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Upper School Absence Hotline ext. 123

[www.pcaschool.org](http://www.pcaschool.org)

# Upper School Quick Reference Guide

This guide contains answers to the most commonly asked questions.

**\*Please refer to the Family Handbook located on Veracross for a comprehensive explanation of school policies and procedures.**

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### Mission Statement

PCA exists to honor God joyfully by inspiring students to maximize their God-given potential.

Dear Upper School Families,

It is exciting to think that in a few short weeks we will be starting a new school year here at Portsmouth Christian Academy (PCA). In reflecting upon last school year and in looking forward to this year I have been reminded and am increasingly confident the Lord will work in mighty ways and remain faithful as we seek to honor Him joyfully by inspiring students to maximize their God-given potential so they can impact the world for good.



This summer our faculty and staff have been taking time to rest and rejuvenate, but we have also been working to prepare for the coming school year by enhancing our curriculum and refining how we communicate and reinforce expectations so we can create a school environment that is conducive to spiritual, personal and academic growth. Additionally, we have been working to find new ways we can help our students grow in their faith, and experience a Christ-centered community. It is with these things in mind that I eagerly wait to see how the Lord works this year at PCA.

To best partner with you we want to provide you with this Quick Reference Guide which contains all the pertinent information that you may need throughout the school year.

In addition to the Quick Reference Guide, and the Upper School Family Handbook, I urge you to review the back-to-school material found on the PCA website. There is one document of particular interest to our parents of domestic student drivers, our **Parking Pass Application**. If your student will be driving his/her own or a family vehicle to school, a completed application is due before or on the first day of school. The purpose of this application is two-fold. It serves as a permission form, informing us of your desire and permission for your student to drive to and from school, as well as an informative document, giving us the make, model, and license plate of the vehicle, your student will be driving. We continue to pledge to do our best in providing a safe environment while your student is at school. The parking tag issued with a completed application allows our staff an efficient means by which to locate and/or identify vehicles that do not belong to our student body.

As this summer comes to a rapid close, please know we, as a faculty and staff, are praying fervently for all our PCA families and eagerly await the opportunity to reconnect either physically on campus or virtually this fall. May the Lord continue to prepare you for this coming year and give you a spirit of peace and joy.

God bless,

Jordan R. Heckelmann  
Principal  
Portsmouth Christian Academy, Upper School

## What does the school day look like? 2023-2024 Upper School Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10-9:05AM	1	1	8	1	1
9:10-10:00AM	2	Ac. Prep T	2	Ac. Prep R	Chapel
10:05-10:55AM	3	2	3	3	2
11:00-11:50AM	4	4	4	4	3
11:50-12:35PM	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-1:30PM	5	7	6	7	5
1:35-2:25PM	6	8	5	8	6
2:30-3:20PM	7	6	7	5	8

\*Please refer to the Veracross calendar for detailed information.

### Early Release Days

Mon, 8/28	Freshman & New students
Fri, 10/27	End Q1/Grandparents Day
Wed, 12/20	Christmas break
Fri, 1/19	End of Q2
Sat, 3/16	Auction
Thur, 3/21	End of Q3
Thurs, 6/6	Last Day of School

### Special Event Days

Fri, 9/1	All School Chapel
Tues, 9/7	Back to School Night
Wed, 9/13	Brookwoods Day
Fri, 10/6	Homecoming Pep Rally
Fri, 10/27	Grandparents' Day
Fri, 11/10	Veterans Day Chapel
Wed, 11/15-Fri 17	Spiritual Renewal
Wed, 12/20	Christmas Chapel
Fri, 1/12	MLK Assembly
Fri, 2/2	International Chapel
Fri, 3/8	Luau Lunch
Sat, 3/16	Auction Day
Wed, 3/27-Fri 3/29	Spiritual Emphasis Days
Fri, 4/19	Service Day
Thurs, 5/2	National Day of Prayer

