

POTENTIAL CHRISTIAN ACADEMY

FAMILY HANDBOOK

2026–2027 Academic Year

“The righteous are as bold as a lion.”

— *Proverbs 28:1b*

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Our Purpose

Our Mission

Our mission is to partner with students to reach their God-given potential.

Our Vision

Our Vision is to equip students with a quality, Christ-centered education that prepares them to use their gifts and abilities effectively to follow God's plan for their lives.

Expected Student Outcomes

Spiritual Formation and Biblical Worldview Development

- Recognizes Jesus Christ as their Lord and Savior and commits to a passionate, maturing, and deepening relationship with Him.
- Consistently engages in the spiritual disciplines of prayer, Bible studies, devotions, scripture memorization, worship, and service.
- Demonstrates good stewardship and becomes involved with the church, locally and globally, to carry out the Great Commission.
- Confidently understands, articulates, and defends a biblical worldview.

Academic and Intellectual Development

- Heartily pursues wisdom, knowledge, and understanding, which come from God.
- Is a critical and creative thinker with good problem-solving skills who can apply learning to solve real-world problems.
- Is a responsible and effective technology user.
- Creatively makes and manages projects and products.
- Communicates in a healthy way and can integrate writing, speaking, listening, and reading into everyday life.
- Develops an appreciation for the arts and literature and understands how they form and shape their beliefs and values.
- Has well-developed and successful study habits and research skills to compete in education, marketplace, workplace, and industry.

Character and Leadership Development

- Is a servant-leader who values and uplifts others.
- Upholds moral integrity and righteous living in their daily lives.
- Demonstrates God-honoring interpersonal skills.
- Reflects the fruit of the Holy Spirit: love, joy, peace, patience, goodness, kindness, faithfulness, gentleness, and self-control.

Our Core Values

Christ-Centered Education: Everything we teach points to God's sovereignty and the Bible as our ultimate authority. We lead children toward a personal commitment to Jesus Christ and help them become fully devoted followers of Him.

Academic Priority: We teach fundamentals and the building blocks for lifelong learning. Students are encouraged to work diligently and produce their best scholarship (2 Tim. 2:15).

Educating the Whole Child: Rigorous, engaging, academic, and co-curricular activities help students discover and develop their unique gifts and abilities, while building relationships that honor God.

Shepherding the Heart: We believe in connecting students' hearts to the power and grace of the gospel. Since behavior flows from the heart, lasting change comes through grace.

Stewardship: All we have comes from God. We are committed to the responsible use of all financial, physical, and human resources.

Nurturing Environment: We cultivate a safe, positive, caring environment where students feel known, valued, and encouraged — because all true learning is relational.

Partnership: Parents and school personnel are valued partners in the shared calling of Christian education. Mutual respect, communication, and involvement are essential.

Professionalism with Humility: Staff maintains professional credentials while modeling biblical servant-leadership in every relationship.

Excellence: We are intentional about doing the right things and doing them with excellence — for the glory of God.

Statement of Faith

We believe the Bible to be the inspired, infallible, and authoritative Word of God (2 Timothy 3:16; 2 Peter 1:21).

- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; John 10:30, 37–38).
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Romans 3:19, 23; John 3:16–19; Ephesians 2:8–10; Titus 3:5–6).
- We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Ephesians 5:18; 1 Corinthians 6:19–20).
- We believe in the resurrection of both the saved and the lost (John 5:28–29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12–13; Galatians 3:26–28).
- We believe in the creation of man by the direct act of God (Genesis 1:26–28; Genesis 5:1–2).

ACCOMMODATIONS

PCA believes that every student is fearfully and wonderfully made (Psalm 139:14), each with their own unique God-given design. We are committed to providing a nurturing, supportive environment that helps every student reach their full potential.

PCA is a non-public school and does not provide services under IDEA. However, we are committed to working with families to provide reasonable accommodations for students with documented learning differences to the extent possible within our program.

Families of students with documented learning differences (e.g., dyslexia, ADHD, processing disorders) must share relevant documentation with the school at enrollment. The administration will work with families to determine what accommodations can reasonably be provided.

ADMISSIONS

Potential Christian Academy does not discriminate based on race, color, gender (as determined at birth and not subject to change), nationality, or ethnic origin in the administration of education policies, admission policies, or other school-administered programs. PCA requires each new student applying for admission to K5 through middle school to take an entrance exam. A non-refundable testing fee will be charged. The school reserves the right to set and maintain standards for student conduct, dress, cleanliness, and academic excellence. The administration takes great care in placing students in appropriate classrooms and asks that parents refrain from requesting a particular teacher.

AFTER-SCHOOL CARE & HELP CLASSES

We offer after-school care and help classes to provide caring supervision and homework support for our students after the regular school day.

Preschool — All children not picked up by 12:30 p.m. in preschool will be sent to aftercare. Aftercare is available from 12:30–6:00 p.m. at an additional cost.

Elementary School — All children not picked up by 3:00 p.m. in elementary will be sent to aftercare. Aftercare is available from 3:00–6:00 p.m. for an additional cost.

Middle School — Help Class is available from 3:00–4:00 p.m. at no charge. Students remaining after 4:10 p.m. will be signed into aftercare and charged accordingly.

High School — Help Class is also available from 3:00–4:00 p.m. at no charge. Aftercare is not available for high school students. Students not in a supervised activity must be picked up by 4:15 p.m. They may not wait in the office or other areas.

After-school care charges are posted to your FACTS account based on usage. For the safety of all students, children may only be picked up by authorized individuals and must be signed out in the attendance log. Aftercare closes promptly at 6:00 p.m. Families whose children remain after 6:00 p.m. will be charged \$25.00 per half hour (or any portion thereof).

Late Pick-Up of Athletes

We understand that athletic schedules can run long! If your student remains on campus after practice or a game (whether as a player or spectator), please plan to pick them up within 30 minutes of the event's conclusion. A coach will remain with any students to ensure their safety, but a charge of \$25.00 for the first 15 minutes and \$10.00 for each additional half-hour will be charged to your FACTS account. If late pick-up becomes a pattern, the student may be removed from the team or assigned a Saturday detention.

ATHLETICS PROGRAM — ELIGIBILITY & CODE OF CONDUCT

Athletics at PCA are much more than competition — they are an opportunity to develop character, discipline, teamwork, and a faith-filled perspective on excellence.

Academic Eligibility

- No failing grade (below 60%) in any core subject
- Maintaining a cumulative GPA of 2.0 or higher
- Must be present at school by 12:00 p.m. on game/practice days

Behavioral Expectations for Athletes

- Demonstrate sportsmanship, grace, and respect toward opponents, officials, and teammates at all times
- Reflect Christ-like character whether winning or losing
- Always maintain conduct consistent with PCA's standards — on and off campus

Anti-Hazing Policy

PCA strictly prohibits hazing in any form. Hazing is defined as any action that may physically, emotionally, or psychologically harm, injure, or embarrass a student in the context of initiation into any group, team, or organization. Any student found to have participated in hazing may be removed from the team and face further disciplinary action, up to expulsion.

ATTENDANCE

Absences

At PCA, we believe that every day of school is a valuable gift. Strong attendance helps students receive the full benefits of their education and build lasting relationships with their teachers and peers. Students must be present for at least half of the school day to receive attendance credit. For pre-k, the required minimum is 2 hours; for kindergarten, elementary, and upper school, it is 3 hours. All tests must be taken in person.

We encourage families to schedule recreational trips during school holidays *so that students don't miss valuable instruction*. During Iowa testing or other standardized assessments, make-up tests are only offered in the case of illness or a properly communicated extenuating circumstance.

Absence Policies

- Excessive Unexcused Absences: Twenty (20) or more unexcused absences in a school year — or ten (10) in a single semester — may result in dismissal from the school.
- Excused Absences: Absences may only be excused with official documentation such as a doctor's or hospital note, or records from immigration, court appearances, or other official agencies. While excused absences appear on report cards, they do not count toward grade retention.
- High School Absence Notification: A parent or guardian of a high school student is kindly asked to call the school office by 9:30 a.m. on any day of absence, unless an advance absence notice has been submitted.

- **Participation in Sports:** To participate in any athletic activity — including practices — students must arrive at school by 12:00 p.m. on that day.
- **Monitoring Attendance:** All absences are recorded in the Facts Management System. We encourage parents to check attendance records regularly through the Family Portal.
- **Planned Absences:** If a student knows in advance that they will miss school, an early notice should be submitted to allow teachers time to prepare for classwork. Students should not expect additional time to study for pre-announced tests or extra days for previously assigned work.

