



PINECASTLE
CHRISTIAN ACADEMY
One Family. One Purpose.

2024-25

**Pine Castle Christian
Academy
Parent Manual**

Note The content of a manual does not constitute, nor should it be construed as a promise of employment or as a contract between Pine Castle Christian Academy and any of its employees.

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INTRODUCTION

Welcome

Welcome to Pine Castle Christian Academy! We are happy to have you as an essential part of the family! Not only are parents advocates for their students, but they also support the faculty by their active engagement in their child's education. PCCA views the education of a student as a partnership between the parents and the school. Here at PCCA we pray that our parents embrace the school's mission, share its core values, and fully support its culture, curriculum, faculty and staff.

History

Pine Castle Christian Academy began in the late 1950's as the Country Kindergarten. Unique to its time, Pine Castle United Methodist Country Kindergarten was one of the first Christian schools in southeast Orange County. For nearly 30 years, the Country Kindergarten grew and flourished and became known as the finest school for the training and development of children in southeast Orlando. The "Country" in our name was very appropriate then because dirt roads were the norm and downtown Pine Castle was a relatively quiet spot. But things were changing.

In June of 1983, approximately 20 people met in the church parlor to discuss the possibility of expanding the Country Kindergarten program to include the first six grades of elementary school. This plan was fulfilled by a few dedicated families under the direction of Laura Candler and Pastor Clarence Yates. In September, Pine Castle Christian Academy opened for the 1983-1984 school year with 125 students in grades K3 through 6th. Additional grades were added year-by-year, grade-by-grade, through the 12th grade. The first class of seniors graduated in 1990.

In November 2009, PCUMC voted to allow PCCA to become an Independent Christian School. In May 2010, PCCA purchased the building located at 7101 Lake Ellenor Drive. Today, as PCCA moves forward, we continue to have the same heart towards education as the founding families had in the beginning. We remain committed to developing the hearts and minds of children through a nurturing Christian community that encourages faith, character, and a love of learning. We are convinced that faith, knowledge, and character are inseparable, and that Christ has called His people to model excellence in each of these areas. We are a school where students of today are equipped to be Christian leaders of tomorrow.

Mission Statement

The mission of Pine Castle Christian Academy is to prepare the next generation, one student at a time, to impact the world for Christ.

Vision Statement

The vision of PCCA is to be a college-prep Christian school known for a community life that honors diversity, an academic culture that inspires learning, and superior programs that teach excellence through character. This framework is integrated with our biblical perspective to uncover the unique design of each child, who is nurtured and challenged to be whom and what he/she is called to be for God's kingdom.

Collective Commitments

We believe that we have the duty to foster opportunities for each student to build a legacy of success. We, therefore, collectively commit to:

- Putting students first and inspiring innovation.
- Taking ownership of a collaborative, educational partnership through student, parent, and community engagement.
- Understanding cultural diversity with the ability to relate effectively amidst varied cultures within a global economy.
- Meet students where they are at: Spiritually, Emotionally, and Academically.
- Learning professionally for continuous improvement.

Motto

One Family. One Purpose.

Pine Castle Christian Academy
Campus Goals
2024-2025

It is our goal to achieve the following objectives during the school year.

1. To put God first in everything that we do so we can be ambassadors of His word.
2. To work as a collaborative team with one common academic goal for all students.
3. To utilize our creativity to build a thinking classroom and enhance our students' skills based on SWIM.
4. To understand our SWIM program and ensure that our students are progressing and excelling in the four pillars (Spiritually, Academically, Enrichment, Experiential).
5. To maintain 96% average daily attendance.
6. To maintain a positive and supportive working climate for all students and staff that will foster optimum learning and working opportunities.
7. To maintain a safe and well-disciplined school environment through consistent administrative support, immediate guidance and academic interventions, and parental involvement.

