

# PACIFIC CREST ACADEMY

*At Saint Thomas Aquinas*



*A Catholic School of Academic Excellence,  
Educating the Leaders of Tomorrow*

## Parent and Student Handbook

*FOR THE SCHOOL YEAR 2010-2011*

## **CATEGORY TWO AFFILIATION (Archdiocese of Seattle Policy 1.14)**

- *All schools administered either by a board of trustees or by a Catholic religious congregation approved by the Archbishop have Category Two affiliation.*
- *All schools with Category Two affiliation are responsible to the Archbishop in matters of religious instruction but otherwise operate according to their own policies and procedures.*

Pacific Crest Academy has a client affiliation with the National Consultants for Education (NCE) and a Category Two affiliation with the Archdiocese of Seattle, and is considered a Category Two Archdiocesan school. Pacific Crest Academy is also a Parochial School which, by definition, is any religiously affiliated school, Catholic or non-Catholic, elementary or secondary, parish or independent.

Pacific Crest Academy is recognized as an approved private school by the Washington State Board of Education and is accredited by the Western Catholic Education Association (WCEA) and Northwest Association of Accredited Schools.

Pacific Crest Academy reserves the right to modify, revoke or suspend any or all of the policies and procedures outlined here. Generally, notice of changes will be sent home in the Friday Folders and immediately become a part of this handbook, but changes may also be made without notice.

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## **INTRODUCTION**

### ***Welcome to Pacific Crest Academy***

This handbook contains the school policies and procedures that directly affect you as parents and students of Pacific Crest Academy. These policies and procedures have been instituted to promote a positive environment for learning and growth and to help the school operate smoothly and efficiently. Please take the time to read this handbook carefully and keep it for reference throughout the year.

Let us not forget the enormous responsibility we all have as educators and formators of our children as we work together to build a vibrant community at Pacific Crest Academy.

The religious character of the school permeates and vitalizes all its aspects through formal teaching, moral example, collective worship and family support. Students are urged to become aware of the needs of others and to respond in generous service. Students are, at the same time, brought to acknowledge and refine their academic ability, so that they may be encouraged in the pursuit of educational and career goals. As leaders of young people inside and outside the classroom, Pacific Crest Academy's teachers strive to guide their students in seeking truth, the mastery of skills and the consideration of ideas. Our goal is to help them become life-long learners and conscientious leaders of tomorrow.

Here at Pacific Crest Academy we strive to create an atmosphere of charity and generosity. Founded in 1999, primarily for Catholic children, Pacific Crest Academy welcomes students of other religious traditions. Following the example of Jesus Christ, the school maintains an atmosphere of acceptance and sacrifice for all and continues to admit academically qualified students of any race, creed, sex, or national origin.

Pacific Crest Academy assists parents in their role as the primary educators of their children. In order to strengthen the partnership between parent and school, we expect that parents will know and support the school's policies and will enjoy participating in all aspects of their child's academic experience, as well as in their personal formation.

The Parent and Student Handbook is provided so that parents and students can assist in maintaining, for the benefit of all, a learning environment in accordance with the School's Mission Statement. These policies and guidelines are not all-inclusive and may be revised from time to time. Pacific Crest Academy reserves the right to revise, edit, or institute additional policies and procedures during the school year, at any time and without prior notice. Nothing in this handbook should be construed to conflict in any way with the terms and conditions in the Enrollment Contract signed by parents or guardians of students.

### **Mission**

Pacific Crest Academy is a Catholic school whose mission is to educate the whole child through spiritual and character formation, academic excellence, and apostolic service so that every student may transform society through justice and charity.

## **Philosophy**

Pacific Crest Academy is a Catholic school that provides a Christ-centered educational environment, where spiritual, academic, human, and apostolic formations are nurtured. Authentic formation is rooted in our belief of the Catholic faith, teaching the intellect, educating the heart, and forming the character of the students. Pacific Crest Academy respects the dignity of all school community members.

Our mission supports parents in the task of forming their children by presenting knowledge to be attained, values to be acquired, and truths to be discovered. Pacific Crest Academy affirms that parents are the primary educators of their children. We believe that every person is a gift from God, each blessed with unique potential.

Teachers, staff, and the faith community are firmly committed to providing a profound, balanced, personal, and lasting Catholic foundation, placing Christ as the source and center of Pacific Crest Academy's mission.

Experienced and dedicated teachers facilitate learning. We believe that knowledge set in the tradition of the Catholic faith becomes wisdom and life vision. Through an academically challenging curriculum, students are encouraged to realize their potential for excellence, thus forming leaders of tomorrow. The expectation is that students will become actively engaged in the learning process and will develop healthy habits of life-long learners.

The educating community at Pacific Crest Academy strives to instill the virtues of truth, justice, and charity by providing opportunities for faith in action. We provide examples of faith and love to inspire students to affirm each other's progress and to place their gifts at the service of the Church and the greater world community. Through the spirit of understanding and cooperation, Pacific Crest Academy creates an atmosphere in which teachers, parents, and students come together to encourage growth in holiness, community, and service.

## **ACADEMICS**

### **Schoolwide Learning Expectations**

The Pacific Crest Academy Learning Expectations are based on the National Consultants for Education (NCE) model for Integral Formation. Integral Formation is the harmonious development of all dimensions of the human person. The four pillars are Intellectual, Character, Spiritual, and Apostolic Formation. Leadership Preparation is a defining characteristic of these pillars. The schoolwide learning expectations are the following:

***Intellectual:*** A seeker of knowledge and Truth who:

- Possesses a critical mind; can tell right from wrong, fact from fiction, and truth from opinion through sound reasoning
- Continues to acquire and demonstrate a wealth of knowledge necessary to be successful in future academic pursuits
- Communicates confidently, clearly, and effectively
- Develops good study habits: able to concentrate, persevere, and produce quality work

***Character:*** A Virtuous Individual who:

- Governs his actions through self-control and personal conviction
- Demonstrates effective interpersonal skills; is self-confident, respectable, and presentable
- Recognizes and respects authority while valuing individual and cultural differences and points of view
- Exhibits a healthy lifestyle that balances physical, mental, and spiritual facets
- Collaborates effectively and is able to work on a team by generously contributing to a common goal
- Cultivates a rightly formed conscience imbued by truth, justice, and charity

***Spiritual:*** A friend of God who:

- Develops and nurtures a deep personal friendship with Jesus Christ
- Actively engages in opportunities to grow in holiness through prayer and the sacramental life
- Thoughts and actions are based on the Christian view of God, of the human person, and of the world
- Generously lives Christ's supreme commandment to love
- Loves and respects the Church, the Holy Father, Mary, and the Saints
- Understands, is faithful to, and can defend the Catholic Church's teachings

***Apostolic:*** An ambassador for Christ:

- Exemplifies Christ by living according to the Gospel
- Discovers and embraces the mission given to him by God
- Contributes time, talent, and treasure to build and expand Christ's Kingdom
- Respects and defends the life and dignity of every human person, from conception to natural death
- Nurtures a compassionate heart and strives to relieve the suffering of others on a local and global level

***Leadership Preparation:*** A model of integrity who:

- Courageously gives witness to truth and virtue
- Takes initiative and leads by example
- Influences the wider community with his Christian and human ideals
- Accepts his limitations and strives to overcome them

## **Academic Expectations**

Pacific Crest Academy has a demanding academic requirement at every grade level. Students who pursue their studies with diligence will succeed in acquiring a wide breadth of knowledge. In order for students to make the most of their school years, each student is required to pay careful attention in class and complete all written homework assignments and projects. Additional study and review of class materials will benefit students in their

test preparation and help them achieve their maximum academic potential. Parents will receive curriculum information at Curriculum Night held in September.

For students who are having difficulty maintaining academic expectations, parents and administrators will work together to develop an individualized Plan for Success. The Plan for Success is designed to assist students in improving their progress and academic performance; the plan may include retaking a class or repeating a grade. Such an effort may be initiated either by the school or by the parents.

## **Homework**

Homework is essential if a student is to retain and internalize concepts and knowledge learned in class. For this reason, each student is expected to spend a sufficient length of time each night to complete assigned homework and to prepare the assignment for presentation in a neat and orderly manner. Homework that is wrinkled, torn, or sloppy will not be accepted. Incomplete homework assignments will have a negative impact on a student's grades. Homework should be completed at home and not upon arrival at school or during the student's breaks. Frequent neglect of homework by a student will result in disciplinary action including, but not limited to, detention and/or a meeting between parents, principal, teachers, and the student.

Teachers assign homework most days so that the student can master concepts and skills taught in the classroom. The amount of homework varies, depending on the course and grade level and the specific academics being taught at the time.