Absences and After-School Functions

If a student, arriving at school after 12 noon, attempts to participate in or attend any school's functions, activities, or sports, they may be sent home if special permission has not been authorized or previously specified by the administration.

Early Dismissal

If you need to pick up your child early, please call the front office at least 15 minutes before arrival. Once at school, notify the office again and wait in the main office for your child. We kindly ask that parents arriving after 2:00 p.m. wait in the car line until the regular 2:30-3:00 p.m. dismissal unless there is a true emergency. You may also submit early-dismissal requests by calling the school office.

Pick-Up: Parents picking up before 12:00 p.m. should contact the main office so a staff member can escort the child to the parent. From 12:00 to 12:30 p.m., a staff member will be present in the church building lobby for k1 and k2 to facilitate afternoon pick-up. After 12:30 p.m., contact the main office for assistance.

Make-Up Exams

When a student misses a semester exam in Upper School, a grade of “I” (Incomplete) will be recorded. The exam must be made up for credit unless the student has been previously exempted. Students are given two school days for each day of absence (not including the day of return) to complete their exam. Extensions may be granted in special circumstances.

Please note: Students with outstanding make-up exams may not be recognized on stage during awards ceremonies due to insufficient time for grading and processing.

Make-Up Work

Any work assigned prior to a pre-arranged absence (including homework, tests, and projects) is due upon the student's return. Students should not expect additional time to study for tests announced before their absence or to complete previously assigned work.

For illness-related absences, students are allowed two school days (48 hours) for each day missed to complete any make-up work. If requesting assignments from a teacher, please allow at least 24 hours for the teacher to gather and prepare the materials. Students who miss class due to athletics are responsible for completing all missed work under the same policy.

Medical Appointments

We understand that doctor schedules don't always cooperate with school hours! When possible, we kindly ask that appointments be scheduled outside of school time. If your child must leave early, please call the main office at least 15 minutes before arriving. Upon arrival, present a valid photo ID and sign your student out. When returning the same day, please escort your student to the office and sign the attendance log.

Tardiness

Elementary (K5–5th Grade)

Punctuality is one of the first and most important lessons we teach. School begins at 8:00 a.m. sharp. A student is tardy if they are not in the classroom when the bell rings at 8:00 a.m. If your child arrives late, a parent or guardian must walk the child to the front office to check in.

Upper School (6th–12th Grades)

School begins promptly at 8:15 a.m. Students are expected to arrive between 8:00 and 8:15 a.m. to prepare for the day. A student is tardy if they are not in the classroom at 8:15 a.m. If your child arrives late, a parent or guardian must accompany them to the front office to check in.

Excessive tardiness is detrimental to learning and may ultimately result in dismissal from school. We appreciate your partnership in helping your student(s) arrive on time and ready to learn!

Awards ---

Elementary and Middle School Special Recognition & Awards

High Honors: All A's in core subjects. | Honor Roll: All A's and B's in core subjects. | Elementary Citizenship High Honors: All 1's in citizenship. | Middle School Citizenship High Honors: All 4's in conduct. | Non-core and co-curricular subjects do not impact academic or citizenship awards.

High School Special Recognition & Awards

At PCA, we believe every student is fearfully and wonderfully made, with gifts and callings uniquely placed in them by God. Our high school awards are designed to celebrate the many ways students grow — in the classroom, in character, and in service to others — and to encourage them to keep walking in the path God has set before them.

Academic Awards

- **Principal's List** — Awarded to students who earn a semester GPA of 3.85 or higher with no grade below a B.
- **High Honors** — Awarded to students who earn a semester GPA of 3.6 or higher with no grade below a B.
- **Honor Roll** — Awarded to students who earn a semester GPA of 3.0 or higher with no grade below a C.
- **Subject Excellence Awards** — Presented at year-end to one student per core and elective course who has demonstrated exceptional mastery, growth, and engagement in that subject, as selected by the teacher.

- **Most Improved Student** — Awarded to students who have shown remarkable academic growth and perseverance over the course of the school year.
- **Valedictorian & Salutatorian** — Awarded to the graduating seniors with the highest and second-highest cumulative weighted GPA, provided they have attended PCA for two semesters of their high school education and have been affirmed by school administration as academic and spiritual leaders of their class.

Character & Behavior Awards

- **Citizenship Award** — Awarded to students who maintain an exemplary disciplinary record (zero major infractions and minimal minor infractions) and consistently demonstrate respect, responsibility, and Christ-like conduct on campus.
- **Servant Leader Award** — Awarded to a student in each grade level who quietly and faithfully leads by serving others — through actions, attitude, and example — both in and out of the classroom.
- **Spirit of PCA Award** — Awarded to students who actively contribute to a joyful, encouraging school culture, modeling enthusiasm, school spirit, and a Christ-centered perspective for their peers.
- **Perseverance Award** — Awarded to students who have walked through significant challenges with faith, courage, and steadfastness, finishing the year with their hearts and eyes still fixed on the Lord.

The King David Award

The King David Award is PCA's highest student honor, presented to one student per grade level each year. Inspired by 1 Samuel 13:14, in which the Lord called David "a man after His own heart," this award celebrates a student whose life reflects the heart of God across many areas at once — not in any single accomplishment, but in the consistent rhythm of their life on campus and beyond. Recipients are nominated by faculty and staff and selected by a review committee that prayerfully considers each student in light of the following traits:

- **Service** — A willingness to serve teachers, classmates, the school, and the broader community without seeking recognition, mirroring Christ's heart for the least and the last.
- **Generosity** — A spirit of open-handed giving, whether of time, encouragement, talents, or resources, in ways that uplift others.
- **Kindness** — A consistent, gentle warmth toward every person they encounter, especially toward those who are new, overlooked, or struggling.
- **Integrity** — Honesty, humility, and faithfulness in the small and the large, whether anyone is watching or not.
- **Compassion** — A heart that notices others, mourns with those who mourn, and rejoices with those who rejoice.
- **Faithfulness** — Steadfast commitment to the Lord, to family, to PCA, and to the relationships and responsibilities entrusted to them.
- **Christ-likeness** — A life that, taken as a whole, points others to Jesus through speech, attitude, and action.

BOOKS & LIBRARY

Library

Our library is a beloved resource for students across all grade levels! Preschool (K3 and K4) and elementary classes enjoy scheduled library visits each week. Students in K5 through middle school may check out books for one week. Reference books, magazines, and special materials may only leave the library with the librarian's permission. Students with overdue books may not check out additional materials. Lost or damaged books must be paid for in full before borrowing privileges are restored. Books overdue for 30 days or not returned at the end of the school year are considered lost and will be billed to the FACTS account.

Textbooks

Textbook fees are included in the cost of tuition. In the event a textbook is lost or damaged, the school will provide a replacement, and the associated charge will be added to the student's FACTS account.

CAMPUS SECURITY & VISITORS

The safety of our students is our highest priority. Beginning at 8:00 a.m., all exterior doors — including the main office — are locked. Only approved staff members and enrolled students are permitted inside school buildings. Approved parents and visitors are welcome in the school office. PCA uses a background check system to screen parents and visitors. We kindly ask that all visitors not leave valuables in their vehicles while on campus.

CHAPEL

Chapel is one of our most cherished traditions at PCA! Elementary Chapel (K5–5th Grade) is on Wednesday at 8:15 a.m. Preschool Chapel (K1–K4) is on Wednesday at 9:00 a.m. Upper School Chapel is on Thursday at 1:45 p.m. Students report to class first for attendance, then transition to chapel. All students enter and sit respectfully. Each teacher sits with their class. Parents are warmly invited to attend.

DROP-OFF & PICK-UP

Drop-Off

For the safety and efficiency of our entire community, all parents are encouraged to use Carline for both drop-off and pick-up. K1/K2 drop-off takes place at the main auditorium, where a PCA staff member will greet students and walk them to class from 7:30 to 8:30 a.m. After 8:30, parents should bring their children to the school's main office. A PCA staff member will be present to open classroom/lobby doors and welcome students to class. Morning Carline for Preschool (K3/K4) through Elementary School operates from 7:30 a.m. to 8:00 a.m. Upper School drop-off takes place from 7:30-8:15 in the North parking lot. A staff member will be present to greet families and direct students to morning hangout locations.

Pick-Up

PCA uses the Pik-My-Kid dismissal app for K3 through Elementary School. This app allows parents to announce their arrival ahead of time, providing a safe and efficient dismissal system for our students.