### No School Days

Mon, 9/4	Labor Day
Mon, 10/9	Columbus Day
Mon, 11/6	P/T Conferences
Tues, 11/7	P/T Conferences
Mon, 1/15	Martin Luther King Day
Mon, 2/19	Teacher In-Service
Fri, 3/22	Teacher In-Service
Fri, 3/29	Good Friday
Mon, 5/27	Memorial Day

### Other Important Dates

Fri, 9/22	US Picture Day
Mon, 9/11-Tue, 9/12	US Leadership Retreat
Mon, 10/2-Sat, 10/7	Homecoming Week
Sat, 1/8	Silver Bell
Sat, 5/4	Prom
Fri, 5/31	Baccalaureate
Thurs, 6/6	Awards Assembly
Fri, 6/7	Graduation

### Finals Review

Tues 5/28-Wed 5/29

### Final Exams

May 30-June 5

### Vacations

Nov. 20-24

Dec. 21-Jan 2

Feb 26-March 1

April 22 -26

## What are the Arrival/Dismissal Procedures?

### Morning Arrival

**Students arriving by car** should be dropped off on the sidewalk in front of the main Upper School building (Runey Hall). Please enter the Upper School area via the first access road. Parents dropping off Lower School students should do so after dropping off Upper School students. Students should enter the building via the main entrance of Building Two; seniors can report to the senior lounge. Upper School students should not arrive before 7:40 AM.

**Students arriving by bus** will depart the bus at the sidewalk in front of the main Upper School building and enter the school via the main entrance of Building Two.

**Student drivers and visitors** enter the parking lot via the first access road. Students should enter Building Two via the main entrance; only seniors may enter Runey Hall before 8:00 AM. All student vehicles must clearly display a parking tag that may be purchased (one-time fee) from the Upper School office for \$25.00. Application forms for parking privileges and tags will be available beginning the first day of school. Seniors will have priority in receiving parking privileges, with juniors and sophomores following respectively.

Students are not allowed to park in the spaces in the driveway in front of the Upper School; these are spaces for faculty and staff.

### Late Arrivals

Students not in class by 8:10 must check in with the administrative assistant in the main lobby of Runey Hall to receive a pass. Students arriving after 8:25 must have a note (email / phone call) from parents explaining the nature of the tardy.

Students arriving between 8:10 and 8:25 will retain eligibility for extra-curricular events but will be subject to a detention after the fifth and subsequent tardy each quarter. Lateness due to appointments (doctor, dentist, etc.) will not count towards this tally.

Students arriving after 8:25 will be subject to a detention after the fifth and subsequent tardy each quarter. Lateness due to appointments (doctor, dentist, etc.) will not count towards this tally; however, students must be present for at least four full periods in order to be eligible for extra-curricular events.

Chronic tardiness may result in further disciplinary action to include one or a combination of the following: suspension, student contract, revocation of driving privileges, removal from a team or theater production.

If a school-sponsored event, such as a basketball game, theater practice/production or quiz bowl, causes students to return to the school at 10:00 PM or later, the coach or director may request that the students involved (not spectators) be excused for the first period the following day. The roster and a note explaining the situation should be given to the administrative assistant by the coach/director by 8:00 AM on the day they are to be excused. All work due during the first period of school must be handed in that day or be subject to late penalties.

### Afternoon Dismissal

**Upper School dismissal begins at 3:20 PM.** Upper School students who ride the bus will be picked up at the sidewalk in front of Runey Hall after the Lower School students board the buses. Upper School students may be picked up in front of the Upper School after 3:20 PM. Drivers may be directed into the parking lot if the line in front of the school is long or when the arrival of the buses is imminent. Drivers who are also picking up Lower School students should do so **before** picking up Upper School students.

All students are expected to be off campus by 4:00 PM/12:45 (early release day) unless participating in an extracurricular club or after school athletic activity. If taking part in Homework Club (offered every day from 3:45-5:00), students are expected to use that time to study/work on homework. Students who disrupt others will be asked to leave and may lose the privilege of participating in Homework Club or as recommended by the Homework Club faculty supervisor.