Kindergarten Students .....	15 – 30 minutes
1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Students.....	30 – 45 minutes
4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Grade Students.....	45 – 75 minutes
7 <sup>th</sup> & 8 <sup>th</sup> Grade Students.....	1 – 2 hours

This frame of reference indicates approximate amounts of time and assumes an average student completing assignments well. Please note that the time estimate given at each grade level includes time for memorization, review of class material, and daily study. Parents should help their children create a neat and orderly study environment at home. A desk or table in a well lit and quiet area, without distractions, will promote the intellectual discipline needed by students to succeed in their studies.

When a student is absent from class for an excused reason (e.g., illness or to attend a family funeral), the student shall have a minimum of one day for each day of absence to make up the work missed. Returning students will meet with their teachers to clarify missed assignments and the new due dates.

Homework needs to be turned in at the beginning of class. Any work that is turned in after that will be late. Turning in late homework will adversely affect the student's grades, as follows:

- **Grades 1 – 5:** One day late reduces the grade by 10%, two days late reduces the grade by 20%, and no credit is given after that.

- **Grade 6:** One day late reduces the grade by 10%, two days late reduces the grade by 50%, and no credit is given after that.
- **Grades 7 – 8:** One day late reduces the grade by 25%, and no credit is given after that.

*All homework is expected to be turned in once completed, even if no credit will be given.*

### **Academic Honesty**

Students are expected to maintain a high level of integrity and honesty with regard to all schoolwork. Students will not copy homework assignments from other students or sources, turn in work or tests done by another or with answers taken from another, or plagiarize (i.e., copy words and ideas from a source in a written or oral composition without giving credit to that source). Students who violate expectations of academic honesty will be given a zero on the assignment and will receive a "U" for their quarterly conduct grade. In addition, a conference will be called with the student's parents to discuss the disciplinary action to be taken, which may include expulsion.

### **Academic Requirements for Participation in Extracurricular Activities**

In order to play on a sports team at Pacific Crest Academy or to participate in extracurricular activities, a student must maintain an overall average of "C" or above and have no failing grades in any one class. A student who fails one or more classes or who receives a failing grade in conduct for any given quarter will not be permitted to play sports or attend other extracurricular activities for a probationary period of three weeks. After the probationary period, the student's academic situation will be re-evaluated. If the student's academic performance has reached the required standard, the student will be able to play on a sports team or participate in extracurricular activities, otherwise probation will continue.

### **Grading Standards**

Pacific Crest Academy strongly emphasizes the importance of learning, rather than placing an over-emphasis on actual numerical grades. When the same attitude toward learning is found at home, the student will advance in knowledge and the pursuit of wisdom, rather than falling into intellectual anxiety. Both school and home should be an environment where learning in itself is its own reward. We hope students will see their education as a continuous internal process and not one measured by letter grades. At Pacific Crest Academy, students are assessed by grades with narrative evaluation, standardized test results and an end-of-the-year portfolio assessment showcasing their achievements. Together, these communicate the position of each student in relation to effort and performance within the context of individual and classroom objectives. The portfolio is a collection of work selected by the student (in lower grades, by the teacher) to demonstrate knowledge and abilities.

## Grading Scale and Assessment Measures

Grades will be administered as follows for Pre-K through Kindergarten:

+	Demonstrates Consistently
/	Developing
-	Needs Frequent Support

Grades will be administered as follows for first through second grade:

E	90 – 100 – Excellent
VG	80 – 89 – Very Good
S	70 – 79 – Satisfactory
NI	60 – 69 – Needs Improvement
U	0 – 59 – Unsatisfactory

Grades will be administered as follows for third grade through middle school:

All subjects except Art, Music, and Physical Education:

A+ (4.3)	97 - 100	A (4.0)	93 - 96	A- (3.7)	90 - 92
B+ (3.3)	87 - 89	B (3.0)	83 - 86	B- (2.7)	80 - 82
C+ (2.3)	77 - 79	C (2.0)	73 - 76	C- (1.7)	70 - 72
D+ (1.3)	67 - 69	D (1.0)	63 - 66	D- (0.7)	60 - 62
F (0)	Below 60				

Art, Music, and Physical Education:

E	90 – 100 – Excellent
VG	80 – 89 – Very Good
S	70 – 79 – Satisfactory
NI	60 – 69 – Needs Improvement
U	0 – 59 – Unsatisfactory

The following is a list of the ways in which progress and achievement are reported.

Parent/Teacher conferences occur in the 1<sup>st</sup> and 3<sup>rd</sup> terms, but a conference with teacher may be scheduled at any time.

- Progress reports are not a part of the grading process. Instead, parents have 24/7 online access to their children's grades through GradeLink. If a parent does not have access to the internet, a request may be made to the school office for a printed progress report.
- Grades with narrative evaluations are given at the end of each semester.
- Portfolios by Kindergarten through middle school students are presented in June to celebrate learning.
- Pre-K assessments are completed twice a year, in late fall and spring.
- Standardized tests are taken annually in the spring and results are sent home with the final report card in June.

## Academic Awards

During the month of June, students who have achieved a high level of academic success are recognized at an academic awards ceremony. The awards given are listed below.

- ***Keys of the Kingdom.*** This award recognizes a student, usually in the upper grades of the school, who has achieved and demonstrated the highest ideals of integral formation in the following areas: academic, human, spiritual, physical, and apostolic. The Principal with the recommendation of the faculty gives the award.
- ***Pearl of Great Price.*** In grades 1 – 3, this award recognizes a student who has demonstrated in tangible ways cooperation, community building, and respect for all others on campus and exemplifies Jesus' words in the Gospel, "Love one another as I have loved you".
- ***Mirror of Justice.*** In grades 4 – 8, this award recognizes a student who has demonstrated in tangible ways cooperation, community building, and respect for all others on campus and exemplifies Jesus' words in the Gospel, "Love one another as I have loved you".
- ***Principal's Award for Academic Excellence.*** One student in the middle school, who has the highest final academic average for the school year, will receive this award.
- ***Summa Award.*** Any student who maintained a straight "A" overall average (4.0) for both semesters and who was recognized on the Honor Roll in each of the four quarters will receive the Summa Award.
- ***Honor Roll Awards.*** Any student who maintains an overall grade point average of 3.5 or above for at least one quarter during the course of the year will be the recipient of an Honor Roll Award.
- ***Saint Award.*** Once each month, a student from each grade will be recognized for exemplifying heroic virtue, sacrificial apostolic action or exemplary human formation. This award will be given by the Principal with the recommendation of the faculty.

## FORMATION

### Attendance

For the benefit of the students, regular punctuality and attendance are mandatory. Pacific Crest Academy grants excused absences for illness and emergencies. Medical and dental appointments are to be scheduled outside of school hours.

School begins promptly at 8:00 a.m. in the classroom. Arrival time is between 7:50 a.m. and 8:00 a.m. No student is permitted on campus before 7:50 a.m. without prior written

approval, unless they are attending before-school care. Teachers are not scheduled to be in their classrooms prior to 7:50 a.m.

### **School Day**

The school day starts promptly at 8:00 a.m., Monday through Friday, and ends at:

- 12:00 p.m. for all Pre-K students
- 3:00 p.m. for K – Middle School students
- On designated early release days, all students (Pre-K – Middle School) will be dismissed at 12:00 p.m. See the School calendar for a list of early release days.

### **School Calendar**

With the re-enrollment packet in the spring, each family will receive a projected calendar for the coming school year. The Pacific Crest Academy Calendar combines the calendars of the Archdiocese of Seattle and the Camas School District, reflecting the major feast days and celebrations of the Catholic Church and official public holidays. The School calendar will be finalized before the Back-to-School Social.

Each month the school office will issue a monthly calendar, which will be sent home in the family folder. This will show a detailed view of special events planned for the coming month.

The annual calendar as well as the detailed monthly versions can also be accessed via the school website ([www.PacificCrestAcademy.org](http://www.PacificCrestAcademy.org)).

### **Tardies**

Students are considered tardy if they arrive for class after 8:00 a.m. In the interest of safety, the parent or driver must accompany the student(s) in grades Pre-K through 2<sup>nd</sup> to the classroom. Students arriving after 8:10 a.m. must report to the office for a tardy slip before going to their classroom. Student arrivals between 8:00 a.m. and 8:10 a.m. will be noted by the classroom teacher and forwarded to the office.

It is important for students to arrive on time for the morning routine each day. Students who are routinely tardy are a disruption to class and are missing many of the daily expectations of PCA life. Parents must make every effort to get their children to school on time.