Afternoon Carline Schedule

- Elementary Carline: 2:30 p.m. – 3:00 p.m. (Black Awning)
- Upper School Carline: 3:00 p.m. – 3:15 p.m. (Green Basketball Court)
- Help Class Carline: 4:00 p.m. – 4:15 p.m. (Green Basketball Court)

Any changes to student pick-up must be submitted through the pick-up app or by notifying the school office. Parental consent is required for anyone not listed in the Student Information System before a student may be released. Valid photo identification must be presented. Please assist us in keeping fire lanes clear at all times — vehicles parked in fire lanes may be towed at the owner's expense. Please do not use the handicapped parking spaces unless you have a valid handicapped parking permit. The reserved aftercare parking spaces are available from 3:00–6:00 p.m. near the front office to facilitate aftercare pickup.

Student driving, parking and vehicle searches

For students who drive themselves to and from school, we are grateful for the responsibility they carry and ask them to honor that trust by driving and parking with care. The following rules apply to every student driver on the PCA campus.

Parking on school property is a privilege extended to students and not an entitlement. Students and their families acknowledge that choosing to drive to school and park on campus is done at their own risk. While the school strives to maintain a safe and orderly campus environment, the school is not responsible for loss of or damage to vehicles or personal property, including theft, vandalism, accidents, or other incidents occurring in the parking area, except as required by applicable law.

Students who drive to school are expected to operate their vehicles responsibly, obey all campus traffic regulations, park only in designated areas, and demonstrate respect for the safety and property of others. Unsafe driving, reckless behavior, or violations of school parking policies may result in disciplinary action, including the suspension or revocation of parking privileges.

To help maintain a safe learning environment, any vehicle brought onto school property by a student may be subject to inspection or search by school administration when there is reasonable suspicion that the vehicle contains items that violate school policy, state or federal law, or may pose a threat to the safety and well-being of students, staff, or visitors. Refusal to cooperate with a lawful school search may result in disciplinary action, including the loss of parking privileges and additional consequences as determined by school administration.

The school reserves the right to contact law enforcement whenever circumstances warrant or when required by law.

Eligibility

- Student drivers must possess a valid driver's license, registration, and current vehicle insurance, with copies of both on file in the school office.
- Each student driver must register their vehicle (make, model, color, license plate) with the dean and always display the PCA parking decal on the vehicle.
- Driving privileges may be revoked at any time for unsafe driving, repeated violations of these rules, or behavioral concerns.

Parking Rules

- Students may park only in designated student-parking areas; parking in faculty, visitor, fire lane, or unmarked areas is prohibited.
- Vehicles parked in fire lanes or restricted areas may be towed at the owner's expense.
- Students must lock their vehicles and may not leave valuables in plain sight. PCA is not responsible for damage to or theft from student vehicles.
- Students may not remain in their vehicles once they arrive on campus and park. Students may not return to their vehicles during the school day without administrative permission.
- Loitering is not permitted in the student parking lot before, during, or after school.

Driving Expectations

- Maximum speed on campus is 5 mph. Drivers must yield to pedestrians at all times and obey all directional signs, cones, and staff directing traffic.
- Reckless driving — including speeding, swerving, racing, music played at a disruptive volume, or any maneuver that endangers others — will result in immediate loss of driving privileges and disciplinary action.
- Cell phone use while driving on campus is prohibited.
- Students may not transport other students off campus without written parental and administrative permission.
- Leaving campus for lunch is not permitted.

By driving and parking on the PCA campus, students and parents acknowledge that the vehicle is subject to inspection in accordance with the school's Inspection Policy when reasonable cause exists.

Vehicle Liability

The school is not liable for any accident, damage to a vehicle or theft while the vehicle is on campus.

Walking and Biking to School

We are glad to welcome students who walk or ride a bicycle to school, and we want every one of them to arrive and return home safely. The guidelines below help us share that responsibility with families.

- Parents must grant written permission, on file in the school office, before a student is permitted to walk or bike to and from campus. Once a student leaves campus, the student should not return unless preapproved.

- Students who ride bicycles must wear a properly fitted helmet at all times and are expected to obey all traffic laws, signals, and crossing guards along their route.
- Bicycles must be walked — not ridden — once on campus grounds and must be parked and secured with the student's own lock in the designated bicycle area. PCA is not responsible for lost, stolen, or damaged bicycles.
- Walkers and bikers are to use sidewalks and designated crosswalks only and may not cut through parking lots or driveways. Students must follow the directions of staff and crossing personnel at all times.
- Walkers and bikers are expected to arrive no earlier than 7:30 a.m. and to depart promptly at dismissal unless participating in a supervised activity.
- Skateboards, scooters, hoverboards, and similar devices are not permitted as a means of travel on campus.

DISCIPLINE PHILOSOPHY

As believers at Potential Christian Academy, we are guided by 1 Corinthians 10:31: “So whether you eat or drink or whatever you do, do it all for the glory of God.” Our approach to discipline is rooted in this truth — we seek to cultivate Godly character in each student, not simply to enforce rules.

Our school community is committed to the greatest commandments: to love God with all our heart, soul, mind, and strength, and to love our neighbors as ourselves (Mark 12:30–31). Student behavior is shaped by these teachings, always with the goal of honoring God and extending kindness and respect to everyone.

We want our students to reflect the heart of Christ. Our teachers are partners in this journey — affirming good choices, addressing harmful ones, and always aiming for lasting, heart-level transformation.

Student Discipline Policies

Destruction of School Property

As members of our school community, students are called to be faithful stewards of the facilities, resources, and materials God has entrusted to us. By treating school property with care and respect, we help create a safe, welcoming, and Christ-honoring environment for everyone. Any intentional or careless damage to school property is inconsistent with these values and may result in disciplinary action and financial responsibility for repair or replacement.

Weapons

Weapons, including knives or guns of any type, real or imitation, are never allowed on the school campus for any reason. Any student who violates this requirement will be subject to a multi-day suspension or expulsion. In accordance with Florida Statute § 790.115, the possession of any firearm, weapon, destructive device, or other dangerous object on school property is prohibited by law. This prohibition applies to all students, parents, guardians, and visitors, regardless of any concealed-carry license or permit they may hold. PCA School Resource personnel may be involved, and local law enforcement will be notified when necessary.

Prohibited Items

To maintain a safe and focused learning environment, articles that are distracting, illegal, or dangerous are not permitted on campus or at school functions. This includes pets, animals, real or toy knives, guns, e-cigarettes, and fireworks. Any prohibited item will be confiscated and returned to parents, and disciplinary measures may follow.

Visiting Parent Lifestyle & Appearance

Our families are a treasured part of the PCA community, and we love having parents and guardians on campus. So that our shared environment continues to reflect the Christian and Godly values we teach our children, we ask that the appearance and conduct of every parent, guardian, and visitor on campus — and at every PCA-sponsored event — be in keeping with a Christian lifestyle: modest, neat, and appropriate attire. Speech and behavior should honor the Lord and edify those around them. PCA administration reserves the authority to address any conduct or appearance that is inconsistent with these standards.

Bullying

Our community is built on kindness, love, and respect. PCA will not tolerate bullying in any form. Bullying is defined as the systematic and chronic infliction of physical hurt or psychological distress on one or more students. Any student who feels bullied should report it immediately to their teacher or administrator. Witnesses to bullying are also asked to report it right away. Violations will result in appropriate consequences, up to and including suspension or expulsion.

Drugs & Alcohol

Potential Christian Academy will not tolerate, whether actual or purported, alcohol use and/or the possession of or intent to buy or sell intoxicants, controlled substances, and mind-altering substances, including drugs. In order to maintain a safe and healthy learning environment, the possession, use, sale, or purchase of alcoholic beverages or mind-altering substances is strictly prohibited on or near school property and at any school-related activities. This policy also extends to off-campus behavior.

Students may be required to submit to drug screenings, blood alcohol tests, breathalyzer tests, and medical examinations when: a student is suspected of being under the influence at school; following any injury or accident; as part of random testing; if a vape sensor is triggered; or as a condition of a disciplinary contract.

The presence of 0.02% alcohol or any detectable intoxicant is a violation of this policy. Refusal to undergo testing also constitutes a violation and may result in expulsion.

Tobacco & Vaping

Students will abstain from the use or possession of tobacco, tobacco products, and vaping paraphernalia, both on and off campus. Vape sensors are utilized on campus. Any student who violates this standard while on or off campus will be subject to a multi-day suspension or expulsion.