## Additional Information -Other Campus Rules

- **Please do not attempt to pass cars on Seaborne**, unless directed by staff. Passing on this road unexpectedly places two cars going in opposite directions in the same lane and endangers people.
- **Parking should be in designated areas only.** We have been blessed with a beautiful campus so, in order to maintain its beauty, we ask that no one park on grassy areas.
- **Avoid entering riverbank and river** in order to ensure student safety. Violation of this rule may result in immediate expulsion from the school.
- **All students need to carry their key cards/fobs to access the buildings.** Students have access to the buildings weekdays from 7:40am-3:45pm with their key cards/fobs.
- **Avoid opening or propping doors.** To ensure safety, all students and adults are to use the monitored entrances of the school. No one should open a perimeter door or prop the door for entry in any other area.
- **Late arriving (tardy) students enter through the main entrance** in Runey Hall and report to the administrative assistant or designated person.
- **All guests and visitors are to enter through the main entrance of Runey Hall, sign in with the administrative assistant and obtain/wear a “Visitor” tag for the duration of their visit** so that others in the building recognize safety procedures have been followed. Please sign out and return the Visitor pass when departing.

## Lunch Program

PCA has arranged with several local restaurants to provide lunches to our students which parents may purchase on a quarterly basis throughout the school year. This provides an alternative to packing a lunch each day for your student.

## Volunteer Opportunities

There are many opportunities for each family to be connected within the PCA community through the Volunteer Service Program. Whether you choose to decorate or bake for special events, serve with our maintenance crew, or utilize your skills in another way, you will undoubtedly find a way to be involved in your child’s education. The “Volunteer Service Program” will be sending out a survey through email for you to fill out before the start of school. Our Volunteer Coordinator uses the information provided to match your interests, gifts, and availability with our current volunteer opportunities. Please be advised, a background check and Code of Ethics Form, must be completed prior to volunteering. For more information, please contact Summer Heath at sheath@pcaschool.org or 603-742-3617 ext. 143.

## Veracross

All PCA families have a Veracross account, our school database that allows parents access to their children’s assignments, grades, and attendance records. In addition, parents can sign up and pay for programs such as lunch and kaleidoscope classes. Veracross also provides access to the family directory and PCA’s event calendar.

Instructions and passwords for accessing Veracross through the web are emailed to new families. A quick link to the Veracross login can be found in the Parent Portal on the PCA’s website at <https://pcaschool.org>.

## What do I do if my child cannot attend school?

### Upper School Attendance Policy

Consistent attendance is a necessary component of academic success. Research on effective education invariably shows that maximum attendance has a clear and direct impact on the quality of student performance. Parents are expected to email or call by 8:25 when a student will be absent or late ([usoffice@pcaschool.org](mailto:usoffice@pcaschool.org) or 603-742-3617 x123). If PCA does not hear from a parent of the student's absence by 9:00am, a call will be made to the first parent's cell phone listed in Veracross. Students must be in attendance for four full periods to qualify as present for the entire day.

**Students who miss more than nine days of a class (regardless of reason) in one semester/eighteen days for a full-year course, may receive an administrative failure for the course at the discretion of the teacher(s) and the principal.**

### Excused/Unexcused/Planned/Unplanned Absences

All absences must be approved by parents. Absence without parental approval will be considered a skip and the student will be subject to a suspension. Parental approval does not, however, mean that the absence is excused.

### Excused Absence/Tardies

**Absences/tardies/early dismissals are excused only for illness, medical appointments, or bereavement.** In the case of an extended absence due to illness (more than three days), the school may request a doctor's note to excuse the absence. For each day of excused absence, the student will get a day to make up work. Students who are out for a week or more should meet with the Dean of Men/Women to come up with a plan for making up work.

Students that are dismissed early for games, meets, or tournaments must hand in work due for classes they will miss **before** they leave, or the work will be subject to late penalties. Missed tests must be made up the next day, even if a student has missed a review period.

