

# Handbook & Calendar 2025-2026

PORT CHARLOTTE ADVENTIST SCHOOL

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**MISSION STATEMENT**

The mission of Port Charlotte Adventist School is to prepare students for positive service to God and humanity through Christian character, development and academic excellence.

- **P Positive**
- **C Christian**
- **A Academic**
- **S Service**

**ACCREDITATION**

Port Charlotte Adventist School is accredited by the Florida Conference of Seventh-day Adventist, an approved accrediting association of the Florida Association of Academic Non-public Schools (FAANS). FAANS is an affiliate member of the Council for American Private Education (CAPE) and is recognized by the State of Florida.

**STAFF CERTIFICATION**

All classroom teachers hold a teaching certificate with a minimum of a bachelor's degree and are required to complete continuing education classes each year to maintain their certificate.

## **HISTORY**

The Port Charlotte Seventh-day Adventist School (PCAS) was established in 1970 by the Port Charlotte Seventh-day Adventist Church to provide students with a Christ-centered Seventh-day Adventist education. Currently, PCAS offers classes to students in pre-K through 10<sup>th</sup> grade.

## **PHILOSOPHY**

Port Charlotte Adventist School exists primarily to instill in its students the message of Christ. We desire to develop in our youth the character of God, leading each student to a closer personal connection with Christ, a better knowledge of God's word, a desire to share and act upon knowledge received, excellence in intellectual attainment, social ease, and respect and care of the body. All of this will prepare them for this life and for eternity.

"True education means more than the perusal of a certain course of study. It means more than preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come." Education, p. 13.

## **OBJECTIVES OF CHRISTIAN EDUCATION**

### **SPIRITUAL**

- To help students develop a philosophy of life based on the recognition of Christ as their personal Savior.
- To learn to enjoy a daily walk with God and give each student a desire to share his/her knowledge of God's word and his/her personal experience with Him.
- To encourage each student to realize the importance of commitment of service to God, church, family, and community.

### **INTELLECTUAL**

To assist students in developing non-discriminatory habits, academic competencies, intellectual curiosity, research skills, good judgment, and the ability to express themselves in an appropriate manner.

### **PHYSICAL**

To help the student develop neuromuscular skills which can be carried into leisure time activities. The skills will be taught in a way that will give each child a feeling of success and help develop social and Christian character traits.

## **SOCIAL**

To teach that each and every person is a child of God and must be valued and respected.

## **STANDARDS**

Students at the Port Charlotte Adventist School, with help from their parents, will be expected to:

- Respect the religious ideals of the Seventh- day Adventist church. If further clarity is needed on these ideals feel free to talk with the Principal or Pastor.
- Respect and cooperate with all school personnel.
- Respect school property and the rights of others.
- Abstain from activities which destroy the development of the spiritual, intellectual, physical, and social life.

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## ABSENCE POLICY

Medical appointments, emergencies, sickness, and/or death in the family are considered the only legitimate excuses for an absence or tardiness. Port Charlotte Adventist School follows Florida State guidelines for school attendance. **Please inform the class teacher or the Office about absences.** More than 16 absences (excused or unexcused) per school year may result in the student repeating the grade.

- Please note that three (3) tardies count as one (1) absence.
- Students are considered Tardy if they arrive after 8:05 A.M.

## ADMISSIONS POLICY (NON-DISCRIMINATORY)

Florida Conference's Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate based on any of the aforementioned categories in decisions for admission, discipline, or application of educational policies. We promote a sharp focus on the learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.

**Parents of students who need a special education plan should seek counsel from the administration and staff before enrolling their child.**

## AGE OF ADMITTANCE

- **Pre-K:** a student must be four years of age and potty trained by September 1<sup>st</sup> of the current school year.
- **Kindergarten:** a student must be five years of age by September 1<sup>st</sup> of the current school year.
- **First Grade:** a student must be six years of age by September 1<sup>st</sup> of the current school year.
- **PLEASE NOTE:** A copy of the birth certificate must be submitted.

## ADMISSIONS PROCEDURE

- I. Prospective parents/guardians complete the Online Application.
- II. The school will contact the prospective parent/guardians to schedule a meet-and-greet with the principal and have a school tour. Prospective students may accompany them during the tour.

- III. Prospective students will have an interview and placement test with a teacher of the appropriate class level. Submission of prior records, including latest report card, relevant test courses, any student accommodations, Individual Education Plan (IEP)/504, and two teacher Recommendation forms that are provided by PCAS are required for review. If the prospective student is new to PCAS or is returning after a prolonged absence, the parents and student must meet with the senior pastor of the Port Charlotte SDA church. If applying during the school year, the student will be required to shadow a school day.
- IV. The interviewing teacher, principal, and Admittance Committee will determine if the applicant meets all the requirements and standards of PCAS. The parent/guardian will be notified of the decision.
- V. Upon acceptance, the parent/guardian will be invited via email to complete the PCAS online enrollment application. After completing the online Enrollment application, a non-refundable application fee will guarantee a spot at PCAS for the student. A link will be provided that re-directs to the PCAS website for submission of payment.
- VI. During the final step of the admission process, there will be a final meeting with parents, student/s, teacher, and any pertinent staff, for a short orientation and to review the parent/student/teacher contract.
- VII. All new students will be on probationary status for the first four weeks of enrollment. After the probationary period the parent/guardian will meet with the principal and student's teacher(s) to discuss final placement and requirements.

## **AFTER SCHOOL CARE**

After School Care is provided for all students in grades K through 10 whose parents are unable to pick up their children when school is dismissed. It begins 15 minutes after school is dismissed and is available until 5:30 PM.

**Any student still on campus 15 minutes after school is dismissed will automatically be sent to After School Care, and normal charges will be incurred.**

**After School Care is provided during the following times:**

3:15 p.m. - 5:30 p.m. Monday through Thursday

2:15 p.m. - 5:30 p.m. Friday

12:15 p.m. - 5:30 p.m. on non-holiday related early dismissal days. **(Students must bring a lunch.)**

**After School Care may not be provided on days when school is dismissed early for vacation or holiday break. Parents should watch for that information in the school's weekly communication with parents.**

Students are to be picked up by 5:30 PM. A fee will be charged at a rate of \$1.00 (one dollar) per minute beginning at 5:30 PM. Each child is to be picked up by the parent or designated person and signed out. If parents or designated persons are unable to be there for the pick-up, the parent must notify the appropriate After School Care director in advance as to who will be picking up their child(ren). A driver's license or other photo ID may be needed for pick up.

