



Student Handbook

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History

Puebla Christian Academy held its first classes in January 1967, as a joint effort of the Mexican Indian Mission and the Central American Mission in Puebla. Those first classes were held in the homes of three families while a suitable building was sought. Since that time, the Mexican Indian Mission has merged with the UFM International (newly renamed Crossworld) and the Central American Mission has merged with Avant. PCA became a partner with TeachBeyond in April 2020, whose goal is to use education to transform lives to become all that God intends. More than 50 years later, PCA continues to provide an American-based system of education for children of missionaries while also serving the local Christian community with Christian education.

Mission

We foster a nurturing environment, providing English-language tutoring with a Biblical worldview, discipling students to reach God's purpose in their lives.

Vision

We envision lifelong disciples of Christ, equipped to fulfill God's purpose in their lives and the world.

Statement of Faith

The PCA Board, Principal, full-time and part-time teachers must annually read and sign the PCA Statement of Faith in order to fulfill the requirements of the PCA constitution and by-laws.

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, inerrant in the original writings, and of supreme and final authority in all matters of life and faith.
2. We believe in one God eternally existing in three equal persons – Father, Son, and Holy Spirit.
3. We believe that God the Son became incarnate in the person of Jesus Christ, who was begotten by the Holy Spirit and born of the Virgin Mary, and is true God and true man.
4. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice; and that all that believe in Him are justified on the ground of His shed blood.
5. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for Priest, Intercessor and Advocate.
6. We believe in the personal, bodily, visible, and pre-millennial advent of our Lord Jesus Christ in the glory of His Father to set up in the earth a kingdom in which He shall reign in righteousness and peace.

7. We believe that the Holy Spirit is a person, possessed of all the distinctively divine attributes. He is God, He convicts the world of sin, righteousness, us, as His and judgment. He regenerates, seals, and sets apart the believer to a holy life. At regeneration He baptizes the believer into the body of Christ, and comes to indwell him permanently and gives gifts to every believer.
8. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but that spiritual death which is separation from God; and that all human beings are born with a sinful nature and are sinners in thought, word, and deed.
9. We believe that whosoever by faith, apart from works of any kind, receives the Lord Jesus Christ as his Savior is “born from above”, and thereby becomes a child of God, “created in Christ Jesus unto good works”.
10. We believe that all the redeemed are kept eternally secure by the power of God through the new birth, the indwelling, and the intercession of Christ.
11. We believe that all born-again believers still possess the fallen Adamic nature in this life, but that God has made full provision whereby His children may be more than conquerors through the Lord Jesus Christ by the power of His Holy Spirit who indwells each one.
12. We believe that God heals in answer to believing prayer with or without means in accord with His sovereign discretion and will, and that healing cannot be claimed on the same unconditional basis of faith as salvation is claimed. The fact that God does not heal is not necessarily an indication of unbelief or of sin in the believer’s life.
13. We believe that the Church in its invisible form is universal – the true body and bride of Christ, and that all who are born again are members regardless of organizational affiliation. We believe that Christ ordained the observance of water baptism and the Lord’s Supper until He returns.
14. We believe in the bodily resurrection of the just and the unjust, the unending blessedness of the saved and unending punishment of the lost.
15. We believe in the reality and personality of Satan.

Philosophy Statement

A well-formulated and biblically based statement of philosophy is the touchstone from which a Christian learning center’s aims and objectives are derived. The ultimate objective of the Christian Academy is to glorify God, corporately and individually. In achieving this goal, one must consider the major objectives of the spiritual and moral development of the pupil, his personal and social growth and interaction, his academic achievement, and growing worth in service to others. The following statement expresses what Puebla Christian Academy believes with respect to education and its role as an educational enterprise.

GOD: God is revealed in the Scriptures to be the creator and sustainer of all things, the originator of all knowledge. He is wholly responsible for the existence of all living things. God is the source of all truth and has chosen to reveal Himself to man.

MAN: Man was created by God in His own image with the purpose of reflecting that image in this world. Man rebelled against God and is by nature a sinner without the ability to reflect the nature of God. In Christ Jesus that image has been renewed and man became capable of receiving all of God's revealed truth, of communing with God, and communicating God to others.

REVELATION: God has revealed Himself to man through the Living Word, Jesus Christ. The Bible is the source book for true knowledge and wisdom, by which we may live. Therefore, it is of utmost importance to integrate the content of each subject in the curriculum with the truth revealed in the Scriptures. Jesus Christ is the perfect manifestation of God, and it is only through receiving Him as Savior that one can be personally related to God. He is the personification of the knowledge and wisdom of God and the perfect example to the believer for living a life pleasing to God.

PROCESS: What we believe about God, man, and how God has revealed Himself to man causes us to seek a truly Biblical correlation in every subject area. The Holy Spirit is God's agent to teach and guide parents, teachers and pupils into all truth and bring each one into conformity to God's revealed will. This is true reality – not material and temporal, but spiritual and eternal.

The goal of the policies and practices set forth in this handbook is to encourage our students towards academic, spiritual, and personal excellence; to help grow students who act with compassion, modesty, integrity, and obedience; and to help our students to be salt and light in a dark world.

Conduct and Discipline

Obedience to PCA rules and respectful compliance to the direction of PCA faculty, staff, and administration is expected at all times. PCA students are expected to exhibit behavior that is supportive of scriptural guidelines and the academy's mission and policies. PCA is systematic in its approach to discipline. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive, in nature with the objective of disciplinary measures being one of restoration. ***Students may be held accountable for behavior both on and off campus, including when the institution is not in session.*** The PCA administration retains, at their sole discretion, the prerogative to assign specific consequences up to and including suspension/expulsion.

Possible Major Infractions May Include:

1. Disobedience, disrespect, and/or insubordination
2. Lying, Cheating, Plagiarism
3. Stealing
4. Destruction or misuse of the institution's property or another student's property.
5. Fighting, Harassment or Bullying
6. Inappropriate language or behavior (e.g. foul, disrespectful, abusive, or crude language and/or gestures) - including on social media
7. Leaving campus without proper permission
8. Possession or use of weapons on campus

9. Possession or use of alcohol, tobacco products, electronic cigarettes, other drugs, and/or paraphernalia associated
10. Possession or use of pornographic material
11. Sexual impropriety, immorality, and/or harassment

Certain major offenses might be subject to a warning for the first incident, at teacher's discretion with the expressed authorization by the administration.

Possible Minor Infractions May Include:

1. Class disruption
2. Using electronics, including the institution-issued computer, when not permitted
3. Not speaking English during learning hours (excluding foreign language coursework) **
4. Dress code violation
5. Repeated failure to complete homework
6. *Tardiness to, sleeping in, or incomplete work* in class and/or chapel.

*Any minor infraction may be considered major infraction when a pattern of disobedience is demonstrated.

Additionally, being a party to another's wrongdoing is just as serious as actually committing the offense. Actions such as hiding something for someone, concealing the truth to protect another person, giving or selling illegal or unacceptable items to someone, and/or enticing others to act contrary to the rules or expectations of Puebla Christian Academy are subject to disciplinary action.

**PCA values the cultures, languages, and backgrounds of all of our students and the diversity that those backgrounds create within our PCA family. Keeping that in mind, PCA is now including in its curriculum classes in Spanish. However, as a matter of respect, courtesy, and empathy, and in accordance with the academy's mission, it is expected that students will speak English on campus, except for the times of the bilingual classes. This will be considered a minor offense, however, the repetition of the action will be considered a major offense.

Disciplinary Procedure

The steps outlined below are typical when responding to a situation where students in grades 7-12 fail to follow the primary expectations of a PCA student: respect, responsibility, integrity, stewardship, and/or compassion. However, the administration reserves the right to elevate the level of response to a specific disciplinary situation up to and including detention, Saturday detention, suspension, and expulsion at their sole discretion. Behavioral Reports are issued by faculty to students for offenses. Behavioral Reports are completed through GradeLink, and a parent will be notified via the GradeLink program and/or email. Certain offenses (e.g. cell phones in class, cheating/plagiarism, campus dress violations, failure to complete/turn in assignments) have separate and specific response guidelines outlined elsewhere in this handbook.