Administration and Office Staff

Headmaster	Mrs. M. Pacheco	pachecom@pccaeagles.org
Administrator	Mrs. B. Oliver	oliverb@pccaeagles.org
Campus Pastor	Pastor J. Pacheco	pastorp@pccaeagles.org
Secondary Vice Principal	Mrs. A. Rosado	rosadoa@pccaeagles.org
Elementary Vice Principal	Mrs. T. Cummings	cummingst@pccaeagles.org
Preschool Director	Mrs. J. Macias	maciasj@pccaeagles.org
Dean of Students	Mr. L. Dalmau	dalmaul@pccaeagles.org
Guidance Counselor	Mrs. A. Pacheco	pachecoa@pccaeagles.org
Office Manager	Mrs. C. Boyles	boylesc@pccaeagles.org
Accounts Manager	Mrs. D. Clark	clarkd@pccaeagles.org
Enrollment Specialist	Mrs. J. Frias	friasj@pccaeagles.org
Kitchen Manager	Mr. J. Escobar	esobarj@pccaeagles.org

Lead Teachers

Lower Elementary	Ms. R. Cordero	corderor@pccaeagles.org
Upper Elementary	Mrs. T. Wicks	wickst@pccaeagles.org
Creative Arts	Mr. C. King	kingc@pccaeagles.org
Middle School	Mrs. S. Matos	matoss@pccaeagles.org
High School	Mr. T. Michaud	michaudt@pccaeagles.org
Secondary	Mrs. S. McCleery	mcclerys@pccaeagles.org

GUIDANCE AND INFORMATION

1. **Partnership.** Your presence matters. Countless studies have shown that parental engagement in schools promote a positive and healthy behavior in children and adolescents. Your involvement in your child's education will promote:
 - a. Reduced Absenteeism
 - i. Consistent attendance is crucial for academic progress and absences should be kept to a minimum.
 - b. Stimulates Better Behavior
 - i. Students have better social skills and classroom behavior.
 - c. Increased Student Achievement
 - i. Students earn higher grades
 - ii. Graduation rate increases

Note: How can you partner with PCCA? Activities throughout the school year, Eagles Community Association (ECA), Monthly meetings with Faculty, Parent-Teacher Conferences, Volunteering, etc.

2. **School Hours.** School hours are Monday, Tuesday, Thursday & Friday 7:45 am to 3:00 pm, and Wednesday 7:45 am to 2:15 pm.
 - a. You have a **15-minute pick up** window to avoid paying a late fee.
 - i. Regular days must be picked up no later than 3:15 pm
 - ii. Wednesdays must be picked up no later than 2:30 pm.
 1. Note: IF your child is picked up after this time they will be sent to extended care and a \$1 a minute charge will be added to your account. After the pick-up time you **MUST** park, go to the lobby and sign your child out.
 - b. Students are required to be at school before 7:50 am to avoid being marked tardy. Three unexcused tardies will be considered an absence, and student will have to serve detention during their SWIM day.
3. **Attendance.** Consistent attendance is essential for academic progress. If the absence is foreseeable, a pre-arranged absence form must be submitted a week prior to your child's scheduled absences. If your child is absent due to an emergency or illness you must contact the school immediately to excuse their absence and provide a written excuse via Jupiter or hand-delivered to the school.
 - a. Make-up Classwork: Students that have an EXCUSED absence will be given the opportunity to make up work.
 - i. Policy-Student will have one day to make up work per day off.
Example: one day out of school=one day to make up work.
 - b. Students that do NOT have a pre-arranged absence or parent has not provided a valid excuse will not be given makeup work and will receive a zero (0) for the day.
 - c. **School Hours.** Students **MUST** arrive by 7:50 am to avoid being marked tardy.

Note: It is the responsibility of the parent or student to obtain missing assignments due to absence(s).

4. **Homework.** Homework is an essential element of PCCA's education. Homework is often assigned in order to review for test, improve student skills, or due to incomplete classwork.
 - a. As parents, you can help by asking your children about their homework, reviewing what they learned, and providing them a quiet location which is conducive to learning.
 - b. Sometimes parents send the school notes asking to excuse a child for not completing assignments. We cannot excuse the students from their obligation to learn course material.

5. **Communication.** Positive communication between parents and teachers plays an important role in the academic success of students.
 - a. Our main communication platform is Jupitered.com
 - i. Teachers are not permitted to give their personal cell phone number.
 1. Personal cell phone communication will not be tolerated.
 - b. Parents have their own unique login and password
 - i. Please contact the office if you DO NOT have access to your child's Jupitered.
 - c. In Jupitered you will find school calendar, student code of conduct, important notices, permission slips, infractions, incident forms, grades, etc.
 - i. Parents can setup Jupitered to receive weekly notifications regarding missing assignments and up-to-date grades.
 - d. If you email your child's teacher or any PCCA staff, they have 24-hours to respond to your email excluding weekends and holidays. Please be patient with our 24-hour turnaround time. If you have not received a response within the allotted time, then we would recommend contacting your child's lead teacher or vice principal.