## **AMENDMENTS OT THE SCHOOL HANDBOOK**

As the school year progresses, there may be changes to policies, regulations, or rules. Students and parents will be notified as soon as possible of any changes. All changes carry the same force as if printed in the school handbook.

## **ATTENDANCE**

The school strongly discourages taking students out of school when school is in session. Credit for some schoolwork may be forfeited if the student cannot be in the classroom.

If a student is ill or will be absent or tardy for any unscheduled reason, **parents must call the school by 8 AM to inform the school that their child will be absent or tardy and send a written excuse upon their return.** Messages may be left the night before or before school hours on the answering machine.

Students will be excused for verified illness, medical, dental, or optometric service, quarantine, and bereavement. All other absences or tardiness will be considered unexcused. The student will be given one day to make up for the missed work for each day of school that was missed.

For grades nine and above, a student who is absent more than 10 school days in one 9-week period, for whatever cause, may forfeit that period grade, unless it is evident to the teacher that the student's work has been satisfactorily completed.

## **AUTOMOBILES/MOTORIZED VEHICLES**

If a student is to drive a motorized vehicle to the campus or a student is to ride in a vehicle driven by a student driver, the parents of the student driver and the parents of the student rider must sign the Student Automobile Policy and/or Student Contract. These forms can be picked up at the school office.

## **BICYCLES**

Bicycles ridden to school must be parked in the bike racks and locked. They are not to be ridden again until the return ride home. The school will not be liable for stolen or damaged bikes.

## **DAMAGES**

Damages to or loss of school property are to be reported at once. Damages or losses resulting from misuse or carelessness will be charged to the student at a minimum of \$25 per incident, and the student may be required to be involved in restitution. The charges are due upon notification to the parent. This includes textbooks which will be billed at the current replacement cost.

## **DISCIPLINE PROCEDURE**

### **STUDENT CONDUCT**

The self-government of the student is the objective of discipline. Directing this development without hindering it by undue control is the continued purpose of the school. Development of such behavior is a dual function of the home and school.

Positive behavior is based on respect for self and for others. Students are expected to conduct themselves in an exemplary manner both on and off school grounds. Conduct that is considered detrimental to the reputation of the school is not condoned and will be subject to disciplinary measures. Conduct which usurps the right of other students to be safe, to maintain their self-respect, to study and learn, and to participate in school activities peacefully will be subject to disciplinary measures.

- Each student is expected to comply with all school regulations.
- Each student is expected to render prompt service in response to the directions of the school staff and treat all adults with respect and consideration.
- Students are expected to respect the rights of other students by their actions, both physically and verbally.
- Students should not interfere with the learning opportunities of others.

- Students should respect all properties and assume responsibility for using all equipment in a manner that is safe. School equipment and textbooks are expensive. A fee for any deliberate, careless, or irresponsible use of equipment or books will be charged to the parents of the student(s) responsible for such misuse.
- Students are expected to exhibit support for the school's spiritual goals.
- Students are expected to strive to do quality work.

## **DISCIPLINE**

In any group, it is always necessary to have boundaries that provide for the rights, health, safety, and general welfare of all. In the case of a school, boundaries not only protect all involved, but they allow the school to do its job of preparing young people to develop self-discipline for their future lives. It is the goal of PCAS to practice redemptive discipline.

### **BEHAVIOR LEADING TO DISCIPLINE**

Should a student not accept responsibility for his/her behavior and continue to display behaviors as listed below, a meeting between the parent, teacher, and principal will be required to consider other ways in which self-discipline can be encouraged, and to consider the future consequences. These meetings may result in an in-school or off-campus suspension for a determined amount of time and may ultimately lead to expulsion. Repeated occurrences indicate an unwillingness to accept and follow the principles and regulations of the Port Charlotte Adventist School.

The following are examples of actions which will warrant discipline:

- Misuse of computers
- Misuse of personal electronic devices
- Public display of affection
- Cursing
- Vulgar behavior
- Vandalism
- Insubordination
- Disrespect
- Cheating
- Disturbing the classroom

- Roaming
- Inappropriate dress
- Excessive tardiness (four tardies in nine weeks)
- Refusal to complete homework
- Taking and showing inappropriate pictures on campus
- Any behavior deemed inappropriate by a staff member

## DISMISSAL

The authority to dismiss a student permanently from school rests solely in the hands of the School Board; however, in an emergency, the teacher may resort to the temporary exclusion of the student from the classroom and refer him/her to the principal for prompt, appropriate counsel.

In cases of very serious or continued noncompliance with school regulations, the principal may decide to temporarily suspend a student from school for up to three days. If the principal does suspend a student from the school, the parent/guardian and the school board chairperson will be notified. Any schoolwork missed due to a suspension MUST be completed and returned promptly to the homeroom or subject teacher. The student may or may not receive full credit.

### GROUND FOR DISMISSAL

Some behaviors are not permitted in a quality Christian school. Port Charlotte Adventist School does not knowingly accept a student who participates in these practices. Offense in (but not limited to) any of the following activities demonstrates a student's choice to no longer attend Port Charlotte Adventist School.

- Disrespect to adults or other students in ways that show a lack of respect for them as persons
- Drinking, handling, or possessing alcoholic beverages, or furnishing alcoholic beverages to others
- Using profane, lewd or suggestive language or conduct
- Possessing or accessing obscene literature or pictures
- Cheating on examinations or classwork
- Willful destruction of any school property or vandalism (A minimum charge of \$25.00 per incident will be imposed.)
- Leaving the school campus without proper permission
- Continual disrespect, disobedience, or non-cooperation with those in authority
- Disorderly conduct of any kind

- Inappropriate use of computers or phones, including cyber-bullying, texting, etc.
- Bullying of any kind

**In addition, the following behaviors may also have possible legal consequences:**

- Using and/or possessing narcotics, tobacco, or recreational drugs
- Dishonesty, including theft, lying, or forging of signatures
- Improper sexual conduct or conversation
- Arson or attempted arson
- Assault or battery on any person
- A bomb threat to any school official, facility, activity, or person.
- Handling or possessing a weapon (see policy on page \_\_\_\_).