1. *Step 1:* PCA faculty or staff will address incorrect student behavior by conversing with the student regarding primary expectations and/or institution policy.

2. *Step 2:* Continued incorrect student behavior will result in the faculty or staff member recording the offense and response in GradeLink. The faculty member will communicate with the student's parent(s) regarding the incorrect behavior and actions taken in response.
3. *Step 3:* An accumulation of write-ups for any minor offense, will typically have the following results:
 4. 3 write-ups – Detention assigned
 5. 5 write-ups – After-activities Detention assigned
 6. 7 write-ups – Saturday Detention assigned
 7. 9 write-ups – on-campus Suspension

Repeated offenses in one general category are considered serious violations of the institution policy illustrating a student's inability or unwillingness to follow PCA rules and respond to correction. Such repeated offenses are major disciplinary offenses and often result in suspension, behavior contract, dismissal, and/or other serious consequences.

After-activities Detention (AAD)

Students are required to attend AAD when assigned. Students will be allowed to reschedule an AAD one time during each semester. To reschedule an AAD, students should contact the office. If a student skips AAD, both student and parents will be required to meet with the administration before the student is permitted to return to campus. AAD will be available to be served one day each week, and this day will be set at the beginning of each semester. Students serving AAD will be scheduled from 3.00 p.m. to 4:00 p.m. During AAD, students will be permitted to read or work on homework, but may not be permitted to sleep, eat, or use electronics. **Students will be fined \$50 MNX per AAD.**

Saturday Detention

Students assigned to a Saturday Work Detail will meet from 9 a.m. to 12 p.m. Manual labor and/or academic work will be assigned. Students who are assigned Saturday Work Detail will be charged **\$300 MNX** to defray the cost of supervision. If a student fails to show up for a Saturday Work Detail, then the student will serve an on-campus suspension the following Wednesday and will pay a fine of **\$500 MNX** and the student and parents will need to meet with the administration. If the student fails to show up for on-campus suspension, he/she will not be allowed to return to the institution until the on-campus suspension has been served.

On-Campus and Out-of-Campus Suspension

If an on-campus suspension (ICS) is assigned, students will report to the designated area from 8:00 a.m. 3:00 p.m. The student will not be permitted to leave the campus for lunch. Manual labor and/or academic work will be assigned during the day(s). A student serving an ICS will not be allowed to participate in extracurricular PCA activities on the same day. All academic work missed during a time of an on-campus suspension is subject to receiving 50%.

If an out-of-campus suspension is assigned, the student will not report to campus for class or any PCA extracurricular activities for the day(s) assigned. All academic work missed during a time of an out-of-campus suspension is subject to receiving a failing grade up to 50%.

Withdrawal & Dismissal

A student who has demonstrated an unwillingness to cooperate with the institution through habitual disobedience and insubordination by maintaining an unrepentant, negative attitude or through any single major disciplinary offense may be dismissed from Puebla Christian Academy.

Immediate out-of-campus suspension and possible expulsion may be expected from the following offenses:

1. Possession of knives, firearms, or any other weapons on campus, or at any PCA function
2. Possession or use of alcohol, illegal drugs, and/or abuse of prescription or nonprescription drugs on or off campus
3. Any misdemeanor or felony on or off campus
4. Sexual immorality on or off campus, including but not limited to extra-marital sexual activity, homosexual activity, and transgender behavior.
5. Communicating a threat to another person or the PCA community

Administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant. If dismissed in the fall semester, a student may re-apply to PCA for the following academic year. If dismissed in the spring semester, a student may not apply to PCA the following academic year, but may re-apply in the future.

Evidence of changed behavior and positive references will be considered in a re-application, but there is no guarantee of re-admission.

A student who has been expelled from PCA may be asked not to return to the PCA campus during that academic year except to pick up transcripts or apply for re-admittance. The administration may prohibit students who have been expelled from PCA from attending PCA sponsored events in the academic year they are expelled. An expelled student may appeal to the administration in writing at least one week in advance for an exception to this policy if the student believes circumstances warrant, but exceptions to this policy are at the sole discretion of PCA administration and board.

Behavioral Probation

Behavioral probation may be applied at the discretion of the administration. Behavioral probation can be expected for, but not limited to, the following:

1. The student has demonstrated a pattern of disobedience or insubordination.
2. The student has demonstrated an unrepentant and/or negative attitude.
3. The student has committed a single major offense.

The conditions of such probation will be determined by the admin team/director and they may vary depending upon the student and the situation.

Behavioral Contract

Students who demonstrate a pattern of disobedience or insubordination, and a habitual unrepentant and/or negative attitude, will likely be required to sign a Behavioral Contract, along with their parents and the administration. Signing this document indicates the student's commitment to change and subsequently applying themselves to the behaviors and attitude to which God has called them. This contract will indicate the specific area(s) being addressed and the time frame for

monitoring and evaluating the student's progress. Not honoring the contract would likely result in the student's dismissal from the academy.

Disciplinary Appeals

A student may appeal any disciplinary action after the student has spoken directly with the faculty member or administrator who assigned the consequence (in keeping with Matthew 18). This gives the student an opportunity to explain the circumstances and listen to the faculty member's response. If the student still wishes to appeal, an appeal can be submitted to the administration.

For elementary grades:

Homeroom teachers and those who teach specials should coordinate classroom management plans under the supervision of the administration. The objective is a consistent approach to discipline while maintaining flexibility for the teachers of specials to do what works for them.

Student Privacy

While PCA will make every effort to preserve student dignity and protect general student privacy, students cannot expect absolute privacy. PCA reserves the right to search student lockers and student personal belongings/possessions (e.g. clothing, bag, vehicle, digital files, electronic devices, etc.) if there is reason to suspect contraband, inappropriate materials, and/or any materials, substances, or information that are not allowed at PCA, could pose a safety risk to students, or may be illegal to possess. Every effort will be made to have the student present during any search, and at least two PCA staff members will be present during a formal search.

Repentance and Reconciliation

When a student voluntarily chooses to come forward and confess to a PCA faculty or staff member his/her involvement in a misdemeanor or felony on or off campus, sexual immorality, use of alcohol or drugs, etc. the opportunity for reconciliation may be available. Consequences (such as suspension, drug testing, counseling, and other measures of accountability sometimes including expulsion) can be expected with offenses of this nature, but students who have confessed and repented *may* be allowed to continue their enrollment at PCA if fruits of repentance are evident. Whether a student will be allowed to continue at PCA, be required to withdraw from PCA for a predetermined length of time (e.g. one full semester), or be expelled from PCA will be based on an evaluation by the administration taking into account both the individual(s) and the institution as a whole.

Food and Beverages

Students should not eat outside the designated hours. Food should not be in the classroom except for special occasions. Students may eat in the halls during the passing periods and they should also clean up after themselves, ensuring a healthy and adequate environment for everyone. This is a privilege, not a right and can be revoked if abused. Exceptions due to health conditions will be made. Students will not be authorized to have gum on campus. Failing to comply with this may result in disciplinary action.

Attendance

Time of Activities

Students should not arrive at campus earlier than 7:45 a.m. The classrooms open at 7:45 a.m. and close at 3:15 p.m. Waiting for rides should be done at the gate. Classes begin at 8:00 a.m. and end at 3:00 p.m.

Students staying on campus after academic hours must do so for a specific purpose such as praise band practices, extra tutoring, or institution-sponsored social events. All students not required to be on campus for a specific activity should be off the campus by 3:15 p.m. A fine of \$25.00 per every 5 minutes after said time may be assessed for any late pick-ups after 3:15.

Late Arrival

Students arriving after 8:00 a.m. should go directly to the main office and sign in before going to their scheduled classes. Any student arriving late to campus will be issued a tardy and will not be allowed into class unless they have a pass from the office. Tardies may only be excused if students have a legitimate reason to arrive late to campus or to a class. Most late arrivals (overslept, didn't leave the house on time, heavy traffic, bus running behind) are not excused. However, the institution may provide for up to three "Tardy passes" per family for each quarter. Said passes will grant access in the morning up to 8:10 a.m. with an excused tardy. If no tardy pass is presented and the student continues to arrive late, the **parents will be required to pay a fine of \$100.00 MXN per tardy.**

Leaving Campus

Students are not permitted to leave campus during working hours without permission. Once a student has arrived at campus, the student should stay at campus until the completion of his or her classes that day. Students violating this policy should expect consequences up to an ISS for the first offense.