### **Involuntary Absences**

Parents should call the school office at 360-834-9913 by 8:00 a.m. if their child is going to be absent. A note of explanation is required when the student returns to school. Whatever the reason for an absence, homework assignments and/or class work missed during time away from school must be made up. Extended absence from school due to serious illness or injury will be handled on an individual basis. A doctor's note is required for re-admittance after an absence of more than five (5) days. ***All tardies and absences become a part of the student's official record.***

## **Voluntary Absences**

*Voluntary Absences taken outside scheduled school holidays during the academic year work a hardship on students and teachers alike, and are discouraged. They tend to be disruptive to the classroom climate and may detrimentally affect the student's performance.* If the absence **is not planned** (a once in a lifetime opportunity or a sudden family event), written notice must be sent to the office as soon as possible. If the absence **is planned**, written notice must be sent to the office at least two weeks prior to the student's absence. In either case the classroom teacher is not expected to have work ready prior to a voluntary absence. Work will be gathered during the time the student is not in attendance and delivered to the student on his/her return. Decisions regarding missed tests and exams, type of make up work, and amount of time allowed for completion, are at the discretion of the student's teacher.

## **Code of Conduct**

Pacific Crest Academy holds Jesus Christ as the ideal and model for human behavior. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. Pacific Crest Academy *expects* students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators and all other workers, guests, and visitors to the school). Pacific Crest Academy faculty, staff and administrators may counsel and/or correct a student when appropriate at any time, including during school or activity times away from the school facility.

The following acronym captures the essence of our conduct expectations and will be used throughout the year as a convenient memory device when discussing this topic with our students:

### **P.R.I.D.E.**

**Preparedness and Punctuality:** *Be prepared and on time for class. Study, do your homework, and bring the necessary materials to class.*

**Respect:** *Demonstrate respect towards your teacher, classmates, and the school property. Avoid inappropriate talking, eating in class, and any other distracting behavior.*

**Initiative:** *Be attentive throughout the class. Participate actively in the class with appropriate listening, note-taking, and comments. Then, create a way to take the values you learn and influence society to move towards Christ.*

**Distinction:** *The uniform is a mark of distinction. Wear it well and with a healthy pride. Begin to distinguish yourself as a Christian Leader in every way.*

**Excellence:** *Strive for excellence in all areas of your integral formation. Fight to be all that Christ intended you to be.*

## **On Campus Conduct**

A Pacific Crest Academy student is expected to observe appropriate, modest posture at all times. In the classroom, each time an adult enters, the class is to stand and greet the visitor. The additional points listed below will further help the student's time in school to become more effective:

- Each student should be at his or her desk with books and materials ready before the start of each class.
- When the student has a question in class, or when giving an answer, the student should raise his or her hand and wait until the teacher asks the student to speak, and will stand to address the class.
- When a student misses a class, it is the parent/student's responsibility to find out what lessons were missed and what is required to make up the work.
- At the end of each class, the student is responsible for cleaning and straightening the area around the student's desk.
- The student is not permitted to leave the room during class without permission. Any student in the fifth through eighth grade who is not in class during class time will be considered truant. A student who has forgotten to bring books or assignments from home will not be permitted to obtain these materials after class has begun.
- Proper table etiquette must be practiced while eating at all times. Inappropriate language, conversations, jokes and gestures will not be tolerated.
- During recess, all students must act in a respectable and mature fashion. Wrestling, pushing, hitting, or any kind of rough or unwelcome physical contact is strictly forbidden and may result in immediate suspension. All students must be in the area designated by their teacher or principal. Failure to follow proper procedures will result in disciplinary consequences.
- Game rules are expected to be followed in a fair and sportsman-like manner.
- During recess or organized sport activities, students are expected to play with a high degree of sportsmanship and virtue. Each team member needs to recognize the athletic qualities of others and avoid focusing on their defects. Students should not complain, talk back, tease, criticize others, or be disrespectful in any way. Every student on the field or court needs to participate in the sport and play the game as a member of the team, with charity, generosity and respect.
- Chewing gum is not permitted in the classrooms or anywhere on the school premises. Food and beverages are to be consumed in the designated areas, at the times allowed by the teacher.

- Each student must respect others and school property, as the student would want his or her own person or property to be respected. Any student who steals or damages the property of another will be subject to disciplinary action, which may include replacing the property, suspension and/or expulsion.
- No student may have fast food delivered to school unless involved in a special class activity and the student has received permission from the principal or teacher. No soda is to be brought in school lunches.
- Each student must respect and obey the school's teachers, administrators, staff and volunteers. In their role as educators, teachers dedicate their lives to enriching their students and assisting them to become intelligent men and women of deep Christian principles and character. Therefore, the student should address each teacher with respect. Talking back, words spoken under one's breath, rude gestures, and other similar actions are not tolerated.
- Each student should greet priests, brothers, sisters, principals, teachers, staff, volunteers, parents, and visitors politely, courteously and respectfully when they pass them in the halls or see them throughout the day. If a student sees someone carrying something heavy or awkward, the other person should be given assistance. Doors should be held open for all adults. In addition to respect for authority, each student is to be polite and considerate towards other students at all times.
- All school rules apply in the classroom and at school activities, whether on or off-campus.
- Each student should be particularly respectful when in church, especially during Mass. Students will follow the directions provided in the *PCA Mass Guide*. Church is a holy place; this means that it is “set apart” from ordinary places for a special purpose. Conduct in church should reflect this fact. Students should strive to focus on the purpose of their visit and not to distract themselves or those around them.
- When moving between rooms or buildings while on campus, students will walk quietly. When moving as a group, students will form a single line with hands at their sides and proceed with their teacher.

## **Off Campus Conduct**

### **Attitude and Demeanor**

The growth in virtue and maturity that each student pursues at Pacific Crest Academy cannot be limited to on-campus behavior. The exercise and pursuit of moral strength must be a part of the student's entire life. At all times, whether on campus or off, the student's conduct should reflect both the student's principles and the principles of the school: respect, dignity, generosity and integrity. Pacific Crest Academy expects students to exhibit a growing maturity in personal integrity in all their actions at all times.

## Field Trips

Each individual is to maintain the conduct expected of a Pacific Crest Academy student during all field trips or sporting events. Chaperones on field trips are expected to guide students in adhering to the standards of Pacific Crest Academy. Generally, the school uniform will be worn during field trips. CD, MP3 or other portable media players or similar devices that are not allowed in school are likewise not appropriate for, and should not be brought on field trips or sports events unless explicitly permitted.

## Human Formation Reports

In order to provide regular and consistent feedback to the students and their parents concerning human formation progress, a weekly human formation report is completed on each student and sent home on Friday. It can usually be found at the bottom of the teacher's weekly letter although it may also appear on its own sheet. Teachers use this short form to make comments and assign a formation "grade" for the student in a number of different categories. The categories, which vary depending on the grade level of the student, attempt to capture a range of topics including personal behavior, inter-personal conduct, and diligence with respect to classroom activities. The following scale is used for all students:

Human Formation Marks will be administered as follows for Pre-K:

- + Demonstrates Consistently
- / Developing
- Needs Frequent Support

Human Formation Marks will be administered as follows for Kindergarten through middle school:

- E – Excellent
- VG – Very Good
- S – Satisfactory
- NI – Needs Improvement
- U – Unsatisfactory

As described above for academic grades, "S" (or "/") represents the desired norm and is the standard against which the student is evaluated in each of the categories. A mark of "S" (or "/") indicates that the student falls within the broad range of acceptable performance relating to a particular category; it is not and should not be considered an unfavorable mark. A mark of "E" (or "+") indicates an exceptional effort or performance during the reporting period. Similarly, a mark of "U" (or "-") indicates that a particular element of the student's performance during this period is in need of improvement. In such cases, an important goal of the weekly human formation report is to solicit the cooperative effort of the parents not only to encourage the student to improve but also to help develop effective strategies for the student to employ in certain situations. Parents need to review the weekly human formation report each week, sign it, add any of their own comments, if desired, and return it to the school.

## School Uniform

Pacific Crest Academy requires its students to present themselves in a neat, clean and modest manner at all times while at school or at school-sponsored events. The appropriate attire for students at each grade level is described below in the sections entitled "Girls' Uniform" and "Boys' Uniform."

Each student must arrive at school attired in full uniform. Students may be sent home and not admitted to class if their uniform is not complete. This dress code is maintained throughout the day.

### Girls

Please refer to the complete description of the girls' school uniform sold by Dennis Uniform, which all families receive at the time of registration.

Required uniform components include:

- Dennis Uniform blackwatch plaid shift ("jumper") for all grades,
- Dennis Uniform blackwatch plaid skirt or skort is optional for grades 4 - 8,
- White blouse with plain peter-pan collar,
- Navy knee-high cable knit socks or tights,
- Black dress shoes (high heels, boots, or adornments are not permitted),
- Dennis Uniform navy cardigan sweater (with optional school crest patch), and
- Navy tie (grades 1-8).

**Optional clothing:** For warm weather (until November 1<sup>st</sup> and again beginning April 1<sup>st</sup>): girls may wear navy crew socks in lieu of knee-highs or tights. Crew-type socks are below the calf but well over the ankle.

**Outer garments:** Dennis Uniform navy cardigan sweaters or sweater vests may be worn. Patches with the PCA School crest may be worn on the cardigan sweater. Other outer garments, including PCA sweatshirts, may be worn to and from school, at recess, and during P.E. but will not be worn in the classrooms.