### Planned Absence

In the case of a planned absence (i.e., family vacation day, college visit, etc.), work due on the day of absence must be handed in/completed **prior to the absence unless other arrangements are made with the teacher(s) for making up the work.** A completed Planned Absence Form (available in the main office) is required one week in advance of the absence to give advance notice of a planned absence.

### Unplanned Absence

In the event of an unplanned absence (transportation issue, last minute change in plans, etc.) the student must hand in work and makeup work the first day the student is in attendance, **whether the class meets or not.**

### College Visits

Students are allowed up to 3 documented college visits per year. The absence will be noted as a college visit and as with any planned absence, work due on the day of absence must be handed in prior to the absence unless other arrangements are made with the teacher(s) for making up the work.

*See the Family Handbook on Veracross for more attendance policy information (appointments, vacations, daily eligibility, late arrivals, etc.)*

## What happens when school is cancelled or my child can't come to school?

### Severe Weather/School Cancellations

We know that any change to routine is disruptive and have tried to minimize cancellations and late openings. However, PCA is somewhat unique in that our student body is drawn from forty different communities located in three states and many arrive in privately owned vehicles.

After listening to local radio and television stations, consulting people in the affected areas and, in some cases, calling the State Police and Public Works personnel, the Head of School will make a decision that is believed to be in the best interest of the majority of the school population. When the decision to cancel school is made, an Alert Now



phone call goes to the provided numbers of all students, faculty and staff members. In addition, the cancellation appears on local television stations. This broadcast is rarely later than 6:00 AM. We recommend that you tune in on days when a delay or closing is anticipated.

While, in making our decision regarding cancellation, we consider both major and secondary roads in our entire catchment area, each parent is encouraged to decide for himself or herself if the trip from home to school is safe.

### Sources of information on delays or cancellations

WMUR TV NH channel 9

WCSH TV ME channel 6

WBZ TV MA channel 4

Alert Now Phone Calls

### US PCA Virtual Day

On days that school is cancelled due to inclement weather, Upper School teachers will upload their assignments for the day on Veracross by 9:00 AM. The amount of time spent on these assignments should not exceed four hours.

Teachers may require students to upload their assignments that day or turn in their assignments the next school day. Students who do not complete the work as outlined will be counted as an “unexcused absent” and will receive no credit for the assignment/s.

### Two-hour Delay Procedure

Whenever appropriate, PCA will announce a two-hour delay on days when the weather is questionable. This choice gives us time to evaluate the severity of the storm, and it also gives the public transportation department the time to clear and salt the roads, allowing for a safer commute.

***Buses will run on a two-hour delay; please be at the Bus Stop early.***



## Offsite Learning

Due to extenuating circumstances, like a medical procedure, quarantine or family emergency a student may need to be offsite for a period of time. PCA provides these students and their families with the opportunity to continue learning from home through Microsoft Teams while offsite. The preparation, planning, and management of hosting an offsite student is tremendous for both the teacher and the classroom and should only be requested when necessary.

Reasons for offsite learning include, but are not limited to, the following:

- COVID-19 exposure or quarantine
- Other health-related need that prevents a student from returning to campus (e.g., surgical procedure, medical treatments)
- Commuting disruption to support a health need (e.g. orthodontic appointment in the morning that prevents a student from returning to school in the afternoon)

A request for Offsite Learning must be made with a minimum of 24 hours' notice. This will provide the teachers and support team time to adapt lesson plans and assignments to incorporate the student into the learning plan.

Last minute requests for offsite learning may not be approved; in this situation, a student would be absent from class and work with the teacher on missed assignments. Please note, if a last-minute request is approved it will take time to communicate with teachers and for teachers to prepare to integrate an offsite student. Thus, parents and students should expect a delay from when a last-minute offsite learning request is approved and when they are able to join their classes. Requests for temporary offsite learning must be made by the parent or guardian, not the student, by completing this [Off-Site Learning Request Form](#).