Sexual Harassment

Students must maintain sexual purity and abstain from profanity and vulgar speech or actions. Students must also refrain from public displays of affection, such as holding hands, embracing, and kissing, while on school grounds or at school-sponsored activities. The school holds to a strict Biblical view of sexual ethics.

Sexual harassment — including romantic or sexual advances, lewd comments, inappropriate touching, or similar conduct — is not tolerated.

Language

Students are to honor God with their speech and abstain from profanity and vulgar/abusive language and actions, including in written form. Any student violating this standard may be suspended on the first offense. Additional occurrences may result in more severe consequences up to expulsion.

Parent, student, and relative expectations

We treasure our partnership with families and kindly ask that all parents, students, and relatives actively support and uphold the school's policies. All members of our community are expected to treat school employees, athletic officials, students, and fellow families with consistent kindness and respect. All parents, students, and staff are expected to dress and behave in a manner that aligns with Christian values. If a concern arises, please follow the grievance procedures outlined in this handbook. Please note that failure to meet our behavioral expectations may, in serious cases, result in dismissal of the student or family from our community.

Financial Benefits and code of conduct

Students receiving financial aid, assistance, benefits, or state scholarships are expected to be positive, engaged members of our school community — participating in programs at their appropriate level and enriching PCA through extracurricular activities.

Behaviors that may result in the loss of financial benefits include:

- Continuous negative talk about the school, its policies, employees or students.
- Obvious loss of confidence in the administration's ability to provide fair and appropriate discipline, to ensure student rights, and to meet educational needs.
- Repeated disagreements or discussions about disciplinary actions.
- Failure to cooperate with school officials.
- Lack of commitment to school, its policies, and activities.
- Any other action out of accord with the school's philosophies and/or policies.
- Upper school students will be provided access to a Badge Entry System. This will allow keyless entry to PCA buildings during school hours. The cost of a replacement badge is \$20.

All financial benefit recipients will be reviewed annually based on their positive contribution, attitude, and effort.

Code of Conduct — Our Standards of Respect

Respect for God: Students will show respect for God including His name, His Word, His creation, and His material blessings (Psalms 100).

Respect for Others: Students will show respect to all adults and classmates. Vulgarity in speech or actions will not be tolerated. Poor behavior repeatedly directed toward another student is considered bullying. This includes cyberbullying and slander on social media (Romans 12:10).

Respect for Property: Defacing or damaging another's property will result in disciplinary action and require restitution (Exodus 20:15 & 17).

Respect for Self: Students should carry themselves in such a manner that reflects Christ. Students are expected to be truthful and honorable in regard to their academic pursuits and dealings with others, including on social media (1 Timothy 4:12).

Guidelines for Suspension and Expulsion

Our staff works with children in a loving, nurturing way to encourage positive behavior. If a student's behavior disrupts learning or harms others, parents will be contacted. If the behavior continues, the student may be temporarily removed from the classroom or sent home. Longer suspensions may be required. **Students serving any suspension will receive a grade of zero on all work, assignments, assessments, and projects missed or due during the suspension period. While students are encouraged to keep up with classwork during the suspension to avoid falling further behind, no credit will be awarded for work submitted from a suspension day.** Field trips, electives, or athletic activities may be denied during suspension. Similar recurring offenses after suspension may result in expulsion. Expulsion is reserved for serious or repeated offenses. Potential Christian Academy administration reserves the right to expel any first-time or recurring offense deemed serious enough to merit such action.

A student who has been expelled may apply for re-admission no sooner than one year from the date of dismissal, and only when there is clear evidence of repentance and a genuine change in behavior and attitude.

Preschool Discipline

Our preschool team is dedicated to creating a positive, age-appropriate environment for every little learner. We use positive encouragement and gentle redirection as our primary tools. In cases where behavior affects the safety or well-being of others, a child may be removed from the classroom, sent home, or suspended for a period of time. Our intent is always to partner with families to foster the whole child's growth.

Reasons for possible suspension or withdrawal include: risk of serious injury to others or self; uncontrollable tantrums or angry outbursts; verbal abuse to staff or other children; and creating a disruptive environment.

Biting Policy

Biting is taken seriously and strongly discouraged. When a child is bitten, the teacher first comforts the child, then washes the wound. Parents are contacted immediately if the skin is broken.

- 1st Offense: Redirect, comfort, clean, and notify both sets of parents.
- 2nd Offense: Child is sent home for the day.

- 3rd Offense: Child's parents are asked to keep their child home for an extended period.
- 4th Offense: A meeting with the preschool director to determine further steps, up to removal from the program.

Upper School Disciplinary Policies (Grades 6–12)

At PCA, our goal is to guide, correct, and mold character — as Webster defines the word — so that every student grows through accountability into greater Christlikeness.

Infractions are assigned points based on severity, ranging from 2 points (minor issues like tardiness) to 20 points for more serious violations. Repeated offenses may result in higher level infractions.

Level 1 Infractions — Minimum 2 Points

Examples include: dress code infractions, unexcused tardiness, gum chewing, general classroom disturbances, leaving supervised areas, public displays of affection, cell phone use during school hours, and similar minor issues.

Level 2 Infractions — Minimum 10 Points

Examples include: academic dishonesty, bullying, disrespect toward staff or peers, skipping class, leaving campus without permission, and inappropriate social media/digital messaging posts.

Level 3 Infractions — Minimum 20 Points

Examples include: vandalism, threats, fighting, truancy, and sexual harassment.

Level 4 Infractions — Investigation and Possible Dismissal

When the administration has reasonable certainty that a Level 4 infraction has occurred, a full investigation will take place. Examples include but are not limited to: possession of a weapon, tobacco or vaping materials, alcohol or illegal drugs, abuse of prescription drugs, occult materials, explicit social media/digital messaging content, sexual immorality, homosexuality or involvement in felony-level illegal activity. This policy applies both on and off campus.

Point Accumulation & Consequences

Points	Consequence
0	Warning (1–2 prior to assigning demerits for low-level infractions)
2–4	Parent notification
6	½-hour lunch detention & Parent Conference
8	½-hour lunch detention & Parent Conference
10	1-hour after-school detention & Parent Conference
12	Student, parent, & teacher conference
14	1-hour after-school detention & Parent Conference
16	2-hour Saturday School & Parent Conference
18	1-day in-school suspension & Parent Conference
20+	Suspension, enrollment review, possible contract for continuing enrollment

After-school detention: \$15 | Saturday School: \$25 (billed to FACTS account).

Disciplinary points reset at the beginning of each semester for students with 20 or fewer demerits. Students who accumulate 21 or more points will be required to attend a parent meeting before points are reset.

Behavior Probation Process

- 15 points: Expectations are communicated and discussed.
- 25 points: Student is placed on Behavior Probation with a signed contract.
- During Behavior Probation, a maximum of 55 points is allowed for the school year. Surpassing 55 points, or committing a significant infraction, may result in dismissal from PCA.

CRISIS INTERVENTION & EMERGENCY RESPONSE PROTOCOL

PCA is committed to the safety and well-being of every member of our school family. In the event of a crisis, our team is trained to respond swiftly, calmly, and effectively.

PCA maintains a designated Crisis Response Team consisting of the Head of School, administrative staff, security team, the school nurse, and trained counselors. Families will be notified via automated text alerts, phone calls, and/or emails. Do not call the school during an active emergency.

In the event of evacuation, students will only be released to authorized individuals listed in the Student Information System. Valid photo ID will be required.

Emergency Drills, Forms, and Information

Fire drills, emergency drills, lockdowns, and evacuation training will take place throughout the school year. PCA communicates emergency information via text alerts, automated calls, emails, and our website. It is essential that parents always keep emergency contact information current with the school office.

Emergency Response Procedures

The safety and well-being of our students and staff are our highest priority. The school regularly reviews and practices its emergency response procedures in coordination with local emergency services to help ensure a safe and prepared learning environment.

Code Yellow (Heightened Alert)

A Code Yellow is implemented when there is a potential safety concern on or near campus that requires increased awareness and precaution but does not pose an immediate threat within the school. During a Code Yellow, normal classroom instruction may continue with modified campus operations while school administrators assess the situation and coordinate with local authorities, as needed. Parents will be notified through the school's official communication channel when appropriate and will receive updates if the situation changes.