6. **Financial Obligations.** The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students to participate in any extracurricular activities, school dances, field trips, etc. In addition, the school may withhold transcripts, report cards, or any school records.
 - a. Parents are required to maintain their account up to date and abide by signed contract.
 - i. You are welcomed to request a copy of your signed contract as needed.
 - b. The finance office reserves the right to place accounts on Jupitered or Smartcare on hold for delinquencies and also for failure to endorse third party funding payments on a timely basis.

- c. It is the parents' responsibility to contact the finance office if they are having financial difficulties so they can resolve any financial holds or to make payment arrangements.
7. **Eagles Community Association (ECA).** The Eagles Community Association supports PCCA by volunteering, fundraising, and actively participating in events. The ECA will meet the 2nd Tuesday of the month for some conversation and coffee. During this time, we will gather for one hour to discuss the health and needs of the school.
8. **Medical Guidelines.** Students are NOT permitted to carry or distribute any prescription of non-prescription drugs or treatments, including aspirin, on school grounds or any school functions.
- a. An authorized form must be completed and submitted by a parent. The name of medication and dosage should be indicated. This form must be submitted to Mrs. Boyles.
 - b. Medication to be dispensed at the school should be labeled with the child's name and exact dosage in addition to the physician's name and telephone number.
 - c. **Stay home if you are sick.** If your child has a fever, chills, or any signs of illness please keep them home.
 - i. If your child complains about sickness we will contact, you immediately.
9. **Parental Behavior.** In order to provide a peaceful and safe school environment, PCCA prohibits the following behaviors by parents/guardians and visitors:
- a. Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
 - b. Disruptive behavior that interferes or threatens to interfere with PCCA operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup
 - c. Threatening to do bodily harm to a PCCA employee, visitor, fellow parent/guardian or student
 - d. Threatening to damage the property of a PCCA employee, visitor, fellow parent/guardian or student.
 - e. Damaging or destruction of school property
 - f. Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
 - i. School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 hours with great success.

Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with

- g. Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- h. Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all
- i. This includes use of any social media medium, including but not limited to websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr
- j. **Consequences.**
 - i. Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws.
 - ii. Student may be expelled from the school due to parent or family behavior.

10. Pick up Policy. We currently have three zones for student pick up.

- a. Red Zone (or Zone A)-Students K5 through 5th grade ONLY
- b. Green Zone (or Zone B)- Students that have siblings in elementary and secondary.
- c. Blue Zone (or Zone C) Students 6th through 12th grade ONLY.
- d. Your car tag must be visible at all times.
 - i. If you do not have a car tag you must come inside and present a picture ID.
 - ii. If you lose your car tag you are welcomed to purchase a replacement for \$2.00.
- e. You will be asked to move your vehicle if you are parked in a zone that is not assigned to you.
- f. You will NOT be allowed to pick up your child 30-minutes prior to dismissal. If you need to pick up your child early you are required to contact the school and make prior arrangements.

11. Meals. ALL PCCA students are allowed equal opportunities to participate in the Child Nutrition Programs regardless of race, color, national origin, sex, age or disability. A well-balanced meal in accordance with the USDA guidelines is served to all students free of charge.

- a. Allergies-we accommodate students with dietary allergies however a doctor's note is required.
- b. We discourage parents from sending meals to students from a third-party vendor. Nevertheless, if you choose to send your child a lunch via UberEATS, doordash, etc. it must arrive 30-minutes prior to their lunch. If their drop off time takes away from your child's lunch period, their meal will be saved in the front desk until the end of the day and a school lunch will be provided to your child.

- c. Parents are not allowed to purchase outside food for students other than their own child.
- d. Teachers are NOT allowed to warm student's lunch in the microwave. If are providing your child a lunch the student must be able to warm up their own food or a cold lunch will be encouraged.
- e. If you would like to have lunch with your child a designated area will be provided for you.
 - i. You will not be allowed to have lunch in the gathering around other students.

12. Non-Discrimination Policy. PCCA does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity , national origin, sex , sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984.

13. Complaints. If you feel that you or your child have been discriminated against or you have observed, learned of, or in good faith, suspect a violation of the Standards of Conduct of PCCA (Ethics in Education) should immediately report the violation in accordance with the following procedures:

Report it to the Lead Teacher or Vice Principal.

Report it to the Administration and/or Headmaster.

Report it to the School Board Chair.

We look forward to a great school year. Thank you for trusting uour child(ren) to us.