**Modifications for students in Pre-K and Kindergarten:** girls will not wear ties.

Girls at all grade levels are expected to maintain their uniforms and personal appearance in a neat, modest and orderly fashion. They are expected to maintain skirt length at or below the knee throughout the entire year. No make-up is permitted. Earrings should be "dime" size or smaller, one earring in the ear lobe per ear. Besides these earrings, girls may wear one watch, one bracelet, one necklace with or without a religious medal, and one ring.

Hair must be neat and away from the face. Hair accessories are to match the uniform and can be purchased from Dennis Uniform. No more than two hair accessories may be worn at one time. Hair accessories should match the uniform plaid or may be navy, green, black, silver or gold. Coloring, highlighting, exaggerated or extreme haircuts are not permitted. Clear nail polish is allowed. No visible tattoos are permitted.

## Boys

Please refer to the complete description of the boys' uniform sold by Dennis Uniform, which all families received at the time of registration.

Required uniform components include:

- Navy pants,
- White oxford-style button-down shirt,
- Navy crew socks,
- Black dress shoes,
- Dennis Uniform cardigan sweater (with optional school crest patch)
- Navy tie,
- Black belt.

Optional clothing for warm weather (until November 1<sup>st</sup> and again beginning April 1<sup>st</sup>): boys may wear short pants in lieu of long pants.

Outer garments: Dennis Uniform navy cardigan sweaters or sweater vests may be worn. Patches with the PCA School crest may be worn on the cardigan sweater. Other outer garments, including PCA sweatshirts, may be worn to and from school, at recess, and during P.E., but will not be worn in the classrooms.

**Modifications for students in Pre-K and Kindergarten:** boys will wear white uniform polo shirts without ties; belts are optional.

Boys at all grade levels are expected to maintain their uniforms and personal appearance in a neat and orderly fashion. Crew-type socks are worn below the calf but well over the ankle. Hair is to be neatly and evenly cut and kept above the ears and the collar line. Students must be clean-shaven, with no facial hair, and sideburns will be no longer than half-way down the ear. Coloring, highlighting, or exaggerated haircuts are not permitted. No jewelry is to be worn other than a watch, and/or one religious medal. No visible tattoos are permitted.

### **Pre-Kindergarten and Kindergarten**

Pre-Kindergarten and Kindergarten students will follow the uniform requirements for girls and boys listed above, except that:

- Girls and boys will not wear ties,
- Boys wear the uniform polo shirts instead of the oxford-style button-down,
- Belts are optional for boys.

### **Code Regulations**

Please ensure that your child's complete uniform complies with school requirements. Shoes may be of any dress style, as long as they are black. Shoes with spiked heels, gaudy adornment, open toes, clogs, or platforms will not be allowed. Sneakers are not

allowed to be worn in the classroom except on P.E. days. Pacific Crest Academy's crest patch is acceptable on the Dennis Uniform navy cardigan sweater. All ties are regulation and must be purchased through Dennis Uniform. All clothing items should be clearly marked with the student's name.

Uniform code infractions may result in detention or other disciplinary action. Uniform code infractions may be reported by any faculty or staff member, at their discretion. Infractions which may subject a student to disciplinary action include, but are not necessarily limited to: clothing other than Pacific Crest Academy approved attire; dyed, unkempt, shaggy or other non-regimental hair style; the wearing of gaudy/trendy jewelry; and poor or sloppy general appearance. The Principal makes decisions regarding compliance with these guidelines at his or her discretion. Students not wearing a proper uniform will not be admitted to school and parents will be contacted concerning the student's dress code violation.

### **Uniform Acquisition**

The required student uniforms must be purchased from Dennis Uniform in Portland and *a few selected items* may be purchased at Lands' End. Please contact the school office for a current list.

Dennis Uniform is located at 105 SE Hawthorne Blvd., Portland, Oregon 97214. Phone: (503) 234-7431 or (800) 544-7123 and their fax: (503) 238-2529. Their web site address is [www.dennisuniform.com](http://www.dennisuniform.com) (*We have a link on our web page under admissions*). Our school code number with Dennis Uniform is #54975. You are encouraged to purchase gift certificates in \$20.00 increments for use at the Dennis Uniform Company through our scrip program. Dennis Uniform supplies uniforms year-round. Brochures are available in the office.

Lands' End web site address is [www.landsend.com](http://www.landsend.com) (*We have a link on our web page under admissions*) and their phone number is (800) 963-4816. You may purchase blouses, shirts, pants and socks from Land's End. Please use Pacific Crest Academy's code #9000-9159-6 when ordering.

A uniform exchange program is maintained at the school by the Parents' Club. Parents may donate or swap uniforms during office hours. All donated items must be in excellent condition, and be authorized uniform wear. To purchase items, please ask at the school office.

### **Physical Education Uniforms**

Every student in Kindergarten through eighth grade must wear navy shorts (without pockets and of modest length) and a grey tee shirt with Pacific Crest Academy insignia (available at the school office for a fee), or a grey non-insignia tee shirt (PCA track and field tee shirts are not permitted). Each student is responsible for wearing white athletic socks and unadorned athletic shoes, preferably white. During the winter, navy sweats are required. The only acceptable insignia for navy sweats will be the Pacific Crest Academy name or crest (Nike, LA Gear, and other logos are not permitted). Any student who is not

in uniform will not be allowed to participate in physical education class and will receive a zero for that day.

***Because Pacific Crest Academy has no appropriate changing facility, P.E. uniforms are worn throughout the day when students have Physical Education.***

### **Non Uniform Days**

On special occasions, students will be able to dress up in costumes (Saints' Museum and Mardi Gras are examples). However, all costumes should follow the guidelines of appropriate dress: modesty, good taste, and safety (so as not to cause tripping and falling). Students who are not sure if their proposed costume meets with school regulations should verify their ideas with their teachers or the Principal.

Free dress days are not the norm at Pacific Crest Academy, but on those rare occasions when free dress is allowed, clothing and grooming must be tasteful and appropriate.

### **Discipline**

Pacific Crest Academy seeks the integral formation of the whole student: human, academic, spiritual, and apostolic. This formation program includes motivating the will to pursue the good and the proper correction of that will when it goes astray. Since parents are the primary educators of their child, Pacific Crest Academy seeks the collaboration of each student's parents in the formation process of their children. If serious breaches in student conduct occur, the school may meet with the student and the student's parents about corrective measures, including temporary or permanent dismissal from school.

### **Disciplinary Action**

Pacific Crest Academy advances a formative discipline for all students, which strives to teach appropriate behavior rather than focusing on the wrong done. For serious breaches of discipline or in the case of recurrence of the same behavior, parents will be notified so that they may intervene in the correction and formation of their children, and a plan of action will be established by the teacher, in collaboration with parents.

- No corporal punishment or humiliation is allowed.
- Disciplinary consequences are determined by the School Administration in its sole discretion, as outlined in the Conduct Code.
- Breaches of discipline are reflected in low human formation grades.
- Verbal or written warnings may be used, including notes to parents.
- Formative responses: verbal discipline that relies on promoting the positive behavior required under the circumstances; positive explanation of and re-enforcement of an acceptable behavior; explanation of safety reasons; etc.

- Detention: time spent in either physical tasks or writing assignments on the day indicated by the teacher or Principal. Students will not be allowed to complete homework during this time.
- Suspension: normally one to three days spent outside of school, depending on the severity of the infraction and the student's prior discipline record.
- Expulsion: a student may be asked to withdraw from the school for serious or extreme forms of misconduct, or frequent or continual neglect of basic rules and expectations either on or off Pacific Crest Academy property.

### **Serious Misconduct**

The following infractions, among others, are considered examples of serious misconduct and constitute grounds for disciplinary action:

- Criticism of school regulations, or display of habitual discontent, disloyalty, or ingratitude toward the school;
- Lying, disobedience, or lack of respect toward administration, faculty members, staff or volunteers;
- Bullying behavior of any kind, including name calling, intimidation or coercion;
- Improper conduct outside school hours, especially when one's actions may cause scandal or damage the School's reputation;
- Theft, including harming or destroying school property or the property of another;
- Smoking, use or possession of cigarettes, chewing tobacco, cigars, pipes, tobacco, alcohol, drugs, firearms, knives or other weapons on campus;
- Cheating on homework, special assignments, exams or attempting to obtain copies of exams before they are administered;
- Truancy;
- Leaving campus during school hours without permission;
- Fighting, wrestling, or causing bodily harm to another student;
- Forgery of documents or a parent's signature;
- Distracting a student being disciplined;
- Refusal to carry out disciplinary consequences;
- Possession of inappropriate electronic or printed media.