Code Red (Emergency Lockdown)

A Code Red is implemented when there is a serious safety threat on or near campus that requires immediate protective action. During a Code Red, students and staff will follow established emergency lockdown procedures established by the PCA security team, remain in secured locations, and await further instructions from school administration and emergency responders. Parents will be notified as soon as it is safe to do so through the school's official text communication channel. We ask that parents refrain from coming to campus or contacting students directly during a Code Red, as doing so may interfere with emergency response efforts. Additional updates and reunification instructions, if necessary, will be communicated as soon as information becomes available and the campus is secured.

Parent Communication

To ensure timely communication during any emergency, parents and guardians are responsible for keeping their contact information current with the school. Emergency notifications, important updates, and reunification instructions will be communicated through the school's official communication.

Mental Health Crisis Protocol

The purpose of this policy is to protect the health and well-being of all students within our school community. If the school becomes aware that a student has made a suicidal gesture or that the student has suicidal thoughts, his/her parents will be notified immediately. The school will require that the student be seen by a doctor. In order for the student to return to school, a clearance letter must be provided by the medical professional who evaluated the student. This

letter must be provided to the guidance counselor. Please be aware that if any of the conditions listed above are not met, the student may be administratively withdrawn.

EVENTS & FIELD TRIPS

Field trips are a wonderful extension of classroom learning! Elementary and Upper School students will take field trips via school-sponsored transportation. Students must wear their current PCA spirit shirt. Students must pay for their own meals or bring a sack lunch from home. Please note that siblings of students are not permitted to attend field trips. Day field trip volunteers require a Level 1 background check; overnight field trips require a Level 2 background check, applied for at least two weeks in advance. Parents are responsible for their own admission, tolls, and parking. Refunds are not available for pre-confirmed participants.

Flamingo West Park, located directly across the street from campus, is a valued extension of our campus life. Throughout the school year, students may use the park for PE classes, sports practices and games, Field Day, Homecoming activities, and other school-sponsored events, both during and after the school day.

Students traveling to and from the park are supervised by PCA staff and cross using the designated crosswalk. Because this is a regular part of school life at PCA, families are asked to review and sign the **Annual Park Use & Activity Consent Form** each year, which specifically addresses this practice.

FINANCE

To simplify our financial processes and support uninterrupted enrollment, every family is required to maintain an auto-billed FACTS Tuition Management Account. Payments by credit or debit card are subject to a 3.05% service fee. Enrollment, activity, campus, and security fees are non-refundable. A \$500 withdrawal fee applies. To keep accounts in good standing, please note:

- A non-waivable \$25 fee will be charged by FACTS for every returned payment.
- A \$50 late fee will be applied to any past-due payments.
- Students may not attend school after 45 days in arrears. School-issued technology must be returned, and all financial obligations must be fulfilled before a student may return.
- Upper school students will be provided access to a Badge Entry System. The cost of a replacement badge is \$20.
- Access to the PCA Family Portal will be disabled, and all records, graduation certificates, and report cards will not be released until all financial obligations have been fulfilled.
- Students with delinquent accounts may not be permitted to participate in after-school activities, athletics, events, field trips, and aftercare.

GRADING & ACADEMIC ACHIEVEMENT

The school year is divided into four nine-week grading periods. Report cards are issued at the end of each period — please see the school calendar for specific dates. Any student not making appropriate academic gains may be referred for grade retention, as determined by the administration. Report cards are held for any student with a past-due account balance.

Interim Reports

For grades 1–12, interim reports are emailed to parents at the midpoint of each nine-week period. Kindergarten interims are sent home. These reports give teachers an opportunity to celebrate progress and address any areas of concern before the official report card.

Late & Missing Work Policy

We believe that learning to submit work on time is part of forming responsible, God-honoring students. We also believe in mercy when life gets hard. The following policy gives students a reasonable path to complete late work while preserving the value of timely submission.

- Late Assignments and Major Projects: Students in middle school and high school will receive 10% off each day late up to one week. After that time, the grade for the late assignment will become a zero.
- Work that is never submitted will receive a grade of zero.
- Make-up work owed because of an excused absence follows the Make-Up Work policy and is not considered late within those timelines.
- Teachers may, at their discretion and with administrative support, grant extensions for documented illness, family emergencies, or other extenuating circumstances.

Preschool & K5 Progress Reports

Rating	Description
1	Mastered Skill(s) Independently
2	Learning Skill(s) with Assistance
3	Area of Concern
N/A	Not Applicable

Elementary Report Card Grades

Grade	Percentage	Description
A	90–100	Excellent
B	80–89	Above Average
C	70–79	Average
D	60–69	Below Average
F	Below 60	Failing

Upper School Report Card Grades

Grade	% Range	Standard	Honors	AP/DE/Scholars
A+	96.50–100.00	4.33	5.33	6.33
A	92.50–96.49	4.00	5.00	6.00
A-	89.50–92.49	3.67	4.67	5.67
B+	86.50–89.49	3.33	4.33	5.33
B	82.50–86.49	3.00	4.00	5.00
B-	79.50–82.49	2.67	3.67	4.67
C+	76.50–79.49	2.33	2.33	2.33
C	72.50–76.49	2.00	2.00	2.00
C-	69.50–72.49	1.67	1.67	1.67
D+	66.50–69.49	1.33	1.33	1.33
D	62.50–66.49	1.00	1.00	1.00
D-	59.50–62.49	0.67	0.67	0.67
F	0.00–59.49	0.00	0.00	0.00

Probation

Students who fail to achieve a GPA of 2.00 will be placed on academic probation and will have until the next semester to bring the cumulative average back up to 2.00. Student leaders must maintain an overall average of 2.0 or better with no failures.

Promotion & Retention

A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum. If the final average in two or more subjects is below 60%, the student may be required to repeat the grade. Any student who ends the school year below 60% in a core subject must attend a summer remediation program in that subject to return to PCA.

Academic Requirements for Class Officers in Grades 6-12

A candidate for class/club officer must demonstrate potential for academic success, leadership ability, willingness to serve, and conduct consistent with the spiritual accord and objectives of the school. Upper school class leaders must maintain an overall cumulative academic average of 3.0 or better with nothing less than a B- and must demonstrate satisfactory conduct. In high school, students must retake the semester they fail. PCA uses Ignitia for credit recovery. Parents are responsible for covering Ignitia's cost.

Standardized Tests K5-12

High School students take the Preliminary Scholastic Aptitude Test (PSAT) in October of their freshman, sophomore and junior years. The Scholastic Aptitude Test (SAT) and American College Test (ACT) are not administered at PCA. Students take the SAT and ACT Tests beginning in their junior year. Students are permitted to take the tests more than once. Registration for tests must be made at least four weeks in advance. See the College and Career Counselor for details. Each April, students in grades K5-10 take the Iowa Standardized Test in all subject areas. These tests provide general indicators of academic development over the years.

Iowa test results will be utilized in the following ways:

- High school students are invited to enroll in Advanced Placement Classes, Scholars Program, and Dual Enrollment classes only when their PSAT score is 500 or higher in each category or when their Iowa Test results show high mastery by being above Grade Equivalency or more than 60 percent of the Iowa subtests.
- Middle school students are placed in Honors when their GPA is 3.3 or higher and with teacher recommendation.
- Students who score below Grade Equivalency on a substantial number of subtests may be placed on academic probation until the next Iowa test. Successive low-test scores may affect students' ability to remain at PCA. Re-enrollment fees will be refunded for students not allowed to re-enroll at PCA due to low Iowa scores. Consideration may be made for Iowa probationary students who make continued progress.
- Students with documented needs for accommodations will be evaluated on a case-by-case basis.
- Iowa tests are mandatory, and students who do not show up for Iowa testing or miss any part of the test may not be allowed to make up the test.

GRADUATION REQUIREMENTS

We celebrate the milestone of graduation with great joy! To receive a PCA diploma, high school students must successfully complete the following credit requirements:

- Bible: 4 credits (one per year of high school enrollment)
- English Language Arts: 4 credits
- Mathematics: 4 credits (through Algebra II or higher)
- Science: 3 credits (including Biology and one lab component)

- Social Studies: 3 credits (World History, U.S. History, Government/Economics)
- World Language: 2 credits (same language)
- Fine Arts or Performing Arts: 1 credit
- Physical Education / Health: 1 credit
- Personal Finance Literacy: 0.5 credits
- Electives: 3.5 credits
- Total: 26 credits minimum for an academic diploma (28 credits for the baccalaureate diploma, which includes a 5th math and physics)

Students must maintain satisfactory conduct and meet all financial obligations to participate in graduation ceremonies. PCA reserves the right to update graduation requirements to align with Florida state standards.