## **DRESS CODE**

An excellent school program incorporates all phases of the school experience and includes how the students dress. The policy recommends simplicity and common sense, not extreme fads or fashion.

**The primary responsibility for the student's personal appearance rests with the parents. PCAS relies on the parent's complete cooperation to see that the student adheres to this dress code. If a student arrives at school improperly dressed, the parent will be contacted to bring proper attire to the school immediately.**

- Clothing must be modest in all situations and for all occasions.
- All clothing must be clean and neat. At no time should undergarments be visible.
- No inappropriate patches, holes, or ragged edges should be on any garment.
- All clothing must be worn in the student's appropriate size.

**The dress code is as follows:**

### **SHIRTS**

- All students must wear PCAS uniform polo shirts. Colors include hunter green and royal blue and are available through Buffalo Graffix.
- Shirts with logos other than the school logo are not permitted.

- Uniform shirts are provided through Buffalo Graffix. You can order online at <http://www.buffalograffix.com>, then select apparel and PCAS. They are also available to order in-store at 17960 Toledo Blvd, Unit H, Port Charlotte, FL 33948. If you have Step-Up you must order in-store.

#### PANTS

- All students must choose loose fitting, not skintight, **dress pants** in navy or khaki/tan.
- No denim pants, low rise hip-huggers, jeggings, leggings, skinny, sweatpants, or sports pants are allowed.

#### SHORTS, SKORTS, SKIRTS & JUMPERS

- Students may wear Bermuda style dress shorts or uniform style shorts in navy or khaki/tan providing they are no shorter than 3 inches above the knee.
- Boys must wear either pants or shorts.
- Girls may wear uniform style skorts in navy or khaki/tan providing they are no shorter than 3 inches above the knee.
- Girls may wear uniform style skirts or jumpers providing they are no shorter than 3 inches above the knee, but shorts must be worn underneath.

#### COLD WEATHER DRESS CODE

- Long sleeved polo shirts that meet the criteria stated above may be worn.
- Sweaters and sweatshirts must be plain, hunter green or royal blue color, and contain the PCAS logo.

#### SOCKS

- No printed designs or logos (brand logos are ok, examples: Nike, Adidas).

#### SHOES

- All students **MUST** wear shoes; tennis shoes are preferred.
- Shoes **MUST** have closed toes and a closed back or back strap.
- Shoes must have hard soles.
- Flip-Flops, slippers, or any other soft-soled shoes are not permitted.
- Tennis shoes with socks must be worn during PE class.
- No heels of any kind are permitted

#### HAIR

- Boys' Hair: Hair should be neat and clean, cut and styled conservatively. Unnatural colors are not permitted. Hair length must be above the collars and eyebrows. Boys are not permitted to wear their hair up in a bun or ponytail.
- Girls' Hair: Extreme hairstyles are not permitted. Unnatural colors are not permitted. Haircuts and styles should not be a distraction to learning.

#### HATS

- Caps or hats may be worn for outdoor PE classes only.
- Hoods cannot be worn inside the building.

#### JEWELRY

- No jewelry is to be brought to school except for clear plastic spacers for earlobes.
- Jewelry is defined, but not limited to, earrings, bracelets (including identification, leather type, friendship, etc.), rings, necklaces, chokers, chains, including chains which hang from belt loops, and/or pockets.
- If any of the above items are brought to school, they may be confiscated.
- A medical alert insignia is acceptable.
- No tattoos of any kind are to be visible.

#### COSMETICS

- Cosmetics that detract from a natural appearance are not appropriate at school. Boys may wear no cosmetics of any kind.
- Boys' Nails: Nails must be short, trimmed and clean, no polish.
- Girls' Nails: Nails must be short, trimmed and clean, no polish.

#### FORMAL OCCASIONS

- Attire requirements will be issued per event.

### **EMERGENCY CLOSING**

If the Charlotte County Public School System dismisses early or closes because of threatening weather, PCAS will also close.

### **FIELD TRIPS**

Throughout the year, teachers from all grade levels plan field trips that meet instructional goals. Field trips are a part of the learning experience for each student. **All students are expected to attend.** Students may attend field trips only if there is written parental authorization. All school regulations and policies **will be enforced**. A student's misbehavior prior to and/or during a field trip will jeopardize participation in field trip activities.

### **FLORIDA VIRTUAL SCHOOL POLICY**

Florida virtual school, in partnership with school districts, makes instruction available to Florida students enrolled in public schools, private schools, and home educated students. FLVS course request will be approved by PCAS under the following circumstances:

- Making up a failed course.
- Course not offered by PCAS.
- Scheduling conflict.
- Retake to improve G.P.A.

## **FORBIDDEN ITEMS (see Unauthorized Materials)**

## **GRIEVANCE PROCEDURE**

Communication between home and school is very important. Without proper communication, misunderstandings can develop. To prevent misunderstandings and to provide a mechanism for problem-solving, please follow this procedure:

**Step 1.** If you have a question or complaint about a specific classroom or school situation, please speak directly to the teacher involved.

**Step 2.** If necessary, grievance forms are available at the office. Please fill them out and seal them in an envelope addressed to the principal. A call will be made within 24 hours of a grievance being submitted to the principal. A parent/teacher/principal conference may be arranged.

**Step 3.** If further action seems necessary, the principal can arrange for a conference with the school board chair and other parties involved to find a workable solution.

Communicate directly with the person or persons involved. Our goal is to solve problems at the lowest level of grievance. Goodwill and cooperation ensure that most problems are solved at Step 1. We ask for your support for PCAS and its staff. We also request that conversations regarding grievances be kept out of the hearing of your child and other children as well as off social media sites (see social media policy pg.).

## GUM AND FOOD

Students are not permitted to use chewing gum on school premises. No food is allowed other than at lunchtime, unless teacher-approved. Drinks must be in spill-proof containers.

