

2020 - 2021

*"Give thanks in all circumstances; for this is the
will of God in Christ Jesus for you."
(1 Thessalonians 5:18)*



20 Seaborne Drive
Dover, NH 03820

603-742-3617

Upper School Absence Hotline ext. 123

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,

Welcome to what will be one of the most unique and exciting years in the history of Portsmouth Christian Academy (PCA). As the coming school year draws near I have become 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 we have been diligently working as a faculty and staff in preparation to safely operate under an Enhanced Hybrid Learning model where we will be teaching at PCA, from PCA and extending beyond PCA. In order to do this, we have outfitted our school with new technology and are adapting our teaching practices to ensure your students can continue to grow spiritually and attain an excellent education supplemented by the arts, athletics and other social groups such as clubs. And in support of this end, we will be furthering our partnership with parents through consistent communication and increase involvement so we can foster a school community and culture that seeks to love one another well amid the COVID pandemic.

This Quick Reference Guide is meant to be just that, a guide containing pertinent information that you may turn to easily throughout the school year. Additionally, the 2020-2021 guide will serve as a COVID addendum to our Upper School Family Handbook and a supporting document to our Back to School Guide. Considering the fluidity of the current health situation, all the documents listed above are subject to change and are therefore considered “living documents.” Any changes to these documents will clearly be communicated to all our PCA families.

In addition to the Quick Reference Guide, our Return to School 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? 2020-2021 Upper School Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10-9:05AM	1	1	8	1	1
9:10-10:00AM	2	Activity Period T	2	Activity Period 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	6	5	5	5
1:35-2:25PM	6	8	6	8	6
2:30-3:20PM	8	7	7	7	7

Please refer to the Veracross calendar for detailed information.

Early Release Days

Mon, 8/31	Freshmen and new students
Fri, 10/30	End of Qtr. 1
Tue, 11/3	Election Day
Tues, 11/10	P/T Conferences
Thurs, 11/12	P/T Conferences
Fri, 1/22	End of Qtr. 2
Sat, 3/20	Auction
Thurs, 3/26	End of Qtr. 3
Fri, 4/2	Good Friday
Tues, 6/9	Last Day of School

No School Days

Mon, 9/7	Labor Day
Mon, 10/14	Columbus Day
Fri, 11/20	Teacher In-service
Wed, 11/25-Fri, 11/27	Thanksgiving
Mon, 1/18	Martin Luther King Day
Fri, 3/27	Teacher In-Service
Mon, 5/31	Memorial Day

What are the Arrival/Dismissal Procedures?

Note: as the health situation evolves our arrival procedures are subject to change. Any changes will be clearly communicated to parents and students in advance.

Health Prescreening Arrival Procedures:

To ensure the health and safety of our community, every student at PCA must complete a Pre-screening Health Check form every morning before coming onto campus. We are in the process of working with the SNAP Health Portal to streamline the process and make it as easy as possible. You will be able to download the SNAP Health Portal app on your phone and complete the Pre-screening Health Check. Furthermore, **every PCA family will be given a carpool number** so during arrival we can quickly identify if the Pre-screening Health Check form has been completed before a student exits their vehicle. This form needs to be completed no later than 7:00am through the SNAP app for every PCA student in your family.

Students arriving by car:

When entering the PCA campus, drivers will be greeted by a PCA employee at the entrance of Seaborne Drive. Please have your "carpool number" on your car visor. This is how the employee will identify your family. They will radio in your number to the front desk to ensure that you have completed the Prescreen Health Check. If you have successfully completed it, you may drop off your student in front of Runey Hall or park in the Upper School parking lot. If you HAVE NOT completed the Health Check, we ask that you park in the designated parking spots and complete the form. A thermometer will be provided.

Students arriving by bus:

Bus drivers will ensure that all bus passengers have completed the Prescreen Health Check before getting onto the bus.

Morning Arrival

Students arriving by car should be dropped off on the sidewalk in front of the main Upper School building (Runey Hall). Then enter the Upper School area via the second access road. Parents dropping off Lower School students should do so after dropping off Upper School students. Students arriving before 8:00AM should enter the building via the main doors of the Science & Arts Building and report to Troiano Hall; only seniors may enter Runey Hall before 8:00 AM. After 8:00AM students should enter Troiano or Runey Hall and move to their first period class using the establish traffic pattern

Upper School students should not arrive before 7:45 AM. Families or students arriving before 7:45 will be directed to a designated holding area where they will wait until 7:45 to exit their cars and enter the Upper School.

Students arriving by bus will depart the bus at the sidewalk in front of the main Upper School building and enter using the same procedure stated above.