Please note, all Off-Site requests must be approved before your child can join their classes and requests for offsite learning must be made at least 24 hours in advance. Requests made 24 hours in advance, that are approved, will allow for your child to join for the whole school day. Requests made with less than 24 hours' notice, may not be approved and if they are approved your child will likely miss a portion of the school day.

Offsite students are expected to complete schoolwork in the same timeframe and to the same level of engagement as their onsite peers. Students should have their cameras on, dressed for the day and in a learning environment, and be prepared to engage with the teacher and students.

Offsite learning is **NOT** for students who oversleep, who prefer a day at home, or who are ill and unable to fully attend to the class expectations. In those situations, students should be absent and work with their teacher to make-up work after returning to campus. Families or students who abuse offsite learning may lose the ability engage in offsite learning pending administrative review.

## Dress Code

### Expectations

At PCA, we focus on honoring God and growing each student's potentially, joyfully and as a community. In doing so, we hold that a student's individuality is more properly expressed by what he or she does and believes than by what is worn. In short, the heart of the child is far more important than how one chooses to adorn one's body. Clothing, at its best, enables service, learning, and community. Neatness, good grooming, and modest fashions are appropriate in a school that encourages students to focus attention on the most meaningful matters.

The purpose of this dress code is to offer students several options of comfortable, attractive, and reasonably priced clothing that will reflect well on the students, their families, and the school as we seek to fulfill PCA's mission and vision together. Our clothing, both students' and faculty members', should enhance that end.

Our dress code is designed to support the many things we do at PCA in clear, concise language that everyone can understand and support. We do not want extremes, and we do not expect students or families to test the limits of the policy. **The key to implementing the dress code is the fit and style of the clothing.** Variations from the options provided are not acceptable. Our suggestion is to err on the side of conservative dress, hairstyle, and clothing accessories. If in doubt, please ask the dress code question before the item in question is worn to school or a school event. Grace is given in all cases, especially when the student and family are trying to live within the spirit of the dress code.

### Concept

This dress code policy contains information concerning the acceptable styles, colors, and combinations of clothing for males and females across the Upper School. Families and students are free to choose from several options within each category of dress.

#### General Structure and Dress Code

The Upper School has three broad categories of dress with generic expectations that apply to each category. Each Category supports enhancing the purpose of the key activity of the day:

##### General Standards:

- Neatness: Students are expected to dress neatly and present themselves in a way that reflects respect for themselves and others.
- Cleanliness: Clothing should be clean and in good condition, free from stains, tears, or offensive language or imagery.
- Modesty: All clothing should be modest and not revealing. This includes avoiding clothing that is low-cut, sheer, or exposes undergarments.

##### General/Grooming:

- Branding on all clothing must display appropriate and positive qualities or slogans that are aligned with PCA's mission and core values.
- Men's/Women's hair must be of a modest style, well-kept and neatly groomed. Unnatural colors of hair must be muted and not outrageous.
- Men's hair should remain off their eyebrows and collars and their facial hair should be well-kept and neatly groomed.
- Tattoos are not permitted.

## Accessories:

- Items such as notebooks, folders or backpacks should display appropriate and positive qualities or slogans that are aligned with PCA's mission and core values.
- Hats/caps are not allowed in any building during the school day (exemptions may be made for spirit or service days) and if worn in the building will be confiscated immediately.
- Female students are permitted to have tasteful piercing in their ears. Nose piercings are out of dress code. Males are not permitted to have any piercings.

## A) Chapel/Business/Special Occasion

For special occasions (Veterans Day Chapel; National Day of Prayer, etc.), a more elevated dress code is expected to reflect the solemnity and reverence of these events. Families and students will be notified when Special Occasion Dress is required.