## **Drugs, Alcohol and Weapons**

Possession of cigarettes, chewing tobacco, cigars, pipes, alcohol, drugs, firearms, knives or other weapons by a student is prohibited. Violation of this policy by a student is considered a major offense and is punishable by suspension or expulsion. Students are not allowed to possess, carry, control or store these items on campus or off campus when the student is participating in or present during any school activity. A student suspected of possessing, carrying, controlling or storing any prohibited item or suspected of being under the influence of or having used cigarettes, chewing tobacco, cigars, alcohol or drugs must cooperate with the school administration when confronted, answer questions and submit to searches of their desk, backpacks or belongings. The school administration may periodically search backpacks or desks in order to enforce the school's policy and to promote the well-being of all Pacific Crest Academy students and a wholesome learning environment. Students violating this policy will be dealt with on an individual basis. Parents and students are advised that the school does have an obligation imposed by statute to report certain activities constituting a violation of this policy to appropriate law enforcement authorities.

### **Drug Policy**

No student shall possess, sell, or be under the influence of narcotics or other drugs. Drugs and all illegal substances are strictly forbidden on campus or at school activities. Illegal use of drugs, including prescription drugs, whether the use occurs on or off-campus, subjects the student to disciplinary action. Disciplinary action up to and including expulsion may be taken, whether or not the student is tested for drug use; however, the student may avoid some or all disciplinary action by submitting to and passing a timely drug test conducted in accordance with reasonable and acceptable protocols.

### **Alcohol Policy**

No student shall possess, sell, or be under the influence of alcohol. Any student drinking or suspected of intoxication at a school-sponsored event, on or off school grounds, will be subject to expulsion.

### **Weapons Policy**

A weapon is any object which can be used to threaten or injure another. Guns, knives, chains, karate sticks, sharpened instruments, fireworks, or any other item that could harm another person or could disrupt the educational process is not allowed at school or at any school function. Any student who carries, possesses, conceals or transfers to another any weapon on school premises shall be immediately suspended pending investigation. Any student suspected of carrying, possessing, concealing or transferring any weapon on school premises may be immediately suspended pending investigation. School premises include all parish facilities used by the School and the adjacent grounds.

If an investigation discloses that a student has not violated the weapons policy, that student will be readmitted to classes after a meeting with the principal and his or her parents or guardians. If an investigation discloses that a student has violated the weapons

policy, or if a student refuses to cooperate in an investigation, that student will be expelled from school.\*

*\*The Federal Gun-Free Schools Act of 1994 requires a provision for expulsion in the weapons policy of each school but allows the chief administering officer to modify the expulsion requirement on a case-by-case basis.*

### **Items Not Permitted at School**

Magazines, comics, newspapers, radios, tape players, CD players, CD's, MP3 players, video cassettes, portable televisions, pagers, toys, trading cards, games, cards, electronic games and other similar items that might distract students during school hours may not be brought to school. Such items will be confiscated and returned to the student at the end of the year. If a cell phone is necessary, it must be turned off and kept in the student's backpack during school hours and/or school-sponsored events.

## **STUDENT LIFE**

### **Campus Spirituality**

As a Catholic school, Pacific Crest Academy supports the teachings of the Roman Catholic Church, and presents those teachings to the school community. We expect all families to accept Pacific Crest Academy's Catholic tradition, as well as respecting the diversity of its members.

Pacific Crest Academy promotes and fosters student spiritual formation and a personal relationship with Jesus Christ. Out of respect for our Lord and each other, a prayerful and reverent attitude is to be maintained while in church or at times of prayer. The students attend Mass on Wednesdays, First Fridays, and Holy Days as a school. All students are required to attend as part of the religion curriculum.

### **School Prayer**

In order to foster a disciplined prayer life and unity among the student body, the students will participate in school and classroom prayer, as follows:

- The liturgical seasons of the Roman Catholic Church will be celebrated, fostered and taught, which include Advent, Christmas, Lent and Easter
- Church feast days will be celebrated and/or acknowledged
- The school day will begin with prayer as a community
- Prayer before meals
- The *Angelus* (or *Regina Coeli* during Easter) is prayed at noon
- One decade of the Rosary is prayed each day (or a Station of the Cross during Lent)
- Closing Prayer or Prayer of Thanksgiving to end the school day

- Students will learn the prayers as outlined in the Archdiocese of Seattle Religious Education Curriculum Guide. Some Latin prayers will also be learned.

### **Apostolic Service**

Community service will be fostered in order to develop a sense of apostolic mission and service to the Church and the community. This will encourage the student to grow in awareness and understanding of social responsibility and to contribute toward building what the Holy Father calls “the civilization of justice and love.” Each student is required to participate in school-sponsored service projects, the purpose of which is to foster self-sacrifice and generosity in the student and the student body.

### **Clubs, Activities, and Special Occasions**

Organizations and extracurricular activities will be offered throughout the year, including CYO sports, student government, and various clubs. Students will be notified of all such opportunities offered by the school.

Students often like to celebrate a birthday or other special occasions by sharing a treat at school. We encourage snacks that are low in sugar, simple to serve and easy to eat. Arrangements should be made with the homeroom teacher in advance. A tradition at Pacific Crest Academy is the presentation of a "birthday book" to the school library on the occasion of the child's birthday. Teachers and/or librarians are happy to suggest appropriate books. Care for others' feelings also leads us to request that invitations for children's parties outside of school be issued by mail or telephone, not at school.

### **Before and After School Care**

Pacific Crest Academy offers before and after-school care for students of the School by contract. Forms are available in the school office if before and/or after-school care is needed on a regular basis.

- Before school care begins at 7:30 a.m. by written agreement.
- After-school care for the Pre-Kindergarten begins at 12:00 p.m. or at the end of the Pre-Kindergarten day. Children must bring their own lunches or purchase lunch when available. Milk may be purchased.
- After-school care for students in grades K – 8 begins at 3:00 p.m.
- After-school care is provided daily, as needed, until 6:00 p.m.
- Parents must notify the school if they are planning to use the after-school care program on a drop-in basis at least 24 hours prior to the use—to verify availability.
- Parents who fail to pick up their children in a timely manner (within 10 minutes of dismissal) will be charged for after-school care as per the current fee schedule. The minimum charge will be \$5.00/day per child.

- The cost for after-school care is \$5.00/hour for the first child and \$10.00/hour for 2 or more children in the same family. Maximum of \$25.00 per child per day.
- The provider records before and after-school care hours each day and families will be billed each month for use of this service.
- Parents will be charged \$1.00 per minute for *each* child left after 6:00 p.m.
- Failure to pay childcare fees when due may result in termination of the opportunity for before or after-school care for that student, and may result in non re-enrollment.

## **ADMINISTRATIVE PROCEDURES**

### **Enrollment**

Pacific Crest Academy does not discriminate on the basis of race, religion, color, national or ethnic origin in the administration of any of its educational programs, admissions policies, scholarship programs, athletic and other school administered programs.

This policy does not conflict with the priority given to the admission of Catholic students. On being admitted to the school, each student accepts the responsibility to participate actively in his or her own education and adhere to the standards of the school.

### **Admissions Procedures**

Pacific Crest Academy accepts applications for entry-age students (i.e., age three years before September 1<sup>st</sup>). The admission steps are as follows:

- The application process begins with a completed application, a copy of the child's birth certificate and a \$50 non-refundable assessment fee. Assessment screening is required for students entering grades K through 8. In addition, student interviews may be required in grades 5 through 8.
- A copy of the student's last report card is required. Any testing of the student by former schools or independent providers must be submitted. In addition, an evaluation form completed by the student's current teacher may be required. Forms are available in the office.
- When the steps have been completed and if the child is accepted, the family will receive a letter of acceptance together with registration information.
- All incoming students attending Pacific Crest Academy are subject to a 45-day probationary period. Failure to comply with academic, behavior or human formation standards during this time may result in dismissal, at the sole discretion of Pacific Crest Academy.

## **Re-Enrollment and Registration Procedures**

Re-enrollment begins in February. At that time all current families will receive re-enrollment packets. Families need to register their children prior to open enrollment in order to guarantee a space for them. There is an annual non-refundable registration fee for each child enrolled at PCA.

## **Transfer and Withdrawal Procedures**

Parents of a student transferring from Pacific Crest Academy, after registration, should obtain a withdrawal form from the Admissions Office and return the completed paperwork there. All financial obligations to Pacific Crest Academy must be met before transcripts are forwarded. Requests for forwarding official transcripts must be made in writing and submitted to the School secretary. Official transcripts are mailed directly to the institution where the student applies and cannot be given directly to the parents of the child.

## **Payment Information and Tuition Policy**

Tuition is the primary source of income for Pacific Crest Academy. Without each student's timely and agreed-upon tuition payment the school would be unable to support its basic operations. Tuition rates vary based on grade and attendance and are reviewed annually by the Board of Directors.

### **Payment Options**

In an effort to provide as much flexibility as possible, PCA offers several tuition payment options:

1. **Full year's payment:** Due August 1.
2. **Two half-year payments:** Due August 1 and December 1.
3. **Ten monthly payments:** Beginning July 1, as an automatic deduction from a bank account. There is an additional \$100 administrative fee for this option, due at registration.