When leaving campus during the activities hours, specific parental permission is required. A student should present a note for early dismissal, written by a parent, to the institution secretary BEFORE the start of the business day. Each note should include the student's name, reason for early dismissal, and time to be dismissed. Parents may also call or email with this information. The student then will receive a pass that should be given to the teacher at the beginning of the class from which the student will be leaving. Upon leaving class, the student MUST sign out with the institute secretary. All students can be picked up in the front of the building. If the student leaves during the lunch hour, s/he must still sign out in the office before leaving.

Absences

Grades 7-12

It is each student's responsibility to attend class. Students in grades 7-12 may miss no more than 10% of an individual class (17 days total per 1-credit course, divided equally between semesters), and are allowed four unexcused absences per semester in each course (eight total for a year-long course). An absence will be given if a student misses more than 15 minutes of an individual class period. If the absence limit (excused and/or unexcused) is exceeded for an individual course, credit may not be given unless appropriate academic remediation (as determined by administration) is successfully completed. Academic remediation may bear additional financial cost beyond regular tuition. The

student may appeal loss of course credit due to excessive absences to the administration's office if there are extenuating circumstances explaining the excessive absences.

Whenever possible, medical and dental appointments should be scheduled when the academy is not in session. For medical appointments, a doctor's note should be turned into the office secretary upon arrival back at campus.

Parents should call or email the main office by 8:00 a.m. for any unplanned absences (illness or death in family). However, a doctor's note may be requested for excessive absences due to illness.

Elementary

*With the above in mind, because the elementary sessions are not divided into periods like that of the high school graders', if a pupil must be absent from PCA, up to 3 hours absence will be considered a ½ day's absence. Any period over three hours is considered a full day's absence. After 17 days of absences parents will need to meet with the administration. Exceptions may be made by the administration. However, a doctor's note may be requested for excessive absences due to illness.

Definition of Absences

Excused & Unexcused Absences

Excused absences are absences which have received prior approval from the administration a minimum of 5 days before planned departures, or in the case of an illness or bereavement a call must be made to the office before 8:00 a.m. the day of the absence. All other absences will be considered unexcused. All academic work missed during a time of an unexcused is subject to receiving a failing grade up to 50%

Absences for Athletic Competitions

PCA recognizes the value of athletic participation and supports students who participate in organized athletic competitions and events, including competitions not affiliated with or sponsored by PCA. Students may be granted an excused absence when participation in an athletic competition requires them to be absent from campus.

To qualify for an excused absence due to an athletic competition, a student must meet the following requirements:

1. The student must be an active participant in the competition or event and not attend solely as a spectator.
2. The student must notify the administration and submit the required absence request **at least five (5) academic days prior to the event**, whenever advance notice is possible.
3. At the time the absence is authorized, **all of the student's current grades must be above a C.**
4. The student must remain in good academic standing and continue to meet all course requirements and responsibilities.

Authorization for an athletic absence must be obtained in advance. Notification of an upcoming competition does not constitute automatic approval of the absence. The Administration will review the request and the student's current academic standing before determining whether the absence will be excused.

If a student does not have all grades above a C at the time of authorization, the absence may not be excused as an athletic absence. Students remain responsible for all assignments, assessments, and course material missed during an approved absence.

When an athletic competition is scheduled with less than five (5) business days' notice, the student or parent/guardian should notify the Academy as soon as the schedule is known. Such requests will be considered on an individual basis and are subject to the same academic eligibility requirements.

Administration reserves the right to review individual circumstances and determine whether an athletic absence qualifies for excused-absence status.

Absence Pass

Students who will be absent from PCA due to a planned activity are required to complete an "absence pass" for pre-approval from administration. Prior to the pass being issued, parents are to provide by note, email, or phone call, a brief description of the activity and the dates of the student's absence. Once issued, the "absence pass" is to be signed by the teachers of the classes from which the student will be absent and returned to the office at least one day prior to the planned absence. Teachers may require work to be completed during the absence. **If a teacher is not notified prior to the absence, all assignments will be subject to the unexcused late work policy for that class.**

Skiping Class

Once a student is already on campus, intentional failure to attend class is considered skipping class. Leaving campus without permission is also automatically considered skipping class. This is considered a major offense and discipline will be determined accordingly.

Illness

Students who have had a temperature at or above 38° Celsius (100° Fahrenheit), experienced vomiting, diarrhea, severe cough, difficulty breathing, pink eye, lice, or any other symptom that may be indicator of a contagious illness will not be permitted to attend the institution until the symptoms have subsided for at least 24 hours. The only exception to this rule would be a doctor's note giving an alternative, non-contagious diagnosis for these symptoms such as allergies or chronic illness.

If a student becomes ill while at campus, a parent or guardian will be contacted to pick up the child early. It is expected that students again wait at least 24 hours from the end of symptoms to return to the institution.

Campus Dress

The purpose of campus dress is to promote modesty, neatness and appropriateness in order to support a positive learning environment. Campus dress code helps to promote orderly worship and fellowship free from distraction and concern. (1 Cor.14:40, 1 Tim. 2:8-11, 3:7, 4:12-16, 1 Peter 3:3-6, 1 Cor. 3:16-17; 9:19-20) It is not intended to become a point of contention, and could help reduce tension in the home regarding what is and is not appropriate to wear to the academy, and support PCA unity and identity.

Tops

Students must wear a polo shirt or a button-up shirt with a collar. Both may be of any color / pattern, but may not have lettering printed on them, with the exception of a pocket-sized company logo. Polos may be sleeveless, short sleeved, or long sleeved and must cover the midriff with hands raised. (If a polo is not quite long enough, a top may be worn underneath to extend the length.) Button-up shirts must be buttoned up except the top button. Even when wearing an outer layer of clothing, students are required to wear a polo underneath it and the collar must be visible. *During cold weather, students are encouraged to dress warmly and may be permitted to wear their winter coats. Blankets and T-Shirts (except when permitted to wear PCA specific t-shirts like that on spirit day) are not part of campus dress.

Bottoms

Pants, shorts, and skirts may be worn. Shorts should extend past the fingertips and skirts should touch the top of the knee while the student is standing up straight. Students who cannot obtain skirts or shorts that reach below the finger tip while standing straight may wear pants instead. All bottoms must be worn at the waist.

Keep in mind the following restrictions:

1. solid color limited to jeans, or dress pants
2. no holes, rips
3. no spandex
4. no skinny jeans or pants
5. no athletic pants/shorts

Shoes

Shoes must be clean and in good repair. Beach-style or bathroom flip-flops, athletic sliders, and slippers (including moccasin style) are not permitted.

Accessories

Hats are not to be worn in the building, this includes wearing the hood up on sweatshirts, with the exception of knit hats when the weather is cold. Tights and leggings may only be worn under skirts that meet the dress code requirements or under gym shorts.

Spirit Wear Days

Every Friday will be a PCA t-shirt day. Some other approved-by-administration events may come up. On Fridays, students may wear a PCA t-shirt created by or approved by PCA. Fun-days approved by administration. Special events (seniors)

PE Dress

PE students will be graded on dress and participation each day. The appropriate attire for 7-12 PE classes consist of a t-shirt and shorts that are mid-thigh or longer in length (or shorts with longer leggings/spandex under them). Athletic sweatpants, long sleeve t-shirts, and sweatshirts are also appropriate. (Leggings may not be worn on their own.) Elementary students may choose to wear or bring PE clothes on PE days, or they may wear regular class dress. PE clothes must not have any inappropriate writings, sayings, or pictures. The PE instructor retains full discretion and regulatory

authority in determining appropriateness. 7-12 students may change for PE during their lunch, but they may not leave class early to do so.

Casual Dress for All Students – After Business Hours

Modest clothing is expected at all PCA events. Short shorts or skirts, strapless tops or tops with only skinny straps, cut-off shirts, undershirts, cropped tops, etc. do not generally conform to this expectation. Approved swimwear at PCA events includes one-piece suits or tankini styles (midriff covered) for girls and swim trunks for boys.