## HEALTH

- BLOOD-BORNE PATHOGEN POLICY: The school has a policy for handling all materials contaminated by blood. This policy is kept in the PCAS school office and is available for review.
- HEAD LICE: If a student has head lice, the parent **MUST** notify the school office. The student must stay home and be treated for two days before receiving clearance from the office to return to class. The parent must accompany the student to obtain clearance. Head lice information is available in the office.
- ILLNESS: Students should remain at home when they are ill. If a student becomes ill after arriving at school, the parent will be contacted to pick up the child.
- MEDICATION: Written permission from a physician, including instructions for use, is required before a student is permitted to take any medication at school, including over-the-counter medications. By law, without this written authorization, school personnel are not permitted to administer ANY medication, including over-the-counter medications. ALL medication and instructions must be given to the teacher or office staff for safekeeping. The parent or guardian **MUST** complete the proper Medical Authorization Form and give it to the teacher or office staff. Blank authorization forms are available in the school office and on the school website under Documents.
- PE EXCUSES: Students are expected to participate in PE. If a student is physically unable to be involved, a note from the parent, and/or doctor must be presented to the child's teacher before the class.

## HOME AND SCHOOL ASSOCIATION

The school families, the school staff, and the church family are members of the Home and School Association. This organization benefits all individuals through meetings, fundraising activities, and other programs. Every successful school has active parent involvement as part of

its program. We are indebted to parents and friends of PCAS who donate their time, skills, and monetary donations to our school. Contact the school office or any of our teachers to see how you can be involved.

**HONOR ROLL**

PCAS is proud of the hard work and determination shown by many of its students. Special recognition will be given to those students in grades 3 and above who have achieved the following cumulative grades and have maintained good behavior as outlined in the handbook.

- **Principal’s list** – Straight A’s for the year
- **High Honors** – A’s with no more than three B’s for the year
- **Honors** – A/B’s with no C’s
- D’s or F’s in any subject make a student ineligible for honor recognition.

Classes that may be included are:

Religion	History	Math
Computers	English	Reading
Health/PE	Science	Music

**INSURANCE**

Students are covered by school accident insurance during school hours and/or while involved in a school function, including off-campus field trips. It is the student’s responsibility to report all accidents promptly to the teacher. The school’s insurance is secondary to the parent or guardian’s insurance. The parent or guardian’s insurance is the primary insurance.

**LEAVING CAMPUS**

- Unless a parent gives permission to the teacher and/or administrative staff, a student is not to leave the school campus before the close of the daily school session.
- Please remember to visit the office and sign out your child if you plan to pick them up early. If possible, please notify the class teacher or office staff ahead of time.

## LIBRARY BOOKS

Books in the school library must be properly checked out in coordination with the student's teacher. The charge for a lost library book is the actual replacement cost of the book.

## LOITERING

Loitering on school property is not permitted either before or after school hours. Students arriving more than 15 minutes before school convenes must make advanced arrangements with the principal. Students remaining on the school campus over 15 minutes after school dismisses will automatically be sent to After School Care and charges will apply.

## LOST AND FOUND

**Please put your child's name on all belongings.** Lost and found items must be claimed at the office within two weeks. Unclaimed items will be appropriately disposed of. **PCAS assumes no responsibility for personal items brought to or left at school.**

## MEDICAL EMERGENCIES

In the event of an emergency involving a student, the parents will be notified as soon as possible. However, if a parent or guardian cannot be reached, the student will be transported by Emergency Medical Service for treatment.

## MEDICATIONS

The Charlotte County Department of HRS has very strict guidelines that we must follow if your child must take medication during school hours. This includes over-the-counter medications. **In compliance with these HRS guidelines:**

- Parents must supply all medications for their children.
- All medications **MUST** be in their **ORIGINAL CONTAINERS** and have the student's name on them.
- All medication for all students must be kept in the school office at all times.
- No student is to be in possession of any medication, prescription or over-the-counter while on school property.

- All medications must be accompanied by a completed Medical Authorization form (available in the school office and on the school website under documents) signed by the physician and parent or guardian.
- All prescription medications dispensed at school must have been prescribed for the student who will be taking it and have the student's name on the container from the pharmacy.
- All medications will be destroyed upon their expiration dates or on the last day of school if not picked up.

## PARENT/TEACHER CONFERENCES

During the school year, conferences are scheduled for teachers and parents to discuss the students' progress. It is important for parents or guardians to attend these conferences. Other conferences may be set up during the year as the need arises. Either parents or teachers may request a conference to clarify student progress, discuss behavior, or offer potential solutions to problems that may exist.

## PERSONAL ELECTRONIC DEVICES

Personal use of cell phones and other personal electronic devices during school hours becomes a distraction. To avoid their misuse, teachers will collect all personal electronic devices, keep them in a secure place, and return them to students when they leave campus. Damage to or loss of confiscated devices is not the responsibility of the school.

In the case of an emergency, parents may call students through the school office. If contact with a parent is necessary during the school day, students may use the school phone with the permission of their teachers.

**Listening devices of any kind (including smart watches) are not allowed to be used on campus. They must be kept turned off and out of sight. Their usage on field trips will be at the discretion of the teacher.**

## PROBATION

A student will be placed on probation due to unacceptable behavior or failing grades. Probation will begin after a conference is held where the student, parent, teacher, and principal are present. Probation is a period of time for a student to improve behavior and/or grades. A student is placed on probation only after all other steps in the disciplinary procedure have been implemented. If the student fails to correct the behavior and/or improve his/her grades, the student will have made the choice to leave PCAS. The period of probation is determined on a case-by-case basis.

## SCHOOL HOURS

Monday – Thursday 8:00 a.m. – 3:00 p.m.

Friday 8:00 a.m. – 2:00 p.m.

Unless your child is going to After School Care, he/she must be picked up by 3:15 p.m. Monday through Thursday or by 2:15 p.m. on Friday.

## SCHOOL NEWSLETTER

An informative newsletter will be sent home via a text message alert to inform parents and students of changes in the school calendar and further details of school events.

## SCHOOL POLICIES

The School Board determines the general policies of the school. It is the PCAS staff that implements the regulations, procedures, and rules that meet the general criteria of the School Board. As the school year progresses, there may be changes to policies, regulations, or rules. Students and parents will be notified as soon as possible. All changes carry the same force as if printed in the School Handbook.