### **Additional Fees and Registration Deadlines**

- **Application Fee:** Non-refundable fee of \$50, collected with each new student application.
- **Fifth Grade Outdoor School Fee:** \$250 per child.

#### **If registration is completed by March 1:**

- **PreK-8 Registration Fee:** Non-refundable fee of \$75 per child, up to a family maximum of \$225.

#### **If registration is completed by June 1:**

- ***K-8 Registration Fee:*** Non-refundable fee of \$150 per child, up to a family maximum of \$300.
- ***Pre-Kindergarten Registration Fee:*** Non-refundable fee of \$100 per child, up to a family maximum of \$300.

**If registration is completed after June 1:**

- ***K-8 Registration Fee:*** Non-refundable fee of \$175 per child, up to a family maximum of \$350.
- ***Pre-Kindergarten Registration Fee:*** Non-refundable fee of \$125 per child, up to a family maximum of \$350.

**Tuition Discounts**

Tuition discounts are offered for families who enroll more than one student at Pacific Crest Academy.

Under the philosophy of Christian charity, those families who are able to afford full tuition for all children can decline the discount.

***Multiple-child discounts are as follows:***

- 2<sup>nd</sup> Child – 5% reduction in the cost of tuition.
- 3<sup>rd</sup> Child – 10% reduction in the cost of tuition.
- 4<sup>th</sup> Child – 15% reduction in the cost of tuition.
- 5<sup>th</sup> Child and more – No tuition charge.

***Sibling discounts do not apply to Pre-K students.***

**Late or Missed Tuition Payments**

It is critical to the operations of the school that tuition is paid on the agreed upon dates. Should families experience a change in financial situation, please contact the Business Manager to determine payment options.

1. ***Late payments*** – regardless of payment method, if the tuition is received after the 10<sup>th</sup> of the month, due to non-delivery to the school or bounced check or rejected payment, a \$25 late fee will apply.
2. ***Non-Payment*** – In the event tuition payment(s) is/are not made, PCA reserves the right to:
  - Deny admittance
  - Disallow re-enrollment
  - Not release teacher evaluations and student transcripts
  - Disenroll the student

This list is not intended to be all-inclusive nor is it a progressive list of consequences. PCA reserves the right to recover tuition costs using consequences appropriate to each student's situation, up to and including disenrollment at any time.

It is each family's responsibility to contact, consult with and respond to requests from the school about payment and/or payment plans. However, continued lack of payment may result in a student's disenrollment. All cases will be reviewed, documented, and resolved at the discretion of PCA management and Board of Directors.

**Tuition Adjustment Policy**

In order to qualify for any of the below tuition adjustments, a school withdrawal form obtained from the office, signed by a parent or legal guardian, must be submitted to Pacific Crest Academy within the time specified. All adjustments are based on 100% of the tuition that is due Pacific Crest Academy upon signing the contract. If the contract signer chooses to remove their child from PCA, and the withdrawal dates have past, the residual balance of the contracted amount remains due in its entirety.

Adjustments to tuition owed will be made under the following guidelines:

STUDENT WITHDRAWAL DATE	YEARLY TUITION ADJUSTMENT*
Prior to August 1	90% Reimbursement
Prior to first day of class	80% Reimbursement
Prior to September 15	60% Reimbursement
Prior to October 1	40% Reimbursement
Prior to October 15	20% Reimbursement
On or after October 15	Balance of tuition due.

***\*Less Registration and Application Fees***

In the event of dismissal, eligibility for any tuition reimbursements will be determined as of the date on which the student is officially dismissed by Pacific Crest Academy. Pacific Crest Academy, in its sole discretion, reserves the right to determine if any tuition reimbursement is granted, a decision that does not affect Pacific Crest Academy's right to dismiss students for academic or disciplinary reasons, or for any reasons stated in the Parent and Student Handbook. The basis for any such dismissal of a student shall be determined at the sole discretion of Pacific Crest Academy.

**Tuition Assistance Policy**

Tuition assistance is available to eligible, registered families of students in grades Kindergarten through 8th, from the sources listed below. Tuition assistance applications and awards are kept confidential. Families learn of their assistance amounts upon viewing their award letter in early summer. All tuition assistance, including parish subsidies, must be applied for each year, regardless of whether any assistance was provided in the past. The deadline for applying for tuition assistance is in mid-March; the exact date will be announced during the re-enrollment period.

## **Pacific Crest Academy**

Pacific Crest Academy offers tuition assistance on a limited basis to needy families. The amount of tuition assistance available varies from year to year. The amount available is determined by taking 5% of PCA's projected tuition income for the coming year combined with the interest accumulated from PCA's Tuition Assistance Endowment Fund.

To be considered for PCA tuition assistance, parents/guardians must first register their children for the next school year and then complete an application from Tuition Aid Data Services (TADS), an independent tuition aid-determination company. TADS applications may be submitted online ([www.tads.com](http://www.tads.com)) or in hard copy with a form available in the PCA school office; TADS charges a nominal processing fee to the applying family. Once the deadline for applications (customarily mid-March) has passed, TADS provides a report to the PCA Principal with specific aid amount recommendations for each applying family. The Principal informs the Business Manager of these numbers, who applies them to the appropriate tuition contracts. The PCA staff makes no changes to TADS' unbiased recommendations. The annual deadline for submitting the TADS application will be provided during the re-enrollment period.

## **Fulcrum Foundation**

Registered PCA families are encouraged to apply for funds from the Archdiocese of Seattle through the Fulcrum Foundation. The Fulcrum Foundation grants are generally awarded to the most financially challenged families in the archdiocese. Fulcrum Foundation grants supplement any PCA tuition aid for families already designated through TADS. The application (available in English and Spanish) is available online ([www.fulcrumfoundation.org/tuition](http://www.fulcrumfoundation.org/tuition)). The annual deadline for submitting the application will be provided during the re-enrollment period. The Foundation charges a small application fee.

## **Parish Subsidy**

Parish subsidies are offered to active parish families formally registered at St. Thomas Aquinas Catholic Church in Camas, Holy Redeemer Catholic Parish in Vancouver, or Our Lady Star of the Sea Catholic Church in Stevenson. Subsidies are not need-based, however, each parish defines "active parishioner" differently and may require parish volunteer hours for applying families. The amount of the subsidy varies from parish to parish and year to year. Parish subsidy forms, available at the PCA office, must be submitted to the PCA Admissions Office to verify registration. The PCA office then sends them to the appropriate pastor for approval.

## **Emergency Assistance/Late Entry Assistance Resources**

Families experiencing unforeseen hardship or those entering after the spring tuition assistance deadline may apply for additional assistance at any time during the school year. The family will be asked to complete a new financial aid application (TADS) to determine the new need amount. The Principal will work with the family to determine the amount of additional assistance that can be distributed. The Principal and Pastor of the

applicable parish will then meet to discuss the case; following this meeting, the Principal and Pastor will appeal to the PCA Board for approval of the Principal and Pastor's recommendations. If need be, other funding sources will be sought on behalf of the family, including anonymous benefactors and/or additional funds from the appropriate parish.

## **Campus Procedures**

### **Arrival and Dismissal**

Students may not arrive before 7:50 a.m., unless in before-school care. Any student who is not in a scheduled activity after school must depart the campus within 10 minutes of dismissal. The School provides limited before and after-school care from 7:30 a.m. – 6:00 p.m. for enrolled students. For student safety and efficiency, all drivers should drop off the students at the school building, and follow the traffic flow pattern for morning drop-off and afternoon pick-up.

In order to have an orderly dismissal, the following procedure is to be followed:

- Ordinary dismissal time for Pre-K students is 12:00 p.m.
- Ordinary dismissal time for K – Middle School students is 3:00 p.m.
- On designated early release days, all students (Pre-K – Middle School) will be dismissed at 12:00 p.m. See the School calendar for a list of early release days.
- At the conclusion of the school day, all students will be led to the pick-up areas.
- Students will not be permitted to return to their classrooms for forgotten articles when pick-up is completed.
- The traffic flow will be through the upper parking lot driveway (north of the church). Then proceed behind the church and toward the pick up area in front of the School.
- Parents of a child who rides with someone other than his or her legal guardian must inform the School of this arrangement. Information stating to whose care the child may be released must be provided on the child's emergency procedure form or in a note, signed by the parent or guardian.
- No child may be left unattended anywhere on school property after dismissal. Therefore, if parents have an on-campus conference after dismissal time, arrangements must be made for supervision of their child or the child will be placed in after-school care and the family will be charged accordingly.

### **Parking Lot Use**

Please do not park in areas directly across from the School, so as not to impede traffic flow at drop-off and pick-up. For drop off and pick up instructions, please see the handout received at the annual orientation and available at the school office.