Dress Code Compliance for After-Hours Events

Because parents and guardians are responsible for ensuring that students arrive appropriately dressed for PCA-sponsored events, families are expected to review the applicable dress code requirements before attending.

Students who arrive at an event in attire that does not comply with the Campus Dress Code may be required to change before participating in the event. **A \$300 MXN administrative dress code compliance fee** may be charged to the parent or guardian when a student arrives at an event in attire that does not comply with the applicable dress code.

This fee is intended to encourage families to review and follow the dress code requirements in advance and to support consistent expectations for all students. The purpose is not to create a burden for families, but to encourage shared responsibility and cooperation in maintaining the expectations established for PCA events.

The Administration may waive the fee when there are circumstances that reasonably explain the violation or when the Administration determines that doing so is appropriate.

Formal Dress / Graduation Dress for Young Ladies

Modest formal or evening dresses may be worn to special events.

Formal dresses (slits included) must be no shorter than to the knee.

No cleavage is to be seen.

Dresses should not be too low, too tight, too loose, too transparent, etc.

Open-back dresses, dresses with cut-outs (open or covered with transparent material), strapless / spaghetti strap dresses are not allowed.

Dress shoes or dress sandals may be required (no flip-flops).

Formal Dress / Graduation Dress for Young Men

Students must wear dark dress pants and socks (no khakis) with a button-down shirt & tie.

Dark dress shoes may be required (no flip-flops).

Questionable Formal attire

Girls or Guys wearing attire that do not conform to the guidelines above will be asked to change before being allowed to participate in the occasion. Anyone with an attire that is questionable as to whether it meets these standards is strongly encouraged to meet with the Administration ahead of time. Pre-approval from the Administration of a formal attire can avoid any undue attention or consequences at formal events. *This includes any non-PCA guests that students may invite to the Friendship Banquet.*

Hair Standard

All students are to keep their hair clean, neat, well-groomed, and cut out of their eyes. Extreme hairstyles and unnatural hair color (blue, green, etc.) are not acceptable, unless prior administrative approval is given. Boys should keep their hair cut above their collars and be clean shaven.

Piercings and Body Art

Boys are not permitted to have visible piercings or gauges (gages). Wearing a bandage to cover ear ornamentation is also not allowed. Girls are only allowed to have pierced ears visible. No gauges are permitted. Likewise, visible tattoos or body art is not permitted.

Campus Dress Disciplinary Procedure

If a student comes to campus wearing clothes that do not meet the campus dress standards, he/she will be required to leave class and will not be permitted to return until he/she is wearing proper campus dress. If necessary, the student will be required to call home and wait in the office until proper campus dress can be brought to campus for him/her. Absences or tardies for each class or partial class missed will accrue for students who must leave class due to campus dress violations.

1st Offense: The student will be sent to the office and may not return to class until in appropriate campus dress. The student will receive a tardy and/or absence(s) depending on how much class time is missed.

2nd Offense: In addition to the natural consequences outlined above for the first offense, the student may be disallowed from wearing certain items of clothing for the remainder of the semester, even if those items are normally approved campus dress. For example, a student may be disallowed from wearing a skirt for the remainder of the semester for a second skirt violation, or a student may be disallowed from wearing a PCA t-shirt on Fridays for a second violation of wearing a non-PCA t-shirt.

3rd Offense: Consequences from step 3 in "Disciplinary Procedures" will be considered.

4th Offense: A fourth offense will be considered a major disciplinary offense as described in "Disciplinary Procedures."

Academic Information

GradeLink

The internet-based grading management system used by PCA is GradeLink. It may be accessed through a link on the academy webpage or directly at www.GradeLink.com. Parents and students

may access grades, attendance and behavior reports through GradeLink. Because student behavior and attendance will be communicated through GradeLink, it is expected that parents check their email daily OR download the GradeLink app. Alerts are set up to communicate to parents when a student has an issue with grades, attendance, or behavior.

Exams

Semester exams for students in grade levels 9 - 12 are held at the end of each academic semester according to a published schedule. Makeup exams will be permitted for sickness, death in the family, or other circumstances pre-approved through the administration's office. All rescheduled exams must be approved through the administration's office.

Homework

Homework is an important aspect of the learning process. It is carefully assigned to help the students gain the most out of their classroom time. All homework is expected to be completed on time, thoroughly, and neatly.

In an effort to respect scheduled vacation times, retreats, and SEC camp, homework may not be assigned to be completed during those breaks, and these breaks do not count as part of the time students are given to complete an assignment. However, with approval from administration and in consultation with the parents, students who are significantly behind in a class may be expected to use that time to catch up.

Cheating and Plagiarism

PCA does not tolerate cheating of any form. Since the root issue is one of *integrity*, PCA does not distinguish in consequences between cheating on homework, classwork, formal assessments, papers, projects, exams, etc.

Plagiarism is a form of cheating. Plagiarism, regardless of intent, is the presentation of words or ideas of another as one's own. For example:

1. A student submits work using the words, sentences, ideas, conclusions, examples and/or organization of an assignment borrowed from a source (e.g. a book, an article, another student's paper, webpage, etc.) without properly acknowledging the source
2. A student uses ChatGPT or any other artificial intelligence tool in the completion of an assignment.
3. A student submits work done by another student, in part or whole, as his or her own work
4. A student submits assignments received from commercial firms or any other person or group
5. A student knowingly aids another student in plagiarizing an assignment as defined above
6. A student knowingly submits the same work for credit in two courses without obtaining permission from the teacher
7. A student takes credit for words, works, thoughts or ideas that are not original to them.

Collaboration between students - working together on an assignment leading to a mutual and greater understanding where all parties are actively engaged in the learning process and approximately equal contributors is acceptable *when given permission by the classroom teacher*. Students should take care to understand and follow the expectations of their teachers before collaborating on an assignment. Collaboration that is not approved by the teacher will be considered cheating.

Because PCA takes cheating & plagiarism seriously, any student caught in such offense will be subject to the following consequences.

1st Offense: Students will receive a 0% on any given assignment that was plagiarized or caught cheating on.

2nd Offense: Students will fail the class, and thus be required to take the course again.

3rd Offense: Students will be expelled.

Unexcused/Excused Late Work

Excused late work is any assignment given to a student who has prior approval for an absence or has been called in sick by their parents by 8:00 am. Assignments given during this time are given 1 day per absence to make up work. Example: if a student was out sick for two days, upon his/her return he/she has two days to complete the assignment for full credit. After the permitted time, assignments are subject to the unexcused late work policy.

Unexcused late work is any work that is turned in late with no circumstance that authorizes it. Work turned in under these circumstances is subject to a 10% late deduction per day. Assignments turned in after 4 academic days are subject to receive 0% in the grade book.

In addition to the grade penalty, the following procedure will apply:

1st Offense: The teacher will notify the student that the assignment is missing and provide a reasonable opportunity to submit the work within a timeframe established by the teacher.

If the student does not submit the assignment within the designated timeframe without a reasonable explanation or approved extension, the teacher may assign a lunch detention.

The teacher will notify the appropriate administrator of the detention, and Administration will arrange for a faculty or staff member to supervise the detention during lunch.

2nd Offense: An AAD detention will be assigned. The Administration and parent/guardian will be notified

3rd Offense: Students will be expelled.

Elementary Grading Scale

A+	97-100	C	73-76.9
A	93-96.9	C-	70-72.9
A-	90-92.9	D+	67-69.9

B+	87-89.9	D	63-66.9
B	83-86.9	D-	60-62.9
B-	80-82.9	F	0-59.9
C+	77-79.9	I	Incomplete

Grades 7-12 Grading Scale

A	93-100	C+	77-79.9
A-	90-92.9	C	73-76.9
B+	87-89.9	C-	70-72.9
B	83-86.9	F	0-69.9
B-	80-82.9	I	incompleto

Teachers may opt to round up a half percent at their discretion.

Students who are unable to complete a course by the end of the grading period due to extenuating circumstances may be given the grade of I – Incomplete. This may only be done after consulting with administration and teachers and after a plan has been made for the student to complete the work. Once all course work is submitted and scored, the student's final score will reflect the grade earned.