Graduation Policies

1. **State of Florida Requirement for Graduation:** A Cumulative 2.0 GPA is required for graduation in the state of Florida. Students who do not meet this level need to make arrangements to make up failing grades and “D” grades well in advance of graduation. Students who do not have a 2.0 cumulative GPA by graduation will receive a Certificate of Attendance, not a high school diploma. It is the responsibility of the student to check their GPA and make arrangements annually to make up failed grades or “D” grades in order to keep their GPA up to a 2.0. Students may check with the registrar to get their GPA.
2. **Graduation with Honors:** Students who maintain a cumulative grade point average of 3.40 –3.59 will graduate “with honors.” Students maintaining a cumulative average of 3.60-3.79 graduate “with high honors.” Students graduating with 3.80 and above will graduate with “highest honors.”
3. **Rank in Class:** At the end of the first semester of the freshman year, and each semester thereafter, rank-in-class is determined based on the cumulative grade point average of all courses taken in grades 9-12. Seniors must complete coursework by the Tuesday after graduation in order to receive a class rank. Only the student or parent may obtain the rank-in-class in the school office. The final rank-in-class is recorded on the high school transcript.
4. **Valedictorian/Salutatorian Participation:** The first- and second-ranked students at the end of the senior year are named valedictorian and salutatorian, respectively, and participate in graduation exercises solely by receiving an award for their achievements. The valedictorian and salutatorian must have earned either the Scholar’s or the Academic Diploma and participated in the Scholars Program for all years in which they qualified. Attendance at PCA for at least two full semesters prior to graduation is required for these honors. If a student transfers into the high school with more weighted courses than we offer, the courses will be unweighted to determine valedictorian and salutatorian.
5. **Graduation Participation**
 - a. A student who has not completed the requirements for one of the two diplomas will not receive his/her diploma.
 - b. A student must have financial accounts paid in full before receiving his/her diploma.

- c. Seniors who have a Saturday School pending must make up the time and pay the fee before graduation.
 - d. Senior athletes must return all uniforms before receiving a diploma.
 - e. The following are grounds for not participating in graduation:
 - Substance abuse or drinking alcohol
 - Threat or violence directed against any person
 - Criminal offenses (Any act that could legitimately involve a police report.)
 - Other acts so out of accord with the standards of the school, as determined by the school at its sole discretion, as to require immediate dismissal.
 - f. Seniors will be charged a \$5.00 fee for transcripts issued after August of their graduation.
 - g. There will be a fee for replacement of a lost diploma.
6. College Guidance
- a. Students are expected to apply to at least three colleges/universities and will work with college guidance personnel to determine which those should be. All notifications of college acceptance and financial aid letters are to be forwarded to the school (info@ilovepca.com) upon receipt from the college.
 - b. Athletes will work with the Athletic Department to determine the best college preparatory route for them and will forward to the school (info@ilovepca.com) notifications of college acceptance, letters of intents, scholarship offers, etc., upon receipt from the universities.

HEALTH

We are committed to maintaining a healthy, safe environment where every student can thrive. We ask parents to partner with us by keeping sick children home. Each morning, please monitor your child for the following symptoms: Fever (100.4°F or higher) or chills; cough, shortness of breath, or difficulty breathing; muscle aches, nausea, or vomiting; sore throat, loss of taste or smell; diarrhea, headache, congestion, or fatigue.

If your child is sick, please do not bring them to school. Parents will be called to pick up sick students promptly.

Communicable Diseases

PCA works with county and state agencies to uphold state health codes. Student health records must be current before a child may attend school. Parents should notify the school if their child or household member has contracted: chickenpox, Hepatitis A or B, HIV/AIDS, impetigo, lice, measles, mononucleosis, mumps, or pink eye.

Medication & Allergies

All medications — prescription or over the counter — must be provided by the parent and administered only by the school nurse or designee. Medications must be in their original container with a parent or physician note. Prescription medications require completed Medication/Treatment Authorization Forms.

HONOR SOCIETIES

National Junior Honor Society

Induction into the National Honor Society or National Junior Honor Society is a meaningful recognition of outstanding students who embody excellence across five pillars. We are proud to celebrate these students!

Scholarship: Students must have a cumulative GPA of 90% (3.6 on a 4.0 scale) per national guidelines.

Service: Students must voluntarily contribute to the school, church, or community without compensation or coercion (minimum 25 hours per year).

Leadership: Students demonstrate resourcefulness, problem-solving, and Godly leadership in school, church, or community settings.

Character: Students show academic integrity, honesty, reliability, courtesy, love, and respect — and maintain a clean disciplinary record.

Citizenship: Students understand that all authority is ordained by God (Romans 13:1) and demonstrate mature civic participation.

Once inducted, members are expected to maintain the same level of excellence. Students who no longer meet the criteria will be placed on a one-semester probation. If not reinstated, they may be removed from society membership.

National Honor Society

National Honor Society is an organization that recognizes scholastic achievement and good citizenship. A student in grades 10, 11, or 12 who has been enrolled at PCA for at least 2 full semesters, unless a student transfers in from another school, and has a cumulative academic average of 3.33 or higher qualifies for NHS academically. However, election to membership is by vote of the faculty who also rates candidates on character, leadership, and service. National Honor Society tapping occurs in the spring.

1. NHS members who fail to maintain the high standards, which earned them their tapping, may be placed on probation and/or removed from membership.
2. The first referral or second Saturday School will result in being placed on probation. The next incident that requires a disciplinary notice will be the basis for removal from the NHS.

INVITATIONS

If your child would like to invite their entire class (or all students of a particular gender) to a celebration outside of school, invitations may be distributed at school. To protect our families' privacy, contact information will not be shared unless parents have specifically authorized it. Birthday celebrations may be organized during playground time — simply contact your child's teacher to schedule!

LOCKERS, LOCKS & BACKPACKS

Lockers are available for Upper School students with a school-issued lock only. Non-school locks will be removed. Students must use only their assigned locker. Lockers are school property and may be opened by administrators with reasonable cause. Students are responsible for keeping lockers clean and free of food and garbage. No tape or stickers are permitted on the outside of lockers; magnets may be used inside. The school is not responsible for lost or damaged items. We kindly ask students not to use rolling backpacks due to space and safety concerns in our hallways.

LUNCH

School lunches are available for purchase through the Family Portal via FACTS only, for K2 through Upper School. Students are unable to heat lunches brought from home.

- Lunches are charged as soon as the order is placed.
- Watch for emails announcing when the monthly lunch ordering portal opens.
- The lunch order portal closes at 12:00 p.m. on the due date.
- Same-day orders are accepted until 9:00 p.m. via the online/app platform.
- Orders placed after the due date incur a \$1 late fee.
- Phone orders are not accepted.
- Pre-paid lunches are only credited if canceled at least five business days before the cancellation date, or during a school-mandated closure.

If a student forgets their lunch, we will provide one and bill it to the FACTS account. ***Food delivery services (DoorDash, Uber Eats, Postmates, etc.) are not permitted for students on campus.*** Lunch balances must be paid at the time orders are placed.

MEDIATION & BINDING ARBITRATION

If we are unable to reach a mutual agreement, we are committed to resolving disputes within the Christian community in alignment with 1 Corinthians 6:1–8, Matthew 5:23–24, and Matthew 18:15–20. All parties agree that any disagreement arising from a student's enrollment at PCA will be addressed through biblical mediation and, if necessary, legally binding arbitration through the Institute for Christian Conciliation (ICC). Full details of the Rules of Procedure are available at www.aorhope.org/icc-rules or by contacting the ICC at icc@aorhope.org. Mediation or arbitration will take place in Broward County, Florida. Costs will be shared equally. This policy remains in effect even after a student's enrollment ends.

PARTNERSHIP — SCHOOL & HOME COOPERATION

We deeply believe that a positive, constructive relationship between school and home is essential to fulfilling our spiritual and educational mission. When we walk together, students thrive! Clear communication is key. Our process is grounded in Matthew 18 — if a question or concern arises, please bring it first directly to the person involved. If the issue is not resolved, the administration will step in to help mediate.

Primary communication channels include: PCA’s website, emails, the AR Home Connect platform, the PCA Family Portal, texts, daily planners/folders, and Canvas. Please keep your email address up to date so you never miss important information. Parents are encouraged to review their children’s work and planners daily and reach out to teachers with any questions or concerns.

PARENT-TEACHER COMMUNICATION STANDARDS

Open, respectful communication between families and teachers is one of the pillars of our community.