## **Emergency Procedures**

Pacific Crest Academy regularly tests its emergency preparedness plans. Students are expected to react to drills just as they would in the unlikely event of an actual emergency.

### **General Evacuation Procedures for Fire, Earthquake and Other Emergencies.**

- Students:

Must remain calm and obey the teacher's instructions.

Must walk, but not run.

Must not talk.

Must not take books or other items out of the classroom.

Must follow the exit signs and routes posted in the classroom.

Must remain together and quiet at the evacuation location.

- Teachers will evacuate the students from the building to the designated area.
- For an earthquake, teachers will direct students to drop, cover hold on and wait until the shaking has stopped.
- When an earthquake begins, teachers/staff will have students take cover under a desk, table, doorway, or against an inside framed wall (if available). Do not go to a wall with a window. If between classes, go to the nearest room.
- If outdoors, move away from trees and overhead wires; if possible drop to the ground and cover your head.
- After the earthquake, the teacher or staff member will check for any injuries and inform the office.
- When the shaking stops students should be evacuated immediately, but students should not move from under cover or away from their area until directed to do so by teacher or supervisor.
- A classroom emergency kit will accompany the class on evacuation.
- The teacher will take attendance and establish the class's condition:  
  
**A GREEN CARD** means everyone is accounted for,  
**A YELLOW CARD** means there is a non-life threatening injury,  
**A RED CARD** means there are missing students or a life threatening injury.
- The building can be re-entered once it has been declared safe by the principal or principal designee.
- One long bell or air horn will signal that it is safe to re-enter the building.

- Students will remain with school personnel until it is safe to re-enter the building or they are picked up by an authorized adult.

### **Evacuation Procedures at Lunch, Recess or During a School Assembly**

**LUNCH** - Students will evacuate the parish hall or classrooms under adult supervision. Students will be lead to the designated meeting area for their classroom during all other evacuation situations. Classroom teachers will be responsible to join students at these designated areas and immediately take roll.

**RECESS** - Students will immediately move to the designated meeting area for their classroom. Classroom teachers will join students at these designated areas and immediately take roll.

**SCHOOL ASSEMBLY** - All students will be directed to exit through one of the two exit doors. Teacher and students will go directly to their designated evacuation area

### **Lockdown Procedures**

- All Visitors and Volunteers must sign in at the office and wear an identifying badge during school hours.
- In the event of an intruder on campus, the office will inform each teacher via the intercom that we have a lockdown situation. A description and approximate location of the intruder, or intruders, will follow.
- The office staff will call 911 immediately.
- Classroom teachers will direct students to move away from direct line of the classroom windows or interior door windows. All doors to the classroom will be locked, and classroom door windows will be covered.
- Designated staff will be responsible to lock internal and external doors to the building.
- The lockdown will remain in effect until law enforcement officials verify it is safe to resume school.
- In the event that the school needs to dismiss students, the Emergency Early Closure Procedures will be followed.
- During a lock down situation, parents **must not** attempt to enter the building until the area has been secured by local law enforcement officers.
- Once the lock down is over, parents may pick-up their children.

## **Power Outage**

In the event of a power outage, teachers will remain with their students until a decision has been made for the remainder of the school day. Students will not be released unaccompanied from classrooms to run errands or to use the bathrooms. The school day will continue as normally as possible. If a decision is made to send children home, the Emergency Early Closure Procedures will be followed.

## **Emergency Early Closure Procedures**

In the event it becomes necessary to send children home early from school, the following Emergency Early Closure Procedures will be followed:

- Parents will be contacted by school personnel or through a ‘phone tree.’ Children, in some cases, may be allowed to call parents to notify them of the situation.
- Students will not be dismissed from school until parents, guardians or other authorized adults come to pick them up from the school office or other designated waiting area.
- Every effort will be made to contact parents or other listed emergency contacts.
- The normal learning environment will continue until dismissal of students is announced.

## **Severe Weather Notification**

Pacific Crest Academy will *ordinarily* follow the Camas School District with regard to delayed opening or cancellation of school because of severe weather. However, the administration may, in its sole discretion, decide to close school, keep school open or otherwise make severe weather and emergency decisions, in the best interest of the students, families and staff, contrary to the Camas School District. Parents may confirm this information by calling the school at (360) 834-9913 to listen to an updated message concerning the weather any time after 7:00 a.m. on an affected day.

If the Camas School District has a delayed opening of a 2 hour late start, Pre-K classes will begin at 10:00 a.m.

## **SCHOOL OFFICE**

### **Hours**

The school office is open from 7:45 a.m. to 4:00 p.m. on school days. Please make appointments with the administration and/or faculty during those times.

### **Communication**

Teachers, parents and administrators should communicate openly and on a regular basis regarding the progress of individual students. Progress reports and report cards are the ordinary means used by the school to inform parents of their child's progress and behavior

as well as weekly human formation updates. Newsletters, conferences, telephone calls, and notices containing pertinent information also provide communication.

### **Parent/Teacher Conferences**

Both home and school environments benefit from parent/teacher communication and collaboration. The school encourages parents to organize conferences during the days specifically designated for parent/teacher conferences in the school calendar. Parents may also arrange a conference on another day after school hours. Please contact your child's teacher to schedule the conference. The purpose of parent/teacher conferences is to inform parents regarding their child's academic progress.

### **From the School**

Certain communications may require the parents to sign and return the communication to the school. Some items that require parents' signatures are as follows:

- Family folder with the *Forum* newsletter sent home on Fridays and returned on Mondays or the next school day.
- Report cards.
- GradeLink 24/7 access to student grades.
- Notes from teachers regarding missed work or disciplinary concerns.
- Requests for parent/teacher conferences.
- Permission slips for school activities.
- Daily homework assignments and weekly Human Formation Reports.

### **Phone Calls**

***Incoming:*** Do not hesitate to call the school to ask questions, set up a conference, or relay a message to any faculty or staff member. *Teachers and students will not be called out of class during the school day, except in emergencies.*

***Outgoing:*** The office phone is a business phone and is used only for school business. No teacher or student may use the phone without permission from the Principal. The student will not be allowed to leave class to use the phone, except in an emergency. No long distance calls may be made without prior permission.

### **Addressing Concerns**

Please use every means to handle your concerns with Pacific Crest Academy at the lowest level possible. For student issues, please address your concerns with the child's teacher. Any issue outside the scope of the classroom should be addressed

with the PCA Principal. Please call the Administrative Assistant to make an appointment with the Principal. The PCA Board of Directors is a policy-making body and deliberates on issues and concerns as brought forward by the PCA Principal.

### **Website**

Please visit the Pacific Crest Academy website at [www.PacificCrestAcademy.org](http://www.PacificCrestAcademy.org) for the latest information.

### **Visitors**

Parents and school visitors are required to sign in at the school office. After sign-in, a visitor's badge will be provided to each parent or visitor. The school administration reserves the right to evaluate the legitimacy of any request to visit the school.

## **STUDENT HEALTH CARE**

Parents have the final responsibility for the health of the student and will provide, through the student's physician, definite treatment for all health problems. Parents of students whose medical supervision seems inadequate should be encouraged to obtain the services of a physician for the student. When the economic situation warrants, the parents may be guided to the appropriate source of community sponsored medical or dental care.

## **MEDICAL INFORMATION**

### **Emergency Forms**

An Emergency Form must be filled out for each student each year by the student's parent or guardian, and turned into the office prior to the first day of school. Parents or guardians are responsible for updating the emergency forms as necessary during the school year. This form is intended to help the student receive prompt medical attention, should the need arise.

### **Immunizations**

Each student, whether a transfer student or one who is currently enrolled, must comply with the immunization requirements of the State of Washington. Any student with a delinquent record will be notified. Students who still fail to comply with state requirements after notification will not be allowed to enter or remain in school. All health records are kept in the office.

### **Illness or Injury**

A student who becomes ill or injured during the school day shall be evaluated by the Principal or other designated person to determine whether the child should be sent home and whether a responsible person is home to care for him/her. The Principal or other responsible person shall see that adequate transportation is arranged. School personnel should not attempt to diagnose illness, but only report symptoms.

## **Illness**

A teacher will send any student who receives an injury or becomes ill during the school day to the office. After assessment and care, parents will be notified of an illness that, in the judgment of the Principal, requires further medical attention. If parents have to pick up their child due to illness, they must sign their child out at the main office. If a student is unable to participate in physical education class, the student must have a note from a parent or doctor. No student may go to the office for care without permission from the student's teacher.

## **Injury**

- When a student is injured at school, the parent/guardian is contacted and apprised of the situation.
- If the parent/guardian cannot be reached, local emergency contact procedures are followed.
- The principal may allow school personnel who are trained in first aid to provide emergency treatment for ill or injured children.
- If warranted, emergency personnel are contacted. If a child is transported to a hospital and a parent/guardian cannot be reached, it is advisable that a member of the school staff accompany the child until a parent/guardian arrives.