Academic Probation

Academic Probation is no way intended to be punitive in nature. The intent is to provide an opportunity for the student to be able to refocus their attention on their struggling academics which is a high priority for PCA.

Therefore, any student with at least three C's or one F in any quarter will be placed on academic probation for a minimum of 4 weeks or until the student has demonstrated an improvement of grades. It is in the best interest that students reach out to teachers when on academic probation to resolve the concern. Academic Probation will be lifted by recommendation of administration. Please keep in mind students must maintain a minimum yearly GPA of 2.0 to continue enrollment at PCA.

While on academic probation, the student may not be permitted to serve in any leadership or extra-curricular activities. Examples of these activities are but not limited to: praise band, student council, junior camp counselor in Spiritual Emphasis Camp.

REPEATING A GRADE

A score below the 30th percentile compared to national scores on the IOWA testing could be grounds for retaining a 1st-8th grade student. Similarly, a grade of F (or lower) in two of the student's math, reading, and language/writing courses (for 1st-6th grade students) or an F in any two classes (for 7th-8th grade students) could also be considered grounds for retention. The final decision will be made by the administration after consultation with the teacher and consideration of the above criteria. High school students will have to repeat any course for which they receive an average grade of F for the year.

CREDIT REQUIREMENTS

PCA GRADUATION REQUIREMENTS—23 CREDITS

4 credits	--	<u>English</u> (including American & British Literature)
3 credits	--	<u>Social Studies</u> (World History, US History, ½ credit US Government, ½ credit Economics)
3 credits	--	<u>Math</u> (Algebra 1, Geometry, Algebra 2 or equivalent)
3 credits	--	<u>Science</u> (Physical Science, Biology, and Chemistry or Physics)
½ credit	--	<u>Health</u>
½ credit	--	<u>Computer Technology</u>
2 credits	--	<u>Foreign Language</u> (2 years of the same language)
1 credit	--	<u>Physical Education</u>
4 credits	--	<u>Bible</u> (this will include 1 credit of Bible for each year in attendance at PCA)
2+ credits	-	<u>Electives</u> (must include one credit of fine arts)

Students who plan to attend university are encouraged to take more than the minimum required credits.

*Students are ultimately responsible to keep track of credits earned to assure that they are on track to graduate. *

Full-time students are expected to be enrolled in five courses each semester with a maximum of two study halls.

Students shall receive one credit for a year-long course and half of a credit for a semester-long course. For courses which last the entire academic year, the student must complete the entire course with a passing grade in order to receive credit; no credit will be given for completing only one semester. Exception: Missionary students who have moved to Puebla and transfer to PCA in the middle of the year may receive a half credit for previously completed semesters. PCA reserves the right to deny transfer credit for entering high school students. Courses for which a student may

receive transfer credit are expected to be equivalent to PCA courses; students may be required to take an exam to prove proficiency: the administration will make the final determination of equivalence.

Any full-time student 10th grade or younger must take all his courses at PCA (i.e. not through a homeschool or outside institution) unless given an exception from the administration. Juniors and seniors will be allowed to take one elective (i.e. non-core) course each semester outside of PCA and receive transfer credit with pre-approval from the office.

Transfer Credits

Classes taken outside PCA may receive credit upon administrative approval, but do not count toward a student's GPA. Therefore, class rank and valedictorian recognition is only based on PCA classes. The exception is for AP taken with an officially approved class and dual enrollment classes where we do transfer the grades. The valedictorian must have attended PCA for at least two years 9th-12th grades.

In order to receive a diploma at PCA, students must earn at least 25% of their credits at the academy and attend their final semester at PCA. Exceptions may be made for missionary students arriving in Puebla for the second semester of their senior year.

Teaching Assistant Policy

PCA permits students who are juniors or seniors to serve teachers as Teaching Assistants. Credit is given according to the number of times a week they are being a TA.

The Intent: The intent of the policy is twofold. First, it is to provide teachers with the kind of help that a high school junior or senior is qualified to give. Second, it is to give more mature students the opportunity to learn a different kind of responsibility, gain a sense of what teaching is like, and make a positive contribution to the PCA community.

Guidelines:

1. Either the teacher or the student can initiate a request for the student to serve in this role.
2. Examples of ways in which a student can help are with grading, tutoring students in class, photocopying, setting up a computer and projector before class, and so on. Students may not enter grades for a teacher.
3. The teacher and the student will draw up a brief contract, specifying in detail the student's role and responsibilities.
4. The contract will include a statement about the need for the TA to respect the confidentiality of student grades and other information that the TA may learn about students during the course of the TAship.
5. The contract will also specify the amount of credit the student will receive. This will be determined on a case-by-case basis by the administration.
6. The contract must be approved by the administration.
7. The administration, teacher and student will sign the contract. Copies of the contract and this policy will be given to the teacher and the student, and a third copy will be placed in the student's file.
8. The TA may help a teacher in more than one class during a quarter. However, he or she may not be a TA for more than one teacher in any given quarter.
9. A student may not serve as a TA in a class that he or she is currently taking for credit.

10. A student may serve as a TA more than once, either for the same teacher or for different teachers at different times. But he or she may not receive more than 2 credits for work as a TA.
11. A student on academic or behavioral probation may not serve as a TA.

Adding / Dropping Courses

Students may make schedule changes with no penalty during the first 5 activities days of a course. Students may not add new courses after this deadline has passed. If a student drops a course after the drop/add deadline, a grade of "Withdraw Failing" or WF will be given. A WF is factored into a student's GPA as a failing grade and will not receive any Carnegie units for GPA. Adding and/or dropping courses, or changing course level may require the signature of a parent, teacher, and administration.

Courses Outside PCA

While enrolled as a full-time student at PCA, all courses required for graduation must be taken at PCA except in the case of extenuating circumstances and with the approval of the institutional administration. This includes summer academic courses. All classes taken outside of PCA must have prior administrative approval.

Advanced Placement (AP) Courses

Puebla Christian Academy offers a variety of AP level courses as staffing allows. These courses are weighted one quality point above the CP weighting. Students who drop an AP course during the academic year may not receive AP credit for the portion of the class already completed.

To encourage thoughtful academic planning and ensure that students are appropriately prepared for each Advanced Placement (AP) course and examination, the number of AP examinations a student may take during a single academic year is limited according to grade level.

Students may register for AP testing according to the following limits:

1. **Grade 9:** Up to **1 AP examination** per academic year
2. **Grade 10:** Up to **2 AP examinations** per academic year
3. **Grades 11–12:** Up to **3 AP examinations** per academic year

These limits apply to the total number of AP examinations for which a student registers during the academic year, regardless of whether the corresponding course is taken through PCA or through another approved educational program.

Students and families are encouraged to consider course workload, academic readiness, and the student's ability to adequately prepare for each examination before registering.

Exceptions to these limits may be granted by the Administration when there is a compelling academic reason and the student's circumstances warrant additional consideration. Approval must be obtained **prior to registration** for any examination that would exceed the applicable grade-level limit. Registration without prior approval does not constitute authorization for an exception.

PCA families are responsible to pay an AP exam fee for each exam taken. This fee is set by the College Board, the nonprofit organization that oversees the AP exams. Specific information regarding the

exam fee can be found on the College Board's website. The AP exam fee(s) will be billed to the student's family. Considering the cost per credit hour for college courses, the fee for an AP exam by a well-prepared student is an excellent investment.

Interpersonal Relationships

PCA desires that every student learn to develop healthy relationships. Students are to show respect to both staff and fellow students in their conversations with and about others. Students will not argue, complain, or whine about what staff asks of them. Public displays of affection (including handholding, inappropriate hugging, kissing, etc.) are not acceptable (2 Timothy 2:22). This expectation is applicable on campus and at all PCA activities. Additionally, students should exercise proper postures and positions while in the presence of others to maintain modesty.

Sexual Immorality

While enrolled at PCA, all students are expected to exhibit purity in their relationships. PCA retains the right to refuse enrollment or expel any student who engages in sexual immorality (1 Corinthians 6:18).