Student drivers and visitors enter the parking lot via the second access road. Students arriving before 8:00AM should enter the Science & Arts Building through the main entrance and report to Troiano Hall; only seniors may enter Runey Hall before 8:00 AM. Student arriving after 8:00AM should enter Troiano or Runey Hall and move to their first period class using the establish traffic pattern. Please note that the traffic in the parking lot is one way. All student vehicles must clearly display a parking tag that may be purchased (annual 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 one-hour 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 one-hour 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.

As a rule, detentions for tardies are served on the day after the tardy.

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.

In the event that 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. **Homework club has been temporarily suspended for the first quarter of the school year.**

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 to access the buildings.** Students have access to the buildings weekdays from 7:40am-3:45pm with their key cards.
- **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 receptionist or designated person.

- **All guests and visitors are to enter through the main entrance, sign in with the receptionist 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. ***Please note that microwaves will not be available.*** Non-microwaveable items and/or a hot thermos are encouraged. ***Additionally, there will not be vending machines and the Snack Shack will be closed, at least to start the year. Students should come to school with snacks and a refillable water bottle.*** Students will have lunch in designated areas determined by PCA.

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 our Volunteer Coordinator at 603-742-3617 ext. 119.

Volunteers will be required to complete a Pre-Screening Form before serving on campus and must abide by PCA’s established health and safety protocols.

Veracross

All PCA families have a Veracross account, our school database that allows parents view to their children’s assignment due dates, 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 at the bottom of PCA’s website at <https://pcaschool.org>.

What do I do if my child cannot attend school?

Upper School Attendance Policy

Consistent attendance (virtual or in-person) 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 (kcummings@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 cellphone 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.

Off Site Learning Policy

Students accessing PCA classes from home are also expected to attend regularly, logging into their

classes via Teams at their scheduled times. Parents of Off-Site Learners who are too ill to attend virtual classes need to inform the Upper School office, just as they would if they were attending classes on campus.

Excused/Unexcused/Planned/Unplanned Absences (On-Site / Off-Site)

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 Academic Support Facilitator to come up with a plan for making up work.

Students dismissed early for games/ meets/ 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, an announcement is posted on PCA's website (www.pcaschool.org), and 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

Website www.pcaschool.org

Alert Now Phone Calls

US PCA Virtual Day

Given our shift to an Enhanced Hybrid Learning Model, on days school is cancelled due to inclement weather, we will hold a Virtual School day. On virtual days, Upper School teachers will upload the days assignments for the day on Microsoft Teams/ClassNotebook no later than 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.

*Please note our Virtual Day policy is subject to change as further discussions occur and the year evolves. Any adjustments will be clearly communicated to parents and students prior to a virtual day.

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.



Dress Code

Expectations

The dress code is applicable to all PCA Upper School students and their guests whenever they are on school property or in a school-related activity during school hours. Students who are at school functions after school hours, i.e., athletic events, and who are dressed immodestly or inappropriately, e.g., wearing an offensive t-shirt, may be asked by any school personnel to change or leave the event. The principal may grant exceptions to the dress code because of medical or religious reasons. The principal and staff are the sole arbiters of the dress code. The principal may announce jeans days or jeans and t-shirts days as appropriate.

Enforcement

Any student/parent wanting clarification on any item is encouraged to ask before the student wears the garment. Students out of dress code will be permitted to call home for appropriate clothing and **will remain out of class** until they are in compliance with the dress code.

Masks

Students in Grades K-12 will be required to wear a cloth or disposable facial covering/mask at *certain* times during the school day. Parents are asked to provide masks for their students. If a student forgets his/her mask, the school will provide a disposable one. Please follow these guidelines when purchasing or making cloth facial coverings/masks for your student(s):

- An approved facial covering/mask covers both the nose and mouth — face shields are not approved substitutes.
- We recommend each student own 3-5 masks, with one mask kept in a backpack or locker as a back-up if needed.
- PCA is not requiring a specific color, style, pattern, or brand.
- Masks that could be a distraction to learning are prohibited — this includes slogans, overtly-distracting styles, political statements, anything violent, or prints that do not align with PCA's mission, statement of faith, or Core Values.

Male Dress Code

Uppers: Short/long sleeved polo or Oxford (dress) shirt. Shirts must have collars and be tucked in so that the belt is visible. Crew, cardigan, or V-necked sweaters or sweatshirts (with or without hoods) may be worn over polo/Oxford shirts.

Bottoms: Dockers/cargo style pants or shorts. Belts are required and must be worn at waist level. Back welt and/or front slash pockets are permitted. Patch pockets (in khaki and black only) are permitted. Blue jeans may only be worn on designated jeans days. Pants are to be worn so that undergarments cannot be seen. Wind pants, sweatpants, parachute pants, skinny pants, sports pants, leather and imitation leather are not part of the dress code. Shorts need to be knee length.