The following guidelines apply specifically to chapel dress:

- **Men:**
  - Solid colored dress pants
    - Student may choose the color of the dress pants from these approved colors:
      - Khaki
      - Black
      - Gray
      - Navy Blue
  - A solid-colored collared dress shirt and a tie are required.
    - Student may choose the color of the dress shirt from these approved colors:
      - White
      - French Blue
  - Solid colored black or brown belts of solid or braided texture, with a non-descript buckle must be worn
  - Shirts must remain tucked in throughout the school day
  - Dress shoes and socks must be worn, with no visible sports branding. (Sneakers are not permitted)
  - Student options that may be worn with a dress shirt, belt, tie, dress shoes, socks, and dress pants include:
    - Blazers or sport coats
    - Solid colored crew neck, v-neck, and  $\frac{3}{4}$  zip sweaters and cardigans
- **Women:**
  - Dresses or skirts should be of fingertip length and fit appropriately.
  - Dress pants are also acceptable.
  - Business formal blouses and dresses should have sleeves and cover the shoulders and chest adequately.  
**Note:** T-shirts are not approved tops for these occasions.
    - Students may choose the color/pattern of the blouses, pants, dresses and skirts from the approved color and patterns:
      - Blouses/Dresses/Skirts: solid colors, or those with simple patterns
      - Pants: Solid Colors Only
        - Khaki
        - Black
        - Gray
        - Navy Blue
  - Closed toed and heeled dress shoes must be worn; heels are optional
  - Student options that may be worn with a dress, skirt, dress pants or blouse include:
  - Solid colored crew neck, v-neck,  $\frac{3}{4}$  zip sweaters, and cardigans

## **B) Everyday/Class.**

Students and families should expect this on most days. If not announced otherwise, in school communications or in the school calendar, this is the expected dress category for the day.

### **Tops:**

- **Women:**
  - Women must wear solid colored or simple patterned (Ex. Floral, striped, checked, small plaids) shirts that are modest, cover the torso, and are not low cut. (Hawaiian patterned shirts are not permitted)
  - Women may wear sleeveless shirts provided that the shoulder blade is covered and the straps on sleeveless shirts are at least three fingers wide.
- **Men:**
  - Men must wear solid colored or simple patterned (Ex. striped, checked, small plaids) collared shirts. (Hawaiian patterned shirts are not permitted)
  - Shirts must remain tucked in throughout the school day.
- **Men/Women:**
  - Sweaters of solid color or simple patterns (checked, striped, argyle) may be worn over a dress code appropriate top.
  - Crew neck and  $\frac{3}{4}$  zip sweatshirts may be worn over a dress code appropriate top
  - Hoodies with a PCA logo may be worn over a dress code appropriate top
  - Hoodies without a PCA logo, tank tops, tube tops, crop tops, and low-cut or plunging necklines are **NOT** allowed.

### **Bottoms:**

- **Men:**
  - Solid colored style pants or shorts that are sized to fit with belt loops may be worn
  - Solid colored black or brown belts of solid or braided texture, with a non-descript buckle must be worn
- **Women:**
  - Solid colored or simple patterned, pants, skirts, shorts, rompers, and dresses that are sized to fit
  - Solid colored yoga pants, jeggings, and leggings are appropriate **ONLY** when worn under skirts or dresses with hemlines that are not shorter than fingertip length
- **Men and Women:**
  - Hemlines, for the whole circumference of a dress, skirt or shorts may not be shorter than finger-tip length when standing
  - Bottoms must be in good shape without holes, tears, or frays. Ripped or torn bottoms are not appropriate.
  - Bottoms made with blue denim fabric, sweatpants, joggers, or athletic pants/shorts are **NOT** allowed.

### **Footwear:**

- Sneakers, dress shoes, boots, sandals, and flip flops are permitted
- Footwear must be worn at all times, with the exception of specific activities approved by the administration.
- Footwear should be appropriate for a school environment and promote safety.

## **C) Athletics/Work/Outdoor/Casual.**

Students and families should expect this dress episodically at the Upper School. Special weeks (such as Homecoming) would have their own themes and would fall into this category. **Note:** certain events like service days may require a more specific dress and those expectations would be communicated to both parents and students two weeks in advance.