Communication Channels

- Email: Please allow 24–48 hours for a response during the school week.
- Phone: Calls will be returned within 24–48 business hours.
- Family Portal: Grade and attendance updates are available for regular review.

Parent-Teacher Conferences

Mandatory Parent-Teacher Conferences are held in October each year. Specific dates are posted on the school calendar. Additional conferences may be requested at any time by either the school or the parent.

PRIVATE TUTORING, COACHING & PRIVATE LESSONS

At PCA, we are blessed with gifted and caring staff members, and we understand that families sometimes wish to arrange additional private help for their children. We want to be transparent and clear about the school's role so that families can make well-informed decisions.

Except as specifically noted in this handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy, or other similar private lessons or services. Parents who engage staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school.

Parents, by executing the acknowledgment of the receipt of this handbook, HEREBY RELEASE the school, church, and employees from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy, or other similar private lessons or services, regardless of where they may occur

SCIENCE LAB EQUIPMENT

- The use of laboratory equipment is intended to further the scientific study of the world God has created. Attendance on lab days is necessary, as laboratory assignments are an important part of the learning process.
- Laboratory equipment is the property of Potential Christian Academy and may be used only for laboratory classwork, under the supervision of the assigned teacher.

- Students must follow all safety rules and wear personal protective equipment (PPE) during lab work. Students who are not wearing PPE will not be permitted to complete the lab and may receive a grade of 0.
- A scheduled lab day that cannot be rescheduled by the teacher may result in a grade of 0 for that lab. Missed lab days should be made up within the week of the original lab whenever possible.
- Purposeful or willful damage to laboratory equipment will be addressed by administration and is not tolerated; broken equipment may need to be replaced by the responsible student.
- Multiple instances of damage to or improper use of laboratory equipment may result in detention and/or suspension, as well as loss of the privilege to use the equipment.

SCHOOL HOURS & OFFICE HOURS

The school office is open Monday through Friday from 7:30 a.m. to 3:30 p.m. Please reach us at (954) 434-1550 or visit www.ilovepca.com for a complete Staff Directory.

School Hours

Before School	Hours	Additional Cost
Early Care	7:00 a.m. – 7:30 a.m.	No
Pre-K & Elementary Drop-Off	7:30 a.m. – 8:00 a.m.	No
Upper School Drop-Off	7:30 a.m. – 8:15 a.m.	No
School Hours	Hours	
Preschool	8:00 a.m. – 12:00 p.m. Lunch: 12:30 p.m.	No
Kindergarten – 5th Grade	8:00 a.m. – 2:30 p.m.	No
Upper School (6th–10th)	8:15 a.m. – 3:00 p.m.	No
After School	Hours	Additional Cost
Pre-K Aftercare	12:30 p.m. – 6:00 p.m.	Yes
Elementary Aftercare	3:00 p.m. – 6:00 p.m.	Yes
Middle and High School Help Class	3:00 p.m. – 4:00 p.m. (M,T,Th,F)	No
Middle School Aftercare	3:00 p.m. – 6:00 p.m.	Yes

School Closings

In the event of emergencies or inclement weather, PCA generally follows Broward County Public Schools (BCPS) closures unless otherwise communicated. Any updates will be shared via text, email, or website. Days lost to natural disasters will not be reimbursed.

SEX EDUCATION

We believe the home is the most appropriate and powerful context for conversations about sexuality. At PCA, we intentionally refrain from formal sex education in the elementary classroom, though students are taught a biblical worldview of family, marriage, and the dignity of human life. We warmly encourage families to approach these conversations with their children in a personal and age-appropriate way. In high school, Biology (or other appropriate classes) class will cover the reproductive system.

STUDENT RECORDS & PRIVACY RIGHTS (FERPA)

PCA is committed to protecting the privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Florida law.

Parental Rights Under FERPA

- Parents have the right to inspect and review their child's education records within 45 days of a request.
- Parents have the right to request corrections to records they believe are inaccurate or misleading.
- PCA will not disclose personally identifiable information without prior written consent, except as permitted by law.
- Parents have the right to file a complaint with the U.S. Department of Education if they believe PCA has violated FERPA requirements.

TECHNOLOGY

Cell Phones and Personal Devices

Elementary: Cell Phones & Personal Devices

The school day is designed for spiritual and academic growth. We ask that families and students use the main office for any necessary communication during the day. PCA recommends that students leave personal electronic devices at home. School iPads are provided to students in grades K5–5th for school use only. During school hours, cell phones, smartwatches, and other personal devices are to be turned off and kept in the student's backpack. Smartwatches are not permitted in the classroom. Cell phones and photo-capable devices are strictly prohibited in school restrooms. Cell phones and personal devices are not permitted on field trips.

- 1st Violation: The principal/dean holds the device until a parent or guardian picks it up.
- 2nd Violation: Same as above, with additional consequences determined by the administration.

Upper School: Cell Phones & Personal Devices

Upon arrival to their first-period class, Upper School students will power off their cell phones and smartwatches and store them in designated lock boxes in each classroom. Devices may be retrieved at the end of the school day. Headphones and earphones are only permitted when instructed for educational purposes.

- 1st Violation: The main office holds the device until a parent or guardian picks it up. This is a level one infraction.
- 2nd Violation: The academic dean, principal, or head of school holds the device. Additional consequences may follow.

Technology Acceptable Use Policy

Technology at PCA is a privilege and a tool for learning. All use of school-provided technology must reflect our biblical values, align with our moral standards, and comply with all school policies. This privilege may be revoked for misuse.

Technology must be used exclusively for school-related academic work. Students must properly cite all sources — plagiarism is strictly prohibited. Students may not change device settings without teacher instruction. Attempting to bypass the school's firewall is considered hacking and may result in dismissal. Posting negative or inappropriate content about the school, staff, or students online may result in serious disciplinary consequences, including dismissal.

PCA does not and will not tolerate cyberbullying of any kind, including through social media, digital messages, phone calls, email, or Canvas.

1. Technology use must: Reflect and uphold biblical principles and values align with the high standards of moral character expected of all students and faculty. Comply with all school policies.
2. The use of school technology is a privilege, not a right. This privilege may be revoked if a student uses computers, iPads, the network, or the internet inappropriately or causes damage to hardware or software.
3. If a student damages any hardware that requires repair or replacement, the cost will be charged to the family through FACTS.
4. Students may not change backgrounds or device settings on school computers or iPads unless instructed to do so by a teacher.
5. School devices are to be used exclusively for schoolwork as directed by classroom or technology instructors.
6. Students must properly cite all sources when incorporating downloaded material or text into assignments. Plagiarism is strictly prohibited.
7. Email is to be used for academic purposes only during the school day. Students are not permitted to access another individual's email or account and should never share their own passwords.
8. Students are responsible for completing assignments, regardless of technical difficulties or other challenges.
9. Students may not change the personal identification or device name on school computers without teacher or administrative approval.
10. Any attempt to bypass the school's firewall or filtering system will be considered hacking and may result in disciplinary action, including possible dismissal.

11. Students who maintain or post inappropriate content—including text, images, graphics, or photographs—on websites, social media, or blogs may be subject to disciplinary action, up to and including dismissal.
12. Students who post negative, threatening, or inappropriate comments about the school, its employees, or fellow students—whether online or through social media—may face serious disciplinary consequences, including dismissal. All online activity should reflect the values and philosophy of Potential Christian Academy.
 - Any material obtained through online research and used in academic work must be properly cited and documented. Plagiarism, in any form, is strictly prohibited. Presenting AI-generated content as original work is also considered academic dishonesty and is not permitted.
 - Teachers may use platforms such as Turnitin.com to evaluate the originality of student submissions.
13. Students must have permission from the supervising teacher to access the internet. The following are examples of UNACCEPTABLE school Internet use: Digital messaging such as chat groups, instant messaging, posting on social media, blogging/vlogging, downloading music, surfing questionable sites – those not in keeping with Christian moral standards.
14. Potential Christian Academy does not and will not tolerate any type of cyberbullying among our students. This includes, but is not limited to, bullying through social media, digital messaging phone calls, e-mails, and chat rooms.

Artificial Intelligence (AI) Use Policy

At PCA, we recognize that Artificial Intelligence can be a valuable educational tool when used ethically, responsibly, and under teacher guidance. We are committed to preparing students for a world where AI is increasingly present, while ensuring it is used in ways that honor God and support genuine learning. Students should not use AI to generate or complete assignments unless specifically directed to do so by their teacher. All submitted work must accurately reflect the student's own understanding and effort.