Shoes: Sneakers, dress shoes, boots, sandals or flip flops.

Female Dress Code

Uppers: Short/long sleeved polo shirt, Oxford (dress) shirt/blouse, or turtleneck. Shirts must be constructed from an opaque fabric, have collars and buttons (exception turtleneck), and

be tucked in or neatly hemmed. Only the top two buttons may be left unbuttoned, i.e., the collar button and the one below it. Crew, cardigan, or V-necked sweaters or sweatshirts (with or without hoods) may be worn over polo/Oxford shirts. Sheer/lace/eyelet fabrics are not part of the dress code. Undergarments are not to be visible. Spaghetti straps/strapless tops are not permitted.

Bottoms: Dockers/cargo style pants, shorts or dress pants. Back welt and/or front slash pockets are permitted. Patch pockets (in khaki or black only) are permitted. Blue jeans may only be worn on designated jeans days. Skirts may be worn but must be worn at the waist and constructed from an opaque fabric (no lace, eyelet, sheer fabric); shorts and skirt length must be to the kneecap. Dresses & skirts may be worn w/ or w/o collar and length must be to the kneecap. Yoga pants, leggings (worn as pants)/jeggings, skinny pants, sweatpants, sports pants, leather and imitation leather are not part of the dress code.

Shoes: Sneakers, dress shoes, boots, sandals, or flip flops.

Grooming, Accessories, and General Requirements

Belts: Belts are required for male students, must be in good repair, and worn with the belt tip tucked into the belt retainer. Belts should complement clothing; ostentatious belt buckles are not permitted.

Coats: Unless otherwise instructed, coats, jackets, and outer garments must be removed upon entering the school and stored in the locker.

Facial Hair: Male students may wear sideburns, neatly trimmed and no longer than the lower ear lobe. Neatly trimmed beards and mustaches are permitted.

Piercing: Female students may wear earrings (ears only). Male students may not wear any piercings, to include “invisible” earrings.

Hair: Hair needs to be neatly combed; excessive styles, i.e. Mohawks, excessive gelling or spiking is not permitted. Hair must be of a natural color. Male students may not wear their hair past the collar or the eyebrows or in tails. Students whose hair requires cutting will be given one week to get a haircut, and their parents will be contacted. Students who do not get a haircut within one week may be asked to stay home from school until they get a haircut.

Hats: Hats/hoods will be removed upon entering the building and may not be worn inside.

Jewelry: Students must exercise taste and modesty when wearing jewelry. Staff members will determine whether necklaces and bracelets are being worn in a tasteful manner.

Logos: PCA logos are preferred. Appropriate manufacturer’s logos may appear on clothing.

Tattoos: Tattoos are not permitted for either gender.



Portsmouth Christian Academy – Key Dates Calendar 2020-21

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Fourth of July Closure Week

Classes Resume January 4

MLK Day (Campus Closed)

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Winter Vacation

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher In Service

Teacher In Service Week

***See note below**

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Labor Day (Campus Closed)

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Auction March 20

Teacher InService#3

(No School)

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Columbus Day (Campus Closed)

Grandparents' Day (October 30)

Good Friday**

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Spring Vacation

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Election Day

P/T Conferences

Teacher In Service #1 No

School

Thanksgiving Vacation

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Memorial Day Campus Closed

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Christmas Vacation

Senior Graduation (June 11)

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*Note:

First Day of School on August 31 (Grade 9 and all new Upper School students in grades 10-12; Early Release Day; Open House for grades 1-8; no bus service)

First Day of School on September 1 (Grades 1-8 and returning grade 10-12 Upper School students); Open House for PCAP and Kindergarten

First Day of School on September 2 (Kindergarten; those students will be in session from 9:00 am-2:15 pm on September 2; free Child Care will be provided for kindergarteners that day from 7:50-9:00 am and from 2:15-3:20 pm that day)

First Day of School on September 2 (PCAP students)

Class of 2021 Graduation will be held on Friday, June 11, 2021

**Good Friday: No After Care available

Campus Closed

No School/ Teachers Workshop

First Day/Last Day

Early Release Day

Conflict Resolution

Parent's/Student's/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 should ask to make an appointment with the teacher or let the teacher know their student is having a problem. This step allows the teacher to gather information and deal with a situation that may only be spoken of at home.

Step 2: If, after discussion with the teacher, the problem is not resolved, the parent should schedule an appointment with the Principal or Dean. This is the problem-solving phase of the model. It is an opportunity for us to look at the multiple layers of the problem.