The Bible is clear in its teaching that God created man in His own image, and in this creation, He created male and female (Gen. 1:27; Mt. 19:4). His design from the very beginning was that a man and a woman would be joined together and become one (Gen. 2:24). This expression of marriage is affirmed throughout Scripture and leaves no room for same-sex unions nor sexual expressions of intimacy outside of marriage or between those of the same sex. Therefore, we hold that marriage is between one biological man and one biological woman. The idea that those of the same sex can marry is contrary to Scripture and unacceptable. Based on this, PCA prohibits and retains the right to refuse enrollment or expel any student who engages in any form of homosexual or bisexual behavior, as well as any public expression of support for such behavior or same-sex marriage. Any sexual contact or intimacy with a person of one's same biological gender is homosexual conduct, regardless of one's "gender identity."

Gender Identity

As stated above, God created male and female when He created mankind. There is growing concern and discussion regarding gender identity. Some individuals believe they are trapped in the bodies of the opposite gender (i.e., a person with a male body feels that he is a female). Some have had sex-change operations to deal with this disconnect. We believe that God's design in creation is clear and that seeking to change one's gender identity through surgery or any other means is prohibited, as well as any form of transgender expression, such as cross-dressing. Those associated with PCA should not publicly advocate for any type of transgender expression and PCA retains the right to refuse enrollment or expel any student who engages in such behavior.

Harassment and Bullying Policy

PCA protects the right of every student to have an environment that respects human dignity. Harassment of students is contrary to Scripture, morally wrong, and illegal. PCA expressly forbids sexual harassment (opposite sex or same sex) or any threatening and offensive conduct or expressions with respect to gender, gender identity, sexual orientation, race, color, national origin, disability, or age.

Harassment can include a pattern of remarks, gestures, jokes, physical contact, teasing, excessive attention, bullying, picture(s), or written material that a person finds personally threatening, derogatory, offensive, or unwanted. Sometimes individuals responsible for these actions may not know that they are offensive. Students feeling harassed should tell the person harassing that he/she is being offensive as well as notify a teacher or administrator.

Bullying is “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” Bullies “use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.” Bullying can be verbal, social, or physical, and can occur on or off campus, during or after business hours, and online or in person. “Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose,” actions that a reasonable person would consider inappropriate. (Definition and information from www.stopbullying.gov). Expressing disagreement with or disapproval of another’s actions, decisions, or lifestyle choice is not bullying/harassment.

Any student initiating or persisting in any form of harassment (including bullying) - verbal, physical, or visual - is subject to immediate discipline by the administration.

If a student finds the environment hostile or offensive, if a student believes he/she has been harassed or bullied by another student or individual, or if a student knows another person who has been harassed or bullied, the student should promptly tell a teacher or administrator. All reports will be promptly reviewed and investigated in as confidential a manner as circumstances permit, and appropriate action will be taken. If a student is dissatisfied with the investigation or action taken, the student should bring the matter directly to the administration.

Safeguarding Policy

PCA places a high value on children and strives to provide a safe learning environment. The institution is committed to protecting the social, spiritual, moral, emotional, physical and mental health of students and to maintaining an environment in which all individuals treat each other with dignity and respect.

The Child Safety Policy, which is available on the academy’s website (www.pueblachristianacademy.org), outlines in further detail the PCA’s safety guidelines and how to report concerns. Any member of the PCA community (parents, students, and teachers/staff members) should report concerns, observations, and disclosures related to student safety to the Child Safety Team as soon as possible. Reports may be given to the Child Safety Team verbally, in writing, or through PCAchildsafetyteam@gmail.com.

The Child Safety Team is a small group of the institution staff appointed by the principal or academy board whose role is to oversee the policies and procedures that will result in a safe campus environment. The Child Safety Team will take action to prevent and correct any violations of the policy and will respond to all allegations of harassment or abuse.

Parents, staff, and students will all be asked to read and sign their respective code of conduct relating to the Child Safety Policy.

Social Events

A variety of social events occur throughout the year. These events provide fellowship among the PCA family and serve to encourage and challenge students in their spiritual walks while helping to develop academy spirit and build lasting friendships.

Dancing

Modest dancing is allowed at some institution functions and is monitored by faculty and parent chaperones. The song list for dancing at institution functions must be pre-approved by administration before the event, and deviation from the approved song list is not allowed. Explicit songs in any genre (whether the explicit or “clean” version), or any songs that promote inappropriate dancing, are not allowed. Inappropriate behavior at a dance will result in students being asked to leave, and applicable disciplinary procedures followed.

Extracurricular Trips

PCA students have long enjoyed the weekend trips put on by PCA. These trips, however, require the support of parents and PCA family, for transportation help, chaperones, etc. Students who are on behavioral probation will not be permitted to attend weekend trips. The PCA administration will require that sufficient transportation and chaperone staff is arranged at least two weeks prior to any trip, or will be forced to cancel the trip. PCA can only use institution vehicles, vehicles driven by their owners, or vehicles covered by a rental agreement.

Media Standards

Media that is not consistent with Christian living is not permitted on campus. Appropriateness of any media item is determined solely by faculty and administrative discretion.

Movie Guidelines

PG-13 and R-rated movies are not permitted on campus or at any PCA-sponsored activity unless approved by the administration. PCA students are encouraged not to view movies rated NC-17, X, or D, or TV shows rated R or TV-MA.

Music Guidelines

Music with inappropriate lyrics or themes is not permitted on campus or at institutional events.

Lunch

Lunch is not provided by the building, with the exception of Wednesdays, (*see below*). Therefore, students will need to pack their own lunch and fruit break snacks (*for grades K-6*).

Students may not go into the teacher’s kitchen/lounge and use silverware, plates, napkins etc. If students need silverware, they may purchase forks/spoons in the office for \$1 each.

Parents of students in grades 9-12 may sign a waiver to allow their student to take advantage of going out for lunch unsupervised with the condition that students are still expected to behave and be in their next class either early or on time. For a student to be considered to be on time they should

be on campus by the time the bell rings. Lunch off campus is a privilege. Abusing the privilege could cause the following consequences:

Late arrivals

1. First offense: the student will lose the privilege to leave campus for the duration of two business days. The incident will be recorded on Gradelink and parents will be notified so they can send lunch for their student.
2. Second offense: the student will lose the privilege for the duration of a business week. The incident will be recorded on Gradelink and parents will be notified so they can send lunch for their student.
3. Third offense: the privilege will be revoked for the rest of the semester. The parents and the student will meet with the administration in order to make their case so the privilege may be reinstated during the following semester. New waivers will need to be signed in order for the privilege to be reinstated for the following semester.
4. Inappropriate behavior:
 - a. Depending on the gravity of the behavior, the rules for late arrival may apply or the immediate revoking of the privilege for the rest of the semester. New waivers will need to be signed in order for the privilege to be reinstated for the following semester.

Wednesdays are special days as the juniors & seniors offer lunches as a part of their fundraising efforts. On these days students may not leave campus for lunch.

Additional Considerations

PCA recognizes that not every situation can be addressed through a specific rule. The following expectations are intended to provide guidance for everyday situations and to encourage students to demonstrate consideration, responsibility, and respect for others.

Personal Care

Students are encouraged to take care of personal grooming and beauty routines outside of regular campus hours whenever possible. However, reasonable personal care may be attended to in the restroom between classes when appropriate.

Students may use the restroom for personal care needs such as:

- Applying deodorant, particularly after Physical Education or physical activity.
- Applying a reasonable amount of perfume, cologne, or body spray.
- Brushing or arranging hair.
- Attending to other ordinary hygiene needs.

Students should be considerate when using scented products, as strong fragrances may be unpleasant or bothersome to others. Personal-care activities that are not necessary during the campus day, such as painting or removing nail polish, should be completed before or after campus hours.

Personal care should not interfere with class time, scheduled activities, or the responsibilities of the student.

The goal of these expectations is not to restrict reasonable personal care, but to encourage students to care for themselves while also being considerate of those around them and using campus time responsibly.

Food and Vendor Payments

When students purchase food from the Gordita stand or another approved food provider serving PCA students, payment must be made each day at the time of pickup unless another payment arrangement has been specifically authorized by the provider or Administration. Students are expected to handle purchases honestly and responsibly.