### **Tops:**

- T-Shirts, sweaters, sweatshirts (crew,  $\frac{3}{4}$  zip or hooded) and other tops of any color or pattern may be worn so long as they meet the following criteria:

- The top is related to the theme or fits the purpose of the day
- The content on the top is appropriate and reflects PCA's values
- Tops must be modest, cover the torso, and not be low cut.
- Women may wear sleeveless shirts provided that the shoulder blade is covered and the straps on sleeveless shirts are at least three fingers wide
- Tank tops, tube tops, crop tops, and low-cut or plunging necklines are **NOT** allowed.

**Bottoms:**

- Students may wear pants, shorts, skirts, or dresses related to the theme or activity
- Denim pants/shorts, sweatpants or athletic shorts may be worn
- Bottoms should adhere to the general dress code guidelines in terms of length and appropriateness.

**Footwear:**

- Students may wear shoes, sneakers, sandals or other footwear related to the theme or appropriate for the day's activities.
- Shoes should be clean and in good condition.

**Accessories:**

- Students may wear accessories, hats, or headwear related to the theme, as long as they do not obstruct others' view or pose a safety risk.
- Accessories should be non-offensive and non-distracting.

**D) Competition Day Dress Code.**

- On competition days athletes may wear their team jersey tops or team spirit wear with dress code appropriate bottoms, footwear and accessories.
  - **Note:** Note sleeveless jerseys may be worn so long as a school-colored t-shirt is worn underneath
- Athletes may change into their full uniforms upon dismissal for their competition.

**Enforcement:**

- PCA staff and faculty members are the sole and final arbiters of the dress code and are responsible for monitoring and enforcing the dress code.
- Students not in compliance with the dress code will be provided with appropriate reminders and may be asked to modify their attire or change into appropriate clothing if available.
- The school also will notify parent(s)/guardian(s) by the end of the day.
- Repeated or intentional violations of the dress code may result in disciplinary action, as outlined in the school's code of conduct.

## Conflict Resolution

### Parents'/Students'/Staff's Part in the Conflict Resolution Model

PCA firmly believes in the principles of conflict resolution expressed in Matthew 18.

Step 1: If a parent or student has a question or a problem related to the school, this is the procedure to follow in resolving the issue: The parent or student should contact the teacher to discuss the problem. This step allows for open communication and problem solving.

Step 2: If, after discussion with the teacher, the problem is not resolved, the parent or student should contact the appropriate dean for further support.

Step 3: If, after attempting solutions, the problem continues, the parents or student should speak to the principal for final resolution.

Students, parents, and staff are expected to follow this model.

## Contact Chart

Parents, please use the chart below to help determine who you should contact if certain situations arise. If you are uncertain who to contact, please reach out to the Upper School Office ([usoffice@pcaschool.org](mailto:usoffice@pcaschool.org)) or the Upper School Principal and they can either assist you or direct you to the right person.

**Please note, that before reaching out to your child's teacher would ask that you come along side your child and coach them through the process of addressing a concern with their teacher and direct them to meet with the respective teacher. Then, if your child's interaction with their teacher did not effectively address the concern, please reach out to the teacher.**

Your child's teacher	The Dean of Men or Women	College Guidance	Upper School Principal
Concerns about your child's academic performance	Concerns about your child's well-being	Questions about PE or Service Hours	If you have concerns about the safety and well-being of the community
Questions about the class structure or expectations	If you become aware of instances of bullying	Questions about College Visits	If you become aware or are concerns about members of the community using illicit substances like drugs or alcohol
Concerns about an incident or topic that was discussed during class	If you become aware of inappropriate comments or actions that are taken by a student	Questions about PSAT and SAT Testing	If you have sought to address a conflict with a teacher and it has not been effectively resolved
	If you become aware of a conflict that has arisen between students and is negatively impacting the school community	Question about the College Application Process	If you have sought to address a conflict with a dean and it has not been effectively resolved



## Portsmouth Christian Academy at Dover

### 2023-2024 Upper School Supply List

For each class, all students should have pens, pencils, erasers, a notebook, a 3 ring binder, loose-leaf paper, and a folder. Students will be using One Drive for their documents.