## **Medication**

The administration of medications at school is allowed upon written request of the parent and a physician and with the approval of the principal in accordance with the Revised Code of Washington (RCW) 28A.210.260 and 28A.210.270 and 28A.210.280 and 28A.210.290.

- Only medication that is necessary for a child to remain in school will be administered during school hours.
- Only properly labeled medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours.
- Authorization by a Licensed Healthcare Provider, who has prescribed the medication and parent/legal guardian must be recorded on the "Student Medication" form and kept with the student's record for eight years past the last date of enrollment.
- The parent provides the medication which is from a Licensed Healthcare Provider in its original labeled container from the pharmacy. The container must include the name of the student, medication, dosage information and enough medication to be administered at school.

- The staff should record as soon as possible administration of the medication. The record must include the name of the student, medication, dose, and the person administering. Any unusual reactions should be noted on the report immediately.
- Medication needs to be stored in a locked drawer or cabinet with access limited to those who are authorized to administer medications.
- Over the counter medications will not be given to a student unless there is a signed permission form from the parent or legal guardian.
- Students may not have any medication in their possession, with the exception of inhalers, during school hours. All medication is kept in a locked cabinet in the office, and will be dispensed by an office staff person.
- With the exception of Pre-K and Kindergarten, each student is responsible for coming to the office to ask for his or her medication.
- At the end of the school year, all medications that are not collected by the parent or legal guardian will be destroyed.

### **Communicable Diseases**

When signs and symptoms of illness are observed in a student while at school, the student shall be sent to the office where designated staff will:

- Determine the nature of the complaint.
- Advise parent/guardian if student is found to be unwell and/or have a fever equal to or over 100 degrees F.

The parent/guardian will be advised of the symptoms and make arrangements to have the student taken home.

- Keep the student in the office until the designated adult arrives to pick them up.
- Do not dispense any medication that is not in accordance with the procedures for administering medication policy.

The parent/legal guardian will notify the school of a diagnosis of a communicable disease. The designated school personnel will notify other parents and/or the health department if necessary to stop the spread of the disease.

### **Recovery Guidelines**

Before returning to school the student must be past the period of communicability and be able to participate in normal classroom activities. Listed below are examples of when a student will not be allowed to attend school for the benefit of the child, and that of the student's classmates.

- Oral temperature of 100 degrees or above.
- Vomiting, nausea, or severe abdominal pain.
- Marked drowsiness or malaise.
- Sore throat, acute cold, or persistent cough.
- Red, inflamed, or discharging eyes.
- Acute skin rashes or eruptions.
- Swollen glands around jaws, ears and neck.
- Suspected scabies or impetigo.
- Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious.
- Ear ache.
- Pediculosis (head lice).
- Other symptoms which are suggestive of acute illness.

## **PARENTS' CLUB**

As a parent, you are automatically a member of the Parents' Club. The purpose of the Parents' Club is to support the school in its work and to create and maintain a close relationship between the home and School. It is the Parents' Club intention to unify the students' families in a Catholic social environment under the direction of the school and Principal, by (a) promoting interest and involvement in school programs and activities, including: retreats, Eucharistic celebrations, family events and more; (b) informing parents of existing programs and activities; and (c) encouraging the development of school pride. Please contact the Parent Club President through the Administrative Assistant.

## **Annual Fundraising Events**

Pacific Crest Academy has three main fundraisers for the school's benefit and development: an Annual Fund, a Gala Dinner & Auction, and a Golf Tournament all directly support the School's operating expenses. Participation in these events is highly encouraged since these fundraisers not only provide the difference between the actual cost of education per child and the cost of tuition charged, but they also provide the substantial fund used by PCA for annual financial aid awards. Each family is expected to participate in the planning or execution of at least one fundraiser event each year. Similarly, every family is expected to contribute in some way to the Annual Fund, according to their means.

## Co-curricular Events

The School calendar has many events that coincide with and/or enhance our curriculum. These events require parental involvement to be successful. Parents are asked to sign up for at least two events before the academic year begins. Sign-up opportunities are also available at the Back-to-School Social held before the first week of school. Please note that receipts for reimbursements of expenses for any activity or event must be turned into the appropriate authority within two weeks of the activity or event, or risk not receiving reimbursement.

## Volunteer Hours

Our expectation for volunteer hours from our parents is a *minimum* of 40 hours per year for parents of students in K-8, and 20 hours for students in Pre-K. Single parents will have a minimum of 20 hours regardless of the grade of the student. Those families who do not volunteer their minimum hours will be charged a fee of \$50 for each hour under the minimum at the end of the year. Each family is expected to fully participate in both a fundraising effort of the School and two school-sponsored events each year. The choices will be finalized the first week of school.

Parent volunteers who will have access to students will be screened through the Washington State Patrol. The authorization form for the background check is available in the office.

Like all visitors, parent volunteers are required to sign in at the school office and receive a badge. Parent volunteers are requested to dress appropriately when on campus and to avoid denim and athletic attire.

## SAFE ENVIRONMENT TRAINING

### Employees and Volunteers

All Catholic schools associated with the Archdiocese of Seattle are required to make sure that all employees, all volunteers with ongoing unsupervised contact with minors or vulnerable adults, all volunteers who drive in the course of their volunteer activity and all volunteers with access to cash, checks, Scrip, credit card/bank account numbers or other negotiable tender, must complete *Safe Environment Training* by May 31 of each year. Because of our status as a Level II school, this training must be conducted through PCA, **but not through any of the local parishes, including St. Thomas Aquinas.** PCA will accept training conducted through the Archdiocese of Portland.

The opportunities for training available in Portland are numerous, especially at the easy to get to CYO office which offers daytime and evening classes on an almost daily basis. The class consists of two 30-minute DVDs and time for discussion. There is a link on the PCA website to the CYO schedule of classes. A link to the latest parish and school locations in the Portland metro area where this training is being offered is also available on our website. If you have already completed this training, as many of you have, (even if it was taken in this Archdiocese) please make sure the PCA school office has a copy of your completion certificate.

## **Students**

PreK through Grade 3 takes “*Talking About Touching*” and Grades 7 and 8 take “*Called to Protect for Youth*.” So that you can see what each program covers, direct links have been added to our web page. If you do not feel there is sufficient information about the program available on the link provided, the curriculum materials for PreK through Grade 3 are available in the school office so you can review them and make an informed decision about opting your child out. The teaching staff has gone through the materials to make sure they are “age appropriate.” Parents choosing to opt their child out may do so by signing an Opt-Out form which must be kept on file in the school office. We will begin presenting this program in early May.

## **FIELD TRIPS**

### **Procedures and Transportation**

PCA policy is to use bus transportation provided by the Camas School District for our field trips rather than individual passenger cars. However, some events may use parent transportation, as necessary. You will be informed in advance by your child's teacher of an up-coming event. Parent drivers must have copies of their driver's license and current proof of insurance in the office and have completed a volunteer background check form prior to the field trip.

### **Permission Slips**

Parents are requested to comply with the due dates of permission slips for the various school-sponsored events. Your child will not be able to participate in the field trip or event if we do not receive a signed permission slip.

### **Parental Involvement**

Parents are welcome to join us on the field trips that the school organizes, provided that the teacher has requested parental help and all fees are paid, prior to the date requested. Also, the School is open to suggestions of good opportunities for enrichment in any area of the curriculum; please notify the teacher of ideas.

## **SCHOOL PUBLICATIONS**

### ***Forum***

The newsletter of Pacific Crest Academy is called the *Forum*. The newsletter goes home once a week on Friday, or the last school day of the week, to the oldest child in the family. The newsletter is designed to inform parents of school events, particular class activities, parent involvement opportunities, related educational issues and faith enhancement opportunities.

## **Yearbook**

Each year we publish a memory book or a yearbook as a way of documenting the academic and enrichment events of the school year.

## **CURRICULAR ENHANCEMENTS AND ACTIVITIES**

### **Outdoor School**

Each year Pacific Crest Academy fifth grade students participate in the Environmental Education CYO Outdoor Ministry conducted by the Archdiocese of Seattle. This is a four day program usually held at Camp Hamilton, which is between Monroe and Duvall, about one hour from Seattle. Outdoor School is a part of the Pacific Crest Academy curriculum, and all students are expected to attend.

### **KidzArt™**

This program draws on the proven techniques and professional know-how of recognized artists and educators. The curriculum is a “kid-tested” curriculum that meets or exceeds the National Standards for Arts Education.

### **Mad Science™**

This program delivers unique, hands-on science experiences introducing Pacific Crest Academy students to a world of discovery while sparking their imagination. Mad Science encourages scientific literacy in an age when science is as vital as reading, writing and mathematics.

### **CYO Camp Howard**

Pacific Crest Academy participates in CYO athletics with the Archdiocese of Portland. Each year PCA students participate in cheerleading, football, volleyball, swimming, basketball, and track and field.