Students should also clean up after themselves and dispose of wrappers, containers, and other waste appropriately. Failing to do so, may result in a temporary restriction to specific areas.

Consideration for Others

Students are encouraged to remember that their actions on and around campus reflect not only on themselves, but also on their families and the PCA community.

Students should:

- Speak and behave respectfully toward faculty, staff, classmates, vendors, visitors, and members of the surrounding community.
- Be mindful of noise, odors, and other behaviors that may unnecessarily affect those around them.
- Treat shared spaces, facilities, and property with care.
- Respect the personal belongings and space of others.
- Follow reasonable directions from faculty and staff, even when a particular situation is not specifically addressed in the handbook.

These expectations are especially important when students interact with people outside the immediate PCA community. We desire for our students to demonstrate good character, responsibility, and consideration wherever they are.

Stewardship and Responsibility

Students are expected to take reasonable responsibility for their personal belongings, assignments, purchases, and daily responsibilities. Items should be kept in their proper place, and students should make reasonable efforts to leave shared spaces clean and orderly.

When mistakes occur, students are encouraged to take responsibility, make things right when possible, and respond with honesty and humility.

A Matter of Christian Testimony

Many of the expectations in this section involve ordinary choices that may seem small or insignificant. However, we believe that character is demonstrated through both significant decisions and everyday actions.

Students are encouraged to consider how their choices affect others and to conduct themselves with honesty, respect, self-control, and consideration. Our desire is not simply for students to follow a list of rules, but to develop the habit of treating others with the same respect and consideration they would want to receive.

In this way, everyday conduct becomes an opportunity to demonstrate Christian character and to give a positive testimony of the values we seek to cultivate within the PCA community.

Technology Policy

Except in certain online classes, laptops, tablets, personal computers, and other such devices are generally not allowed. Teachers may, at their own discretion, choose to allow certain devices in the classroom for specific educational purposes as they deem necessary. In said case, the teacher will notify the students so they can bring them to campus. If a student requires special permission to use a device on a regular basis, the parents and students will contact the administration to establish the conditions for this to happen.

Earbuds/headphones may only be used for educational purposes and may only be present in classrooms at the request of the teacher.

Cell phones and smartwatches are not permitted on campus. Students must refrain from bringing them to campus unless there is an exception approved by the administration due to medical conditions. Understanding that cellphones have become an important communication tool that your student may need to use after academic hours, cell phones must be turned into the office so they can be stored during the day. In that case, a parent or guardian should sign a form notifying the office that the student needs to use their phone after business hours. The institution will not be held responsible for any device.

Students who do not conform to Puebla Christian Academy's cell phone policy may expect the following consequences:

1. 1st & 2nd Offense: The teacher will confiscate the student's cell phone, document the offense in GradeLink, and give the phone to the administration. The student's parents can retrieve the phone from the office after the end of the day, after paying a \$250 (1st offense) / \$300 (2nd offense) MXN fine.
2. 3rd Offense: The teacher will confiscate the student's cell phone, document the offense in GradeLink, and give the phone to the administration. A parent/guardian of the student will be contacted and can retrieve the phone from the administration after the end of the activities day, paying a \$400 MXN fine. The student will receive a Saturday detention and will not be allowed to bring a cell phone onto campus until the administration permits.

3. 4th Offense: After paying a \$500 MXN fine, a parent/guardian may retrieve the phone from the office. A fourth offense will be considered a major disciplinary offense as described in step 4 in "Disciplinary Procedures," and the student should expect, at minimum, an on-campus suspension.

As for the different devices allowed for educational purposes, teachers may confiscate a student's device and turn it into the office if there are grounds for suspicion that the student is in violation of the Computer & Internet Acceptable Use Policy.

Computer and Internet Acceptable Use Policy

Puebla Christian Academy provides access to its computers, networks and Internet as a supplement to the academy curriculum and to augment learning opportunities for students and faculty. Due to the uncontrollable nature of content published on the Internet, institutions need to establish reasonable controls for proper, efficient, and safe use of this technology.

As a reminder, use of computers, networks, and the Internet is a privilege, not a right. As such, students and faculty will be required to comply with this policy in whole. Those in violation of this policy may have their computer privileges revoked and may also be subject to further disciplinary action.

Puebla Christian Academy maintains control and supervision of all its computers, networks and Internet. Puebla Christian Academy reserves the right to monitor all computer and Internet activity by students and faculty. Students and faculty have no expectation of privacy in their use of institution computers and Internet.

The Puebla Christian Academy computer systems network and its entire infrastructure has been established for educational purposes to augment learning and career development. Students will apply the standards of academic honesty to any and all research using Internet sources. Any materials (text, graphics, videos, etc.) from outside sources must be given proper credit and documentation.

Before a student or faculty member is permitted to use PCA computers and/or Internet services a signed copy of the "Computer/Internet Access Acknowledgement" form must be signed and returned to the administration. A copy of this Acknowledgement will be kept on file by the institution.

General Rules

1. **Computer and Internet Use is Not a Right – it is a Privilege:** All students and faculty will be held accountable for any and all activity and usage under their individual accounts. Any inappropriate use/activity may result in the revocation and or suspension of their privilege and may be subject to further disciplinary action.
2. **Limitation of Liability:** Students, parents, and faculty shall understand that use of the Internet is at their own risk. Puebla Christian Academy cannot assume responsibility for the reliability of the content and/or information found online. Students must evaluate and cite references appropriately.
3. **Acceptable Use:** Access to PCA computers and Internet has been granted for educational purposes such as research and papers related to the educational mission of classes and the curriculum.
4. **Prohibited Use:** In today's technology world it is impossible to completely define all prohibited uses of computer networks and Internet. In general, anything that goes against

the mission of- Puebla Christian Academy will be considered prohibited. This list is not a complete list and only highlights some possible prohibited uses.

- a. Access of Inappropriate Materials: Access of (viewing, posting, scanning, etc.) materials which are defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal.
 - b. Illegal Activities: Use of computers, networks, and Internet for any illegal activity contrary to the policies and vision of Puebla Christian Academy.
 - c. Violation of Copyrights and Plagiarism: Copying or downloading copyrighted materials without explicit permission of the owner/author or proper citing.
 - d. Software: Installation or copying of any software without explicit permission of the Technology and Technology Coordinator.
 - e. Non-academic Related Use: Use of PCA computers, networks and/or Internet for purposes not related to academic work (such as, but not limited to, social media sites like Facebook, private financial gain, video and music streaming, Bit Torrents, etc.) *Faculty are permitted to use social media tools to communicate with supporters.*
 - f. Unauthorized Access: Sharing of passwords and/ or access to other user accounts with – or without permission of said user.
 - g. Malicious Use/ Vandalism/ Pranking: Any sort of activity causing damage, disruption, or harm to the institute's computers, networks and/or Internet (such as, but not limited to, hacking, creation and/or distribution of viruses, tampering with computer cable connections, etc.)
5. **Compensation for Losses, Costs, and/or Damages:** A student or their family/guardian shall be responsible for compensating the institution for any losses, charges, and or damages incurred by the pupil related to violations of this policy and/or other rules including investigation of violations.
 6. **Student Security & Privacy:** Students or faculty will not divulge personal or private information (name, address, age, gender, phone number, etc.) of any kind by way of online posts or e-mail. High school students will be granted permission to post information necessary for career and college information and/or admissions to postsecondary education institutions only. Students will not agree to meet with individuals they have met online. Any messages received which makes a student feel threatened or uncomfortable will be reported to a teacher or administrator immediately. Private conversations will not be reposted, forwarded, or in any way published without the permission of all involved parties.
 7. **System Security:** Puebla Christian Academy makes every effort it can afford to protect the integrity of the computers, networks, and Internet. Should a student discover or identify a security problem they will notify a teacher or the Technology Coordinator immediately. They will not demonstrate the defect to others. Any student who attempts to breach the security or filter system will have their privileges revoked and may be subject to further disciplinary action.
 8. **No Responsibility for Unauthorized Charges, Costs, or Illegal Use:** Puebla Christian Academy does not assume any responsibility for unauthorized charges, losses, or costs made by or resulting from activities of students (such as, but not limited to, long distance phone charges, credit card charges, sharing account passwords and or fees or fines resulting from illegal actions like copyright violations.) These will be the responsibility of the student and family.
 9. **No Expectation of Privacy:** Puebla Christian Academy reserves the right to safeguard its computers, networks and Internet. As such, PCA reserves the right to monitor data (including stored files, e-mail, Internet traffic, etc.)