**New students should also have a key chain for their key fob.**

Below, please find a list of the classes that have special requirements.

**AP Chemistry:** graphing calculator, a device such as a tablet, laptop, or phone to use during lab periods for data collection in an electronic lab notebook.

**Chemistry and Honors Chemistry:** bound composition book –needed on the 1st day of school (7 ½ x 9 ¾ inches, not spiral bound) for labs, scientific calculator (not on cell phone).

**Biology & Honors Biology:** Needed 1st day of school: “quadrille ruled” composition book for labs and activities (7 ½ x 9 ¾ inches, graph-style paper with a stitched binding - NOT spiral bound or “EZ tear-out” sheets).

**Dual Enrollment Anatomy & Physiology:** Quadrille Ruled notebook or Blank Sketchbook for labs (in addition to regular note-taking notebook). Any size, must have STITCHED binding (not spiral or EZ-tear-out sheets).

**Botany & Zoology, Marine Science:** “Quadrille Ruled” Notebook for labs and playlists (in addition to regular note-taking notebook). Must be 7 ½ inches x 9 ¾ inches, graph-paper style with STITCHED binding (not spiral or EZ-tear-out sheets). Also, must have all-weather gear to wear on field outings (hats, gloves, boots, etc. appropriate to weather).

**Drawing:** Drawing pencil set with at least 4B, 2B, HB, and 2H pencils, 2 erasers – kneaded or Art Gum are best – NOT PINK PEARL, blending sticks, 2 fine point black markers – Sakura, Micron or permanent Pilot are best. 9x12 sketch book, and a materials box.

**Painting:** Multi-purpose brush set, paint palette knife, acrylic paint (at least 4oz tubes of red, yellow, blue, black, and white), watercolor painting pad (approx. 9 x 12), and a materials box.

**All Spanish classes:** a binder, 5 tab organizer, filler paper, 1 dry erase marker to be left in class, and a separate single subject notebook to be left in class.

**AP Spanish:** headphones with a microphone with a USB connector.

**Mandarin classes:** A sturdy 1 inch 3-ring binder, a FIVE STAR 5 subject notebook and fine point erasable white board markers.

**World War II/Cold War History:** 3 ring binder for holding documents, pens for taking notes, and a highlighter. Please obtain a copy of Laura Hillenbrand's book: *Unbroken: A World War II Story of Survival, Resilience, and Redemption*.

**World History:** 3-ring binder for holding documents, pens for taking notes, and a highlighter.

**Honors U.S. History, Civics, AP Government, Liberty and Justice:** A notebook dedicated to the class (student’s choice - 3-ring binder, composition notebook, spiral notebook), pens and pencils, loose-leaf paper, a folder to keep tests/handouts.



**Geometry/Honors Geometry:** 3-ring binder with lined paper, graph paper, and a folder designated for Math, ruler, compass (be careful because the cheapest ones often do not work well), protractor, and calculator with square root and trig functions (TI-30X, or higher).

**Algebra 1:** 3-ring binder with lined paper, graph paper, and a folder designated for Math, calculator with square root and trig functions (TI-30X, or equivalent).

**Algebra II/Algebra II Honors:** 3-ring binder with lined paper, graph paper, and a folder designated for Math, scientific graphing calculator required needs to have roots, trig, log, ! (TI-84, TI-89, or TI-Nspire).

**Pre-Calculus/Honors Pre-calc/Honors Calc/AP Calc:** Dedicated notebook, graphing calculator required (TI-84, TI-89, or TI-Nspire).

**Statistics:** Dedicated notebook, calculator required.

**All Bible Classes:** a binder or folder to hold and organize notes and returned papers; a hard copy NIV or ESV Bible to be brought to class each day (a study Bible would be helpful but not required); pens or pencils and a highlighter for classwork.

\*In addition, if any families would like to donate boxes of tissues or rolls of paper towels please bring those in to Ms. St. John in the Upper School Office in Runey Hall.