## SCHOOL PROGRAMS

School-sponsored programs, functions, and other miscellaneous occasions are part of the school curriculum. **Please note that some of these events may take place outside of school hours including weekends. All students are expected to attend and dress appropriately for the occasion.**

## SCHOOL TRIPS

PCAS provides older students with a variety of experiences such as Outdoor Education, Music Festival, eighth grade class trips, mission trips, and other educational trips. The days spent on these trips are school days. However, they are also a privilege. Students must meet certain criteria to participate:

- Satisfactory attendance (no more than 10 unexcused absences and tardies in a nine-week period)

- No grades of “F” in any core subject at the time commitment of the activity
- A habit of acceptable behavior

## SECONDARY COURSES

Classes at the secondary level may be taught using a variety of methods. Grades 9 & 10 are generally taught on-site but may be enriched with online classes. PCAS strives to individualize each student’s education to optimally advance his/her academic abilities and prepare him/her for higher learning. It also allows for honors, Advanced Placement, and college-level dual credit classes.

## SOCIAL MEDIA

PCAS seeks to uphold Christian standards of communication and expects families, students, and staff to maintain the same criteria when posting on social media forums. To settle issues that students and parents may have with the school, PCAS provides the use of a grievance policy for appropriate resolution rather than the use of social media. PCAS regards dishonest statements, bullying, and other forms of disrespect towards adults, or other students on social media, as not only injurious to the school’s reputation, but also out of alignment with the Christian spirit the school seeks to instill. Students implicated in these activities are subject to discipline, including dismissal. (See Dismissal Policy pg.)

This is a 24/7 policy and applies to both the school campus and off-campus.

## SPIRITUAL EMPHASIS

**God is the center of and reason for everything that takes place on the PCAS campus. Specific activities that strengthen our relationship with God may include:**

- Classroom prayer
- Daily Bible classes
- Weekly chapels
- Bi-yearly weeks of prayer
- Service activities
- Participation in church programs

- Reciting of Memory Verses

## STUDENT LUNCHES

Great care should be taken to provide students with proper nutrition. **The diet affects how well students learn and behave.** Parents are encouraged to send lunches of a wholesome nature and limit sugar and sweets. **Sodas are not to be brought to school.** Please coordinate your child's birthday celebration items with their teacher prior to bringing them to share. Thank you for your cooperation.

Lunches brought from home should be ready to eat and not have to be cooked. If hot lunches are desired, they are available at the school cafeteria for a small fee. PCAS lunches are vegetarian; no meat will be served at any time. Lunch calendars are available on a monthly basis. Lunch cards are available for purchase at the school office.

**Please ensure your child(ren)'s food allergies are on file.**

## STUDENT RELATIONSHIPS

PCAS seeks to verbally resolve all disputes among students in an atmosphere of trust in goodwill and to avoid violence and intimidation in any form. If involved in a conflict, students are encouraged to utilize a teacher or the principal as a negotiator/facilitator to help reach a satisfactory settlement. Resorting to violence or intimidation, either verbal or physical, is a violation of school policy and subjects students to disciplinary action, which may include suspension and/or immediate dismissal.

PCAS encourages friendships among all students but prohibits romantic relationships. They are inappropriate for the age level of students at the school; they also divert students' attention from learning and frequently cause division in the classroom. Students who pursue romantic relationships will be subject to disciplinary action. This policy includes the pursuit of romantic relationships before, during, and after school hours. Parental support for any action taken is expected.

We require students to "keep their hands to themselves" and to respect others' personal space. Public display of affection (PDA) is prohibited at PCAS. PDA includes any type of physical contact between students. Students are not allowed to inappropriately touch each other at any given moment throughout the campus or at school events. Examples of PDA include but are not limited to kissing, hugging, handholding, cuddling, touching faces, sitting on another student's lap, or putting legs across another student's lap. Teachers are to report to the principal any PDA after correcting the behavior. Offenders will be disciplined.

## **SUBSTANCE ABUSE AND TESTING POLICY**

The Seventh-day Adventist Church has, since its inception, promoted a philosophy of health and healing. This philosophy applies to its schools and academies, which strive to provide students with a safe, positive, and Christ-focused learning environment. The Port Charlotte Adventist School strictly prohibits the illegal use of drugs, and the use of alcohol and tobacco, whether on or off campus. The Port Charlotte Adventist School also strictly prohibits the presence of illegal drugs, alcohol, or tobacco on its campus for any reason.

### **PROHIBITION**

The Port Charlotte Adventist School prohibits the use, possession, transfer, sale, purchase, or offer of illegal drugs, alcohol, or tobacco products (including electronic cigarettes) on school/academy property or while participating in school/academy-sponsored activities. Students who fail to comply with these requirements are subject to disciplinary action, up to and including expulsion from the school/academy.

Illegal drugs include all controlled substances, prohibited by state or federal law, synthetic compounds designed to mimic the effect of controlled substances, prescription drugs used inconsistently with the prescription, and any substance used in a manner inconsistent with its labeling to “get high” or create a similar physiological or emotional response.

### **USE OF NON-PRESCRIPTION MEDICATION & PRESCRIPTION DRUGS**

The normal use of non-prescription medications and the legal use of prescription medication, as ordered by a licensed physician, are not prohibited by the school/academy. However, students who are bringing non-prescription medications or prescription medications onto school/academy property must inform the school/academy. Students should notify the school/academy office or principal prior to or at the beginning of the first day on which the non-prescription medication or prescription medication is brought onto school/academy property. Students are required to leave their non-prescription or prescription medications in the office and return to take the medication at that location.

The school/academy may require students and their parents or guardians to provide proof of a current drug prescription. Students and their parents or guardians may verify a current drug prescription by: (1) producing a copy of the prescription; (2) producing a written statement from the prescribing physician that the student has a current prescription for the medication; or (3) producing the prescription medication in the original container that identifies the student, the medication, dosage, prescription, date, and prescribing physician.

### **TESTING**

Testing of students for the current illegal use of drugs, alcoholic beverages, or tobacco (nicotine) maybe conducted if there is reasonable suspicion that a student is using or has a reportable level of alcoholic beverages, drugs, or tobacco in his or her body, or is impaired by drugs or under the influence of alcohol.