Unauthorized use of AI may be treated as a violation of the school's Academic Integrity Policy. Examples of unauthorized AI use are subject to each teacher's interpretation. Examples include but are not limited to the following: Checking or completing math problems, generating works cited pages, formatting and editing writing assignments.

- Brainstorming.
- Explaining complex concepts.
- Organizing thoughts.
- Drafting content under guidance.
- Citing AI tools as a source. Prohibited uses:
- Using AI to write entire assignments.
- Copying AI content without approval.
- Submitting AI work as your own without citation.
- Using AI without informing your teacher.

Guiding Principles

- **Enhance Learning:** AI should support and enrich the learning process—not replace it. The goal is to help every student grow academically and spiritually.
- **Protect Privacy and Safety:** All AI tools must comply with applicable laws and regulations that safeguard student data, privacy, and accessibility.

- **Build AI Literacy:** Students and teachers will be equipped to use AI wisely, with an understanding of its capabilities, limitations, and appropriate contexts.
- **Balance Benefits and Risks:** While exploring how AI can benefit students, we remain mindful of its potential risks and challenges.
- **Promote Academic Integrity:** Students are expected to produce original work. AI may only be used when approved by the teacher, and its contributions must be clearly cited and explained.
- **Keep Human Oversight:** AI is a tool to support—not replace—human relationships, creativity, and discernment (Genesis 1:27). Teachers will guide and determine when and how AI is used in the classroom.
- **Review and Improve:** PCA's AI-related policies and training will be regularly reviewed and updated to ensure they remain relevant, effective, and aligned with our mission.

Important Note for Parents and Guardians

As part of our commitment to responsible technology use, we want to make families aware of age restrictions associated with certain AI tools (such as ChatGPT):

- Students must be 13 years or older to use these platforms.
- Students between the ages of 13 and 18 require parental or guardian consent to access AI tools.
- AI-generated content may not always be age-appropriate. Our teachers will exercise discretion and sound judgment when introducing these tools in the classroom to ensure a safe and supportive learning environment.

iPad POLICY (K5–12th Grade)

Devices are assigned by grade level:

- K–1st Grade: iPad and Logitech Crayon.
- 2nd–5th Grade: iPad with keyboard and Logitech Crayon.
- Upper School: iPad with keyboard (students purchase their own Logitech Crayon or comparable writing device).

Elementary students leave their technology at school unless a temporary shift to virtual learning is needed. Upper school students may take iPads home to complete assignments. All students and parents must sign the Apple iPad Use Liability Agreement before receiving their device.

Note: While PCA uses a filtering system to block inappropriate content at school, this protection may not be in place when students use school tablets at home. We strongly recommend that families install parental filtering software at home to ensure safe usage.

Internet Filtering

- PCA uses a filtering system to help prevent students from accessing inappropriate content while at school; however, no filtering system is completely foolproof.
- Students do not have this protection when using school tablets at home, so they may be able to access objectionable sites while off campus.
- Families are strongly encouraged to install a home filtering system to help keep tablet use safe outside of school. Improper use of the internet or tablets, or disregard of these rules, may result in in-school detention, Saturday School, suspension, and/or loss of the privilege to use the Internet at school.

Community Social Media/Group Chats Guidelines for Families

We ask all PCA families that use social media and group chats to use them in a way that reflects our shared values of kindness, respect, and Christlikeness.

- Please do not post images or videos of students (other than your own child) on public social media without permission from their parents.
- Do not post content that is negative or disparaging about PCA, its staff, administration, other students, or families.
- Disputes and concerns belong in a conversation with the school — not on social media platforms.

Persistent negative social media conduct directed at PCA or its community members may affect the student's enrollment status.

Photography, Video & Media Release Policy

At PCA, we love celebrating the wonderful things happening in our school community! However, we are deeply committed to protecting the privacy and safety of every student.

PCA may photograph or video record students during school activities for use in school publications, the website, social media, and promotional materials. If a family does not wish their child's image used publicly, they must submit a written opt-out request at the beginning of the school year.

- Parents attending school events may photograph their own children.
- Photos capturing other students must not be posted publicly without consent of those families.
- Photography in restrooms or locker rooms is strictly prohibited.
- Students may not photograph or record other students, staff, or school activities without administrative permission.

UNIFORM GUIDELINES

The way we present ourselves reflects our attitude toward learning, community, and God. PCA's uniform policy is designed to create an environment that is focused, equitable, and respectful for all students.

For 2026–2027, students are required to wear approved uniform shirts and bottoms and jackets from Risse Brothers, conveniently located at 37 N. State Road 7 33317 in Plantation, Florida (954) 791-1159. Uniforms from Jonathan Reed will be grandfathered in for one year. Bottoms and tops from other retailers are not permitted for K3–12th grades. To order online, visit www.rissebrothers.com and create an online account. Shoes and socks must be in black, gray, white, or pink. Spirit shirts may be worn every Friday with uniform bottoms. Students will receive a one-week grace period from the first day of school for dress code adjustments.

For 6th–12th grades, the student ID is part of the student's required uniform. It must be worn around the neck on a break-away lanyard.

Students in K1 and K2 may wear black bottoms with any shirt in PCA's colors (black, pink, gray, teal, or white).

Physical Education Uniform Policy Grades 6-12

Students enrolled in Physical Education courses are required to wear the approved Physical Education (PE) uniform during all PE classes unless otherwise directed by the teacher or administration. The PE uniform consists of:

- School-approved PE shirt.
- School-approved athletic shorts.
- Athletic shoes with closed toes and appropriate support for physical activity.

Students are expected to change into their PE uniforms promptly at the beginning of class and remain in uniform for the duration of the class period. Uniforms should be kept clean and in good condition. Students who fail to wear the appropriate PE uniform may be subject to a reduction in participation points and/or disciplinary consequences in accordance with school policy. Jewelry, sandals, Crocs, slides, open-toed shoes, and clothing deemed unsafe for physical activity are prohibited during PE classes. The teacher or administration reserves the right to determine whether attire is appropriate and safe.

Students with medical conditions or temporary injuries affecting participation must provide documentation from a parent/guardian and, when appropriate, a physician's note. Alternative assignments may be provided at the discretion of the teacher.

Dress Code Consequences

Elementary — 1st Offense: Teacher notifies parent. | 2nd Offense: Student waits in the office until a parent brings the correct uniform.

Upper School — 1st Offense: Teacher notifies parent. - 2 disciplinary points are administered for noncompliance. | 2nd Offense: Student serves detention. | 3rd Offense: Student waits in the office until a parent brings the correct uniform.

Personal Appearance Standards

A student's appearance is part of their witness on campus. The standards below are intended to support a focused, respectful, and Christ-centered learning environment, and apply to all students unless otherwise noted.

- Hair color must remain natural in tone. No unnatural or extreme colors (e.g., blue, pink, green, purple, etc.) are permitted, and administration reserves the right to require restoration of a natural color within a set time frame.
- Hairstyles must not prohibit active learning. Hair must be styled so that it does not hang in or over the student's eyes or face, and so that the student's face remains fully visible throughout the school day.
- Boys are not permitted to wear piercings of any kind on campus or at school-sponsored events. This includes ear, nose, lip, brow, and any other visible piercings; pierced items must be removed before arriving at school.
- For girls, one small stud in each ear are permitted; no gauges, spikes, or other body piercings are permitted at any grade level.
- Undergarments must be fully covered, and no visible tattoos (temporary or permanent) are permitted.

WITHDRAWALS

All withdrawals are handled through the finance office using a Withdrawal Form. Written notice from parents initiates the withdrawal process. Registration, capital improvement, and security fees are nonrefundable, and a \$500 withdrawal fee applies. All financial obligations must be current before academic records are released. Families who do not formally withdraw will continue to be billed via FACTS until written notice is received.

HANDBOOK ACKNOWLEDGMENT

Thank you for taking the time to read through this handbook. We know it is a lot of information — and we are grateful for your commitment to understanding and upholding our community standards. Every policy in these pages exists because we love your children and want PCA to be the safest, most joyful, most excellent school it can be. Please sign and return the acknowledgment below.

Blessings, PCA Administration

I have received, read, understood, and agree to comply with Potential Christian Academy's 2026–2027 Family Handbook. I further agree to support the school in all matters contained in the Family Handbook.

Student's Name: _____

Classroom Teacher's Name: _____

Parent/Guardian Signature: _____

Date: _____

*“To him be glory in the church and in Christ Jesus
throughout all generations, forever and ever!”*

— Ephesians 3:21