10. **Parental Permission Required:** Students and their parent/guardian are required to read and sign the Computer/Internet Access Acknowledgement Form before being granted access to Puebla Christian Academy computers, networks and Internet.

Discipline Actions for Inappropriate or Prohibited Use

Actions have consequences. Puebla Christian Academy will cooperate, as necessary, with local government officials in investigations related to illegal activities conducted through the institution's computers, networks, and Internet.

The Administration of Puebla Christian Academy will consider the severity of each violation and prayerfully determine an appropriate consequence. Consequences as follows, however, may be modified at the discretion of the administration:

1. 1st Offense: student will receive a 5 day suspension of computer, network, and Internet privileges. The Administration will contact the parent/guardian outlining the violation.
2. 2nd Offense: student will receive a 10 day suspension of computer, network, and Internet privileges. The Administration will contact the parent/guardian outlining the violation. Students will receive one after activities detention.
3. 3rd Offense: student will receive a 15 day suspension of computer, network, and Internet privileges. The Administration will contact the parent/guardian outlining the violation. Student will receive a one day out of campus suspension.

Personal Computers & Other Personal Computing/Electronic Devices

Personal devices (laptops, tablets, phones, etc.) are only to be used to enhance and/ or augment student education. Puebla Christian Academy cannot accept any responsibility for personal devices brought on campus. Students and Faculty will assume full responsibility for their devices. Appropriate precautions should be taken to safeguard personal property.

Elementary Students

For elementary students (Kinder - 6th grade) no personal computing devices are permitted during academic hours. Academic hours are defined as 8:00 a.m. to 3:00 p.m.

Secondary Students

Middle and High School students are permitted one (1) personal computing device. Before a student may use their device in a classroom they must first obtain permission from that teacher.

Personal devices may only be used during class times and after academic hours. The student must power off and put away their device unless approved by a teacher. Personal devices may not be used during lunch. Personal devices must be secured either in the student's backpack or locker when not in use. Unattended devices will be confiscated and turned into the Office.

3rd Party Internet

No use of 3rd party Internet services (Hotspots) will be allowed during business hours.

After reviewing the “Computer and Internet Acceptable Use Policy” please read the policy, have each student and a parent sign this “Computer and Internet Access Agreement” and return the last page to the Home Room Teacher or administration. Students' usage of computers will NOT be available until the form is signed and returned.

Computer/Internet Access Agreement – Student Section

I have read the Puebla Christian Academy “Computer and Internet Acceptable Use Policy” and I agree to follow the rules contained therein. I understand that if I violate the rules, my privileges can be terminated. I am responsible for any costs incurred as a result of violating this contract, and I may face other disciplinary measures. I agree to use the Internet and computing resources according to the provisions of this policy.

_____	_____	_____	_____
(Student Name)		Student’s Signature	(Date)
(Grade Level)			

_____	_____	_____	_____
(Student Name)		Student’s Signature	(Date)
(Grade Level)			

_____	_____	_____	_____
(Student Name)		Student’s Signature	(Date)
(Grade Level)			

_____	_____	_____	_____
PARENT’S NAME		PARENT’S Signature	(Date)
(Grade Level)			

After reviewing the "Computer and Internet Acceptable Use Policy" please sign this faculty "Computer and Internet Access Agreement" and return to the Director's Office.

Computer Usage Contract – Parent (Guardian) Section

As a parent or legal guardian of the student signing above, I have read the Puebla Christian Academy "Computer and Internet Acceptable Use Policy" and grant permission for my student to use the computer and access the Internet. I understand that the institution's computing resources are designed for educational purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all precautions. I understand that my student will be held liable for violations of this policy, and that the family will be charged for damages and/ or repairs resulting from violations of this contract.

(Name Printed)

(Signature)

(Date)

Care of Property

All students, faculty, and staff are stewards of the property of PCA and are responsible for its care. Willful damage to institutional property or to the property of another student will result in disciplinary action, and the cost of repairing the damage due to willful acts will be charged to the student(s) at fault. Students will be assessed replacement costs for lost or damaged books.

Lockers/Bookbags

Every student in grades 7 - 12 is assigned a locker. Students are responsible for their personal items. While items left in the lockers are generally secure, students are advised not to leave expensive or valued personal items there. Items that might damage the lockers and textbooks, such as food & drink, should not be stored long-term in the lockers.

Bookbags may not be stored in the hall, as they become a tripping hazard. Students are expected to store their bookbags in their lockers.

Locker and Book Bag Decoration

Anything decorating a locker should not damage the locker or paint surface when it is removed. Lockers and book bags may not include any advertisement or promotion of tobacco, alcohol, illegal substances, non-Christian musical groups, crude images, slogans, or symbols with ungodly or double meanings.

Lockers remain property of PCA and may be searched if warranted.

Library

PCA encourages students to check out books for pleasure and coursework. *"Checking out library materials properly and **returning them promptly...**"* Students are responsible to replace any damaged or lost items checked out in their name. The library charges a fine of \$1 MXN per day. Additionally, the librarian will not sign the end-of-the-year check-out sheet if a student has outstanding materials.

Safety & Security Considerations

Any student group meeting at PCA must have an adult supervising for the entire time. Adult supervisors may not leave until the last student has left campus. This includes senior events.

Medication

Students may not have medication in their possession on campus except their own Epi-Pens, insulin, or rescue inhalers, unless approved by the administration. All other medication(s) must be dispensed by the office.

All medication dispensed on campus must be in the *original* container. Prescription medication must be in a current, completely-labeled (date, pharmacy, physician, student, medication, full dosing instructions) prescription container. Over-the-counter medication must be in clearly labeled original packaging.

Communication

Parents are encouraged to communicate directly with their child's teachers. Regular forms of communication include emails, GradeLink, and the PCA WhatsApp group. Parents are always welcome to call or email a teacher when necessary; however, parents who would like a conference with a teacher are asked to make arrangements in advance. During academic hours, teachers need their full attention directed toward their students. Please do not drop by the class during academic hours to talk with the teachers.

When questions or problems arise, in keeping with the principle outlined in Matthew 18, please make arrangements to speak first with the teacher or responsible party. Please refrain from talking to other students, parents, or families about a problem; it can easily become divisive and destructive. If a problem persists after speaking to the responsible party, please make an appointment to speak with the administration, with the teacher or responsible party present.

Campus Closings

In the case that campus needs to close unexpectedly, families will be notified via Gradelink and WhatsApp.

Admission

To enter the first grade, a student must be six years old. Administration in consultation with teachers, and taking into consideration entry test results, will determine acceptance of the child. The administration reserves the right to place a student in the class best suited to his/her needs. Since all work is done in English, a child must be able to speak English well. Exceptions may be made on a case-by-case basis for children of missionaries. An application form and a health form must be filled out for each child.

Finances

Parents are responsible for all material needs of their children. All monthly tuition payments are due by the 10th of each month and are delinquent after the 10th of each month. All fees are to be paid in US dollars or their current equivalent in pesos.

Accounts remaining unpaid by the 15th of the month will be assessed a \$20 USD late fee. Should the account remain delinquent by the 10th of the subsequent month, students will be dismissed from the academy until the balance is settled. Any absences incurred during this period will be considered unexcused. Students may be reinstated only upon full payment of the delinquent account.

A registration fee equal to one and a half month's tuition for the following academic year is due by the last day of activities. Failure to pay the registration or to make arrangements for payment by the last day of activities will result in a \$50 USD per child late fee. For incoming families who do not pay by the last day of activities, the late fee will be \$20 USD per child. If a special order for the student's materials needs to be made and the cost exceeds the amount the family pays in late fees, the difference will be covered by the family.

Students who intend to receive a PCA diploma or are taking at least five classes are considered full time for tuition purposes. A student who takes less than five classes pays a prorated tuition rate as a percentage of five classes. For example, if a student takes four classes, his tuition is 80% of full time.