“Reasonable suspicion “means a belief that a student is using or has used drugs, alcohol, or tobacco in violation of this policy. Reasonable suspicion may be based upon, among other things, (1) observations while at the school/academy, such as drug, alcohol, or tobacco use, or the physical symptoms or manifestations of being under the influence of alcohol and/or impaired by drugs; (2) abnormal conduct or erratic behavior on school/academy property or a significant deterioration in performance and/or conduct that is not otherwise explainable; (3) a report regarding use of drugs, alcoholic beverages, or tobacco that is provided by a (i) teacher, staff member, or administrator of the school/academy or Florida Conference; or (ii) a reliable and credible source that has been cooperated by other sources or information; or (iii) information that a student has used, possessed, sold, solicited, or transferred illegal drugs, alcoholic beverages, or tobacco while on school/academy property, while participating in on- and off-campus school/academy-sponsored activities.

### **WRITTEN CONSENT**

Prior to providing a testing sample, students will be required to sign a consent form, authorizing the taking and testing of the sample. The written consent of a parent or legal guardian will also be required for minor students. Any student, or his/her parent or legal guardian (if applicable), may refuse to consent or submit to a test for the current illegal use of drugs or the use of alcohol or tobacco. However, the student who refuses testing will be subject to disciplinary action, up to and including expulsion from the school/academy.

### **RANDOM TESTING**

Although the Port Charlotte Adventist School does not have a random drug, alcohol, and tobacco testing program in place, the school/academy reserves the right to conduct random drug testing, after providing reasonable notice to students and parents, if deemed necessary to prevent the use or possession of drugs, alcohol, or tobacco on school/academy property.

### **CONSEQUENCES OF POLICY VIOLATION**

Students who failed to comply with the requirements of this policy are subject to disciplinary action, up to and including expulsion from the school/academy.

## SUSPENSION (see DISCIPLINE)

### TARDINESS

Education involves many different facets, and being on time is one thing that can help all concerned parties begin the day properly prepared, both mentally and physically. Interruptions are very distracting to the classroom teacher and the students. Students arriving after 8:00 AM must obtain a tardy slip from the school office before going to their classroom. **Four tardies in a nine-week period are considered excessive.** Medical appointments, emergencies, sickness, and or death in the family, are considered the only legitimate excuses for absences or tardiness. **Three tardies equal one absence.**

Port Charlotte Adventist School will follow Florida State guidelines for school attendance.

### TELEPHONE

Parents should not make calls to their children except in an emergency. Students will be discouraged from making outgoing calls. The school phones are for school business only. Students must have permission from their teacher and/or administrative staff before using the school phone or cell phone. Students bringing cell phones to school must leave them turned off during school hours. Because of the distraction to the educational process, cell phones will be confiscated if used during school hours and parents will be required to pick them up (see PERSONAL ELECTRONIC DEVICES policy pg.).

### TESTING

Standardized achievement tests will be given to all students in Kindergarten and above, according to the policies of the Education Department of the Florida Conference of Seventh-day Adventists.

### TEXTBOOKS

Textbooks for grades K through 8 are provided on a rental basis as part of the registration fee. Students will be charged for books that are written in, damaged, or lost. Secondary students may be required to purchase textbooks, including Bibles.

### UNAUTHORIZED MATERIALS

Inappropriate items that must not be brought to school include, but are not limited to, skates, skateboards, rollerblades, gum, radios, CDs, CD players, MP3 players, iPods, e-readers, laser, pointers, video games, inappropriate books, magazines, pictures, or other reading material, knives, fireworks, firearms, matches, alcoholic beverages, tobacco, and medications (see MEDICATION policy). If any of the above items (or any other inappropriate items) are brought to school, they will be confiscated. The item may or may not be returned. Contact the principal if there are any questions.

**VISITORS**

Visitors must check in at the school office before proceeding further into the building during school hours. Please make arrangements with the teacher and administration before any visits to the classroom. **Please ensure that you receive your visitor badge from the school office before proceeding to any part of the building.**

**WEAPONS**

**WEAPONS OF ANY KIND ARE PROHIBITED.** Suspension is **MANDATORY** with a possible recommendation for expulsion under the following conditions and procedures:

- A. A student possesses, displays, or handles a firearm or any other weapon such as:
  - a. A knife, including, but not limited to, switchblade, pen, or hunting.
  - b. Other weapons, including, but not limited to razor blade; ice pic, or other pointed or sharp instruments; nunchakus; brass knuckles; Chinese Star; billy club; machete; mace, tear gas, or other chemical weapons; explosives; electronic weapons or devices, such as stun guns, bows and arrows, darts, etc.
- B. A student uses any article or substance as a weapon, including, but not limited to rocks, scissors, pen, pencil, or chemicals. Students involved in any of the activities listed above may also be turned over to local law enforcement authorities by school officials.
- C. A psych evaluation by a certified counselor or therapist may be required before the student is allowed to return.
- D. The Board Executive/Discipline Committee will review each case.

**FINANCIAL INFORMATION**

It is the goal of PCAS to provide quality, affordable Christian education. The following outline will provide information on financial fees.

APPLICATION FEE: K-10	\$110 per student
REGISTRATION FEE: K-10	\$325 per student
TUITION:	\$8,150 per student
TECHNOLOGY FEE: K-10	\$250 per student
ADDITIONAL FEES:	
After school care (per student)	\$6.00 per hour billed in 15 min increments. \$1.00 per minute after 5:30 PM. VPK Wraparound care fees will be by individual contract. (11:00-3:15)
Damage to property	Cost of repairs \$25 Minimum

Damaged or lost: (textbooks or technology)	Replacement/repair cost
Field Trips	Cost will be listed on permission slip
Outdoor Education (Grades 5&6)	\$250 (estimated fee)
Festival of the Arts (Grades 7-10)	\$110 (estimated fee)
School Lunches (optional)	\$5 per meal/per student
School Pictures (optional)	Purchased from Photographer
Student Planners & Folders (required)	\$10 (replacement)
Uniform Logo Shirts	Purchased through Buffalo Graphix
Private music lessons in voice or instrument	To be arranged with instructor
Performance Attire required for Performance Groups	Cost varies but is generally less than \$75

### **ACCOUNT STATUS**

The financial guarantor is expected to keep the account current at all times. Students must obtain financial clearance at the following points:

- A. at the time of registration.
- B. at the beginning of each grading period.
- C. in advance of graduation.
- D. before final report cards and official transcripts are issued or forwarded.

