial fee at the time of admittance and the remaining amount is divided into 11 monthly payments. If a new student withdraws during the registration process, the school will reimburse 80% of the initial payment.

Students that are away from PACA for more than 12 months are considered new students.

- **RETURNING STUDENTS**

The Annual Tuition costs may be divided into twelve consecutive monthly payments. 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.

### **LUNCH/MEAL**

PACA offers lunch daily for students who choose to have lunch with us. Students may bring food from home, but are not allowed to order or receive food from outside vendors or via an app.

The lunch fees are:

- Individual meal (purchased per day): R\$ 35,00
- PreK - 5th Grade Semester Plan: R\$ 2,000.00 (or 5 x R\$ 400.00)
- 6<sup>th</sup> – 12<sup>th</sup> Grade Semester Plan: R\$ 2,200.00 (or 5 x R\$ 440,00)

If your child needs an individual meal, please inform the front desk in advance by emailing [school.office@paca.com.br](mailto:school.office@paca.com.br). Payment for individual meals can be made at the school reception by credit card or be added to the student's tuition bill. Students on the semester meal plans may not share food with other students.

### **GRADE PLACEMENT FEE**

There is a charge of R\$250.00 for testing materials and evaluation services connected with the initial application to attend PACA. This is a non-refundable fee.

### **GRADUATION FEE**

There is a monthly charge on the tuition bill to all seniors (July-June) to help cover the expenses of their graduation night and senior pizza lunch.

### **EARLY EXAMINATION FEE**

There will be a R\$200.00 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\$200.00 fee for each exam taken before the scheduled exam dates. Requests in writing must be submitted at least a month ahead of the departure date. Please directly contact the elementary/secondary principal.

## **SCHOOL 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 may 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**

Information about field trips, including the cost of the trip, will be communicated to parents two weeks before the trip occurs. If a field trip is planned that costs more than R\$150.00, parents will be advised at the beginning of the semester.

## **TRANSPORTATION**

This service is subcontracted and is the responsibility of the parents. The school does have third-party providers for these services. Prices and information may be obtained directly from them.

## **TRANSCRIPTS**

Former students and alumni of Pan American Christian Academy can request their school transcript/ "histórico escolar" via email ([school.office@paca.com.br](mailto:school.office@paca.com.br)). The cost of the second copy of the "histórico escolar" is of R\$ 100,00. Please be aware that after your child's withdrawal, according to Brazilian law, the school has thirty days to issue official documents.

## **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 in 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. Funds raised by each class must be used for approved school/class sponsored activities. All extra student activities must be approved by the leadership, 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 leadership will work on getting such a club started. The initiative, however, lies with the students.

## **CHARACTER FIRST**

Elementary students participate in the Character First program, which includes assemblies and small groups, focused on monthly character themes.

## **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. A special Christmas Program t-shirt will be made for all preschool and elementary students – the t-shirt fee will be added to the December tuition bill.

## **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 and for high school students in the Art courses. A grade will be determined for students based on their participation.

## **INTERNATIONAL FESTIVAL**

This event involves our entire school (faculty, students, and parents) and is centered on celebrating God's diversity in our community. The event includes cultural activities, 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!

## **FIELD TRIPS**

Field trips are a part of the educational experience for PACA students each school year. To attend a PACA field trip, students must turn in a "field trip permission form" signed by your parents and pay any necessary expense. School rules continue to apply when students are on field trips. All students must wear a seat belt when riding a bus, in accordance with federal law. 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 to the seniors by the school. They submit the names of possible speakers to the leadership for approval. The junior class assists by supplying ushers for the ceremony and servers for the reception. Requirements for graduation are found in the "Academic Information" section.

## **CANDLELIGHT DINNER**

For 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 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 in to the finance department before leaving on the trip. Their homeroom teacher is to be one of the chaperones; the leadership makes the final decision regarding any other chaperones. This trip traditionally occurs during 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 leadership. The offices for high school STUCO are: president, vice president, treasurer, secretary, social life coordinators, spiritual life coordinators, media coordinator.

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 leadership 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 leadership. (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**

- 1<sup>st</sup> Practice 3:35 – 4:40 p.m.
- 2<sup>nd</sup> Practice 4:45 – 5:50 p.m.

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

The leadership reserves the right to revoke the students' privilege of remaining on campus after 3:30 pm.

# OUR STUDENTS

WHOLE  
ACHIEVERS  
STEWARDS  
CATALYSTS



PAN AMERICAN  
CHRISTIAN ACADEMY

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**Nurturing Hearts / Developing Minds / Educating for Eternity**