Step 3: If, after attempting solutions, the problem continues, the student may be put on a Behavioral Contract. At this point, it may also be appropriate for the family to speak to the Principal for final resolution.

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

What to Bring to School:

Every student should plan on bringing:

1. Mask (to be worn any time that you are moving from one location to another)
2. Water bottle – water fountains have been replaced with water filling stations.
3. Hand Sanitizer – each student should carry a small hand sanitizer in their backpack
4. Key fob – each student has access to all the doors from 7:40am-3:45pm.
5. Lunch – microwaves will not be available so please pack non-microwaveable food items or a hot thermos instead (hot lunch program is still an option also)
6. Snacks/drinks – the vending machines and snack shack will not be available this year
7. Backpack – students should plan on taking their books home each night in case of remote learning

Portsmouth Christian Academy at Dover

2020-2021 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 or lanyard for their key fob that they will receive on the first day of school.**

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).

Conceptual Physics: bound composition book to use for labs, a calculator (not on cell phone).

Honors Biology: bound composition book (7 ½ x 9 ¾ inches, not spiral bound) for labs, needed 1st day of school.

Biology: 50 cents for a teacher-provided lab notebook

Honors Anatomy and Physiology: sketch book, box of colored pencils, plus 50 cents for a teacher-provided lab notebook.

Marine Science: 50 cents for a teacher-provided lab notebook. Students will be expected to wear winter boots, coat, hat, and gloves on cold-weather outside days.

Botany and Zoology: 50 cents for a teacher-provided lab notebook. Students will be expected to wear winter boots, coat, hat, and gloves on cold-weather outside days.

AP Biology: a sketch book and box of colored pencils, plus 50 cents for a teacher-provided lab notebook.

Check the College Board AP Biology information site for acceptable calculators, device such as a tablet, laptop, or phone to use during lab periods for data collection in an electronic lab notebook.

Robotics: Engineering notebook with pre-numbered pages (not spiral bound).

Computer Programming & Software Engineering: You will need a gmail account to access the resources.

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.

English Language Learners: 200 3" x 5" notecards

Mandarin classes: A sturdy 3-ring binder, 5 tab index for binder, & 3x5 index cards.

All Spanish classes: : a binder, 5 tab organizer, filler paper, a set of at least 10 markers or colored pencils, 1 dry erase marker, and a separate single subject notebook to be left in class.

AP Spanish: purchase the AP Barron's AP Spanish Language Textbook, headphones with a microphone with a USB connector.

Early US History, Honors Early US History, World War II/Cold War: 3-ring binder (not spiral notebook), choice of pens/pencil for note-taking, and highlighter for finals review. WWII History students should procure an individual copy of Laura Hillenbrand's *Unbroken: A World War II Story of Survival, Resilience, and Redemption*. New York: Random House, 2010. This will be the subject of a student book review in the fall.

Civics, World History, A.P. Government: a notebook dedicated to Civics or World History only (student's choice- composition book, 3-ring binder, spiral notebook). A pack of loose-leaf paper and a folder for returned tests.

AP Government: Students should purchase AMSCO Advanced Placement *United States Government and Politics* by David Wolfford, 2019. (can be purchased on Amazon)

Geometry: Dedicated notebook, 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 equivalent) -NOT cell phone.

Algebra 1: Dedicated notebook, calculator with square root and trig functions (TI-30X, or equivalent) -NOT cell phone.

Algebra II/Algebra II Honors: Dedicated notebook, graphing calculator required (TI-84, TI-89, or TI-Nspire) -NOT cell phone.

Pre-Calculus/Honors Pre-calc/Honors Calc/AP Calc: Dedicated notebook, graphing calculator required (TI-84, TI-89, or TI-Nspire) -NOT cell phone.

Statistics: Dedicated notebook, graphing calculator required (TI-84, TI-89, or TI-Nspire) -NOT cell phone.

Applied Topics in College Math: Dedicated notebook, scientific calculator required (TI-84, TI-89, or TI-Nspire recommended but optional) -NOT cell phone.

Old Testament: a 3-ring binder, a New International Version (NIV) Study Bible published between 1984-2010, or ESV Study Bible (English Standard Version). Students may have either a study Bible or not. I do not allow Bibles on phones; please bring a paper Bible to class every day.

New Testament: a folder to keep tests and projects when returned; a NIV (New International Version) Bible or New Testament published between 1984-2010, or the English Standard Version (ESV). Students may have either a study Bible or not. I do not allow Bibles on phones; please bring a paper Bible to class every day.

Biblical Prophecy: a New International Version (NIV) Study Bible published between 1984-2010, or ESV Study Bible (English Standard Version). Students may have either a study Bible or not. I do not allow Bibles on phones; please bring a paper Bible to class every day.