At any time, a parent (or guardian) may be informed that a student is not allowed to attend classes until a past due amount has been paid, or an alternate payment plan has been requested and approved.

If the PCAS Finance Committee feels it is necessary, a parent (or guarantor) may be required to pay tuition and music charges for an upcoming semester in advance. A student may be unable to take semester exams if the student's account or a family member's account is not current.

### **BILLING**

Typically, billing occurs by the 10<sup>th</sup> day of the month, and payment is due by the end of the month. If these dates fall on weekends or holidays, the next business day would apply.

## **CHECKS**

All checks are to be made payable to Port Charlotte Adventist School (PCAS). When a check is to be applied to a student's account, the student's name should be written on the check to ensure credit to the proper account. A charge of \$20 per check is made by the school if a check is returned by the bank. If more than one check has been returned by the bank, a parent or guarantor may be asked to pay by cash or money order only.

## **FINANCE CHARGE**

A charge of 2% of the unpaid balance will be added to any account that has not been paid in full by the end of the month. Meals and after school care may be stopped after 30 days of nonpayment.

## **GRADUATION**

The Home and School will provide cake and punch. Eighth grade students and their parents are responsible for the purchase of cap, gown, scroll, tassel, and honor cords\*. Pre-K and K parents are responsible for the purchase of the cap, gown, and tassels.

\* If your child qualifies for honors recognition, additional fees will apply.

***ALL CHARGES must be current at the time of graduation, or the student may not be permitted to participate in the graduation ceremony.***

## **PREVIOUS BALANCES**

Any previous balance owed to PCAS must be paid before a student is permitted to enroll for the current year. Any delinquent accounts remaining for a brother or sister who has attended PCAS must also be paid before another family member is permitted to enroll. If a balance is owed to another school, PCAS must have a copy of an accepted financial agreement that has been made with the previous school.

## **PRO-RATED TUITION**

Students enrolling late or withdrawing early will have tuition pro-rated accordingly. Tuition will be charged from the date of enrollment through the date of official withdrawal.

## **REGISTRATION FEE**

The registration fee is to be paid in full at the time of enrollment. This fee is nonrefundable after the first three weeks of attendance (\$20 non-refundable when submitting application). If a parent chooses to withdraw the student at any time during the first three weeks of school, a portion of the registration fee may be refunded. A written request for a refund must be submitted to the School Board's Finance Committee

Chairperson. Students enrolling at any time during the first semester will pay the registration fee in full. Students enrolling at any time during the second semester may receive a \$100 reduction. If a student is asked to withdraw from school during the nine-week probation period, a portion of the registration fee may be refunded.

### **TRANSCRIPTS, DIPLOMAS, AND FINAL REPORT CARDS**

In harmony with the policies of the General Conference Department of Education for Seventh-day Adventists, and the Florida Conference Office of Education for Seventh-day Adventists, no transcripts, diploma, or report cards will be issued or forwarded to another school until all the charges due to a student's account, or family member's accounts are paid in full.

Tuition will continue to be charged until an official withdrawal form is completed and signed by parents, teacher, principal, and treasurer.

A student may be unable to take semester exams if the student's account or a family member's account is not current.

Grade reports and transcripts will not be released to any school without an official letter of request from that school.

# August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
					1 Teachers report for duty!	2
3 School prep week	4	5	6	7	8	9
10	11 School Orientation 3-7 PM	12 School begins!	13	14	15	16
17	18	19	20	21 Map Proctor Training 4 PM	22	23
24	25 MAP Growth Assessment K-10 MAP Reading K-3	26	27	28	29 No School 4tk Collaborative Teachers: 8-12:15	30
31						

# September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
	1 Happy Labor Day No School!	2 MAP makeup	3	4	5	6
7	8 Grandparent's day	9	10	11 MAP Fluency training K-3	12	13
14	15	16	17	18 Student Leadership Conference Grades 9-10	19	20
21	22 Week of Prayer	23	24	25	26	27 Whole school PCAS Sabbath
28	29	30				

# October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
			1	2	3	4
5	6	7 SU Early Childhood Training – Pre-K Special Needs Coordinator Training	8	9 Bible Retreat Camp Kulaqua	10 No School – 4TK Teachers 8-12:15 End of 1 <sup>st</sup> Quarter	11
12	13 No School Columbus Day or Hurricane Make-Up	14	15	16	17	18
19	20 Parent-Teacher Conferences Noon Dismissal	21 Noon Dismissal	22	23	24	25 Partial School PCAS Sabbath
26	27 Red Ribbon Week	28	29	30	31	






# November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
						1
2	3	4	5	6	7	8
9 Fall Festival	10	11 Veteran's Day Breakfast	12	13	14	15
16	17	18	19	20	21 Thanksgiving Banquet Lunch provided No after-school care	22
23	24 Thanksgiving Vacation	25	26	27	28	29
30						

# December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
	1 School Resumes	2	3	4	5	6 Christmas Program Arcadia Church
7	8	9	10	11	12	13 Christmas Program Port Charlotte Church
14	15	16	17	18	19 Noon Dismissal No after-school care End of 2 <sup>nd</sup> Quarter	20
21	22 Christmas Vacation	23	24	25	26	27
28	29 Christmas Vacation	30	31			

# January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
				1 Christmas Vacation	2 	3
4	5 School Resumes 2 <sup>nd</sup> Semester	6	7	8	9	10
11	12 Technology Conference	13	14	15	16 No School - 4TK Teachers 8-12:15	17
18	19 No School MLK Jr. Day or Hurricane Make-up Day	20 Map Assessment K-10 Map Reading Fluency K-3	21	22	23    Southern Union Prayer Conference Grade 9-10	24 Partial School PCAS Sabbath
25	26	27 Jr Academy Advisory	28 	29	30	31

# February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
1	2 WrAP Testing	3	4	5	6	7
8	9	10	11	12	13 No School – 4TK Teachers 8-12:15	14
15	16 No School President's Day or Hurricane Make-up Day	17	18	19	20	21
22 Treasurer, Principal, School Board Chair Meeting – Fl Conf Office 9-12	23 Outdoor Education – Camp Kulaqua	24	25	26	27	28 Partial School PCAS Sabbath

# March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
1	2	3	4 Festival of the Arts – FLA Campus	5	6	7
8 Festival of the Arts Return	9	10	11	12	13 No After-school Care End of 3 <sup>rd</sup> Quarter	14
15	16 Spring Break!	17	18	19	20	21
22	23	24	25 Early Childhood in- service training - PreK	26	27	28 Partial School PCAS Sabbath
29	30 Parent – Teacher Conferences No School	31 Annual Progress Report Due				

# April 2026

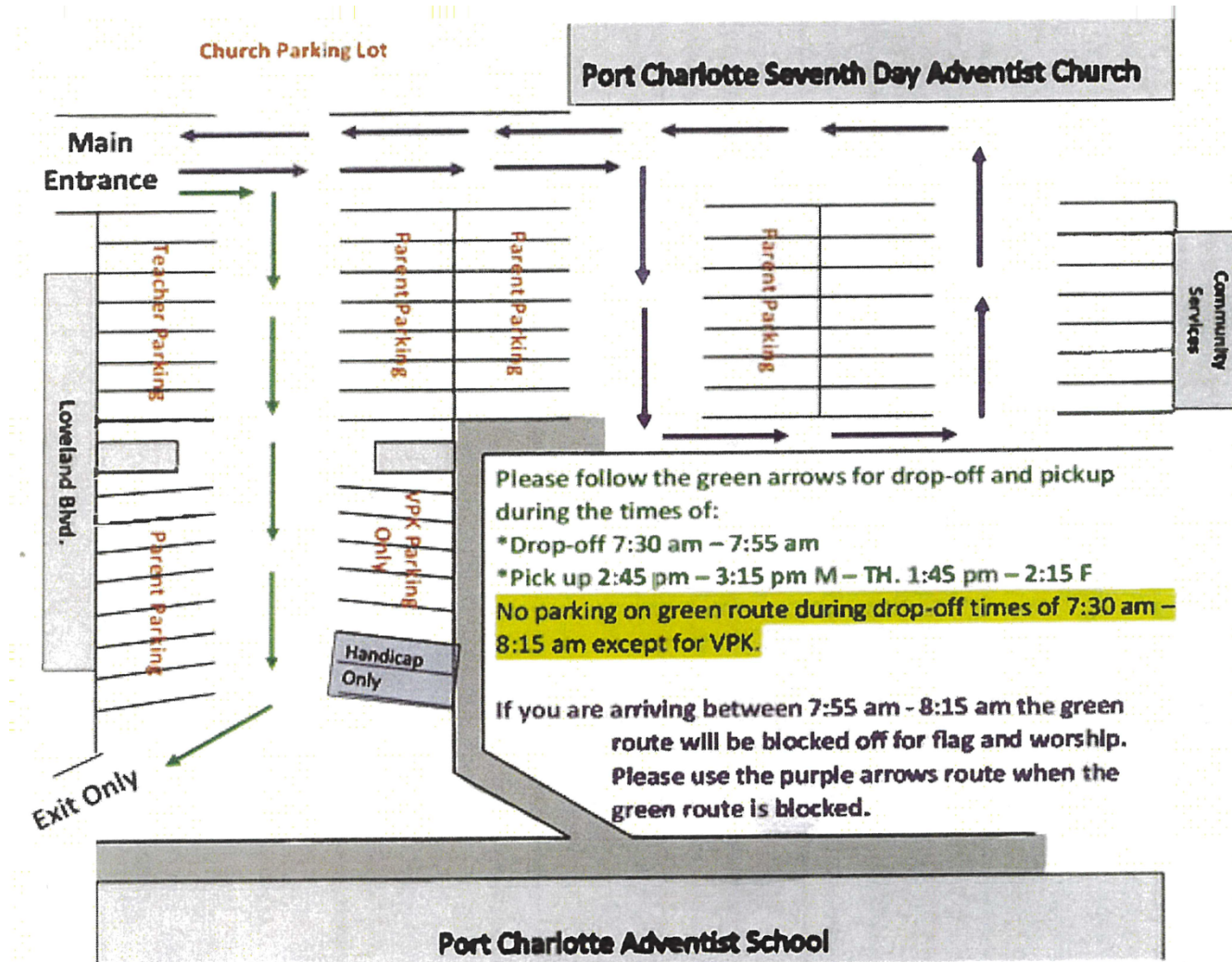
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
			1 Johns Hopkins Survey Special Needs Coord. FL Conf office	2	3 No School Easter Break	4
5 Easter	6	7 Principal's Advisory Meeting @ FL Conf office	8	9 4TK Online 4PM	10	11
12	13	14	15	16	17	18
19	20 MAP Growth Assessment K-10 MAP Reading K-3	21	22	23	24	25 Partial School PCAS Sabbath
26	27	28	29	30		

# May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sabbath
					1	2
3 First Lego League NAD Championship	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Pre-K and K Graduation 6 PM at Church	20	21 Honor Roll Awards Ceremony 8 <sup>th</sup> Grade Graduation 6:30 PM at Church	22 Last Day of School! Noon Dismissal No After-school care	23
24	25 Memorial Day	26	27	28	29	30
31						

## PARKING – STUDENT DROP-OFF & PICK-UP

In order to ensure safety of PCAS Students, parents are asked to strictly follow the guidelines of our student drop-off and pick-up procedures. Please note that the drive directly in front of the school is a one-way passage only.



During morning and afternoon pick up times, only PCAS parents you need to park and walk their children into the school. Should enter the one-way route. Please note from the diagram where PCAS parents are asked to park. PCAS parents who are dropping a student off should follow the indicated route on the map below which also allows students to enter the building by walking on the sidewalk. PLEASE DO NOT PARK IN THE SLOTS CLOSEST TO THE SCHOOL, these are reserved for Pre-K parents who are required to park and walk their children into the school building.

Please provide copies of the student drop-off and pick-up procedures to anyone who will be transporting your child to or from school. Copies of the printed diagram are available in the school office.

**PLEASE – ALWAYS DRIVE SLOWLY AND WATCH FOR CHILDREN**