

Pensacola Adventist Academy



Student Handbook

2026-2027

Pre-K-12th Grade

8751 University Parkway

Pensacola, FL 32514

850-478-8838

<https://www.pncaa.net/>

Serving humanity. Exploring the world Biblically. Educating for eternity.

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Mission Statement

The Pensacola Adventist Academy is operated by the Seventh-day Adventist Church in the Gulf States Conference. We exist primarily to touch the lives of our children and youth for Jesus. Every student entrusted to our care is a gift of God to be educated for both now and eternity. It is our intentional approach to harmoniously blend the work of redemption and education as one ministry through a Christ-centered curriculum.

To fulfill our mission, we will:

- **TEACH** Reverence for God. Respect for others, people, and places, and responsibility for one’s self.
- **EMPHASIZE** The Journey to Excellence in every achievement – physical development, academic competence, spiritual commitment, social maturation, and aesthetic appreciation.
- **ENCOURAGE** A lifestyle based on the principles and truths of the Holy Scriptures as evidenced through an abiding relationship with Jesus Christ.
- **INSPIRE** An appreciation for the joy of service to mankind through outreach opportunities and mission adventures.
- **LOVE** Every student as a unique individual, recognizing his or her dignity and infinite value.

Statement of Authority

All policies and material contained in this handbook are based on the policies and standards of the General Conference of Seventh-day Adventists, the Southern Union Conference, and the Gulf States Conference. These policies have been approved by the School Board of the Pensacola Adventist Academy. Any exceptions, alterations or interpretations must be approved by, or be subject to approval by the faculty and the School Board.

School Board

Olivia Wildman – Board Chair
 Kinesha Pena– Board Vice-Chair
 Gywin Black – Board Member
 Jillian Mullikin– Board Member
 Levy Siverio - Board Member

Dorcas Oduro – Principal
 Robert Meneses - Pastor UPSDA
 Edwin Quijada - Pastor BAPSDA
 Ann Wernicke – Treasurer
 Don Wilkerson – Board Member

Introduction

Educational Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen G. White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Adventist education seeks to nurture thinkers rather than mere reflectors of other's thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good. An education of this kind imparts far more than academic knowledge.

It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

Educational Objectives

1. To lead students to a knowledge of God and recognition of the need to accept Jesus Christ as a personal Savior.
2. To assist in the formation of a noble Christian character by placing great emphasis on the spiritual values of life.
3. To develop habits of accuracy, discrimination and sound judgment in thinking and doing.
4. To stimulate high scholarship.
5. To assist students in developing a desirable personality.
6. To help students understand and practice the principles of healthful living and to understand the relationship between spiritual, physical and mental development.
7. To encourage and promote the development of responsible reliability in each youth.
8. To engage students in acts of community service.

School History and Accreditation

The Pensacola Adventist Academy has been in operation in the Pensacola area since 1929 and is one of 5,533 schools that make up the world's largest Protestant church-related educational network. It is accredited by the National Council of Private School Accreditation, issued by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

Faculty & Staff

- ❖ Dr Oduro, Grades 6-8, Principal
- ❖ Mrs. Limocon, Grades 4-5
- ❖ Mrs. Hoy, Grades 1-3
- ❖ Mrs. Moreno, Grades PreK-K
- ❖ Mrs. Wernicke, AAA Proctor
- ❖ Mrs. Coffey, Data Clerk
- ❖ Ms. Waldroop, Secretary
- ❖ Mr. Chris Orozco, Teacher's Aide
- ❖ Miss Nayeli Perez, Teacher's Aide P.E
- ❖ Mr. Jason Corpuz, Teacher's Aide Music
- ❖ Mr. Marty Dunn, Teacher's Aide Art

Admissions

Admission Policy and Procedure

Admission is based on the following:

1. Pensacola Adeventist Academy is primarily operated for the benefit of all Seventh-day Adventist families in our area. Other students of good character may be admitted by the School Board upon application, provided there is available space, and all other requirements are met as outlined in this handbook. All admissions are subject to approval by the School Board.
2. A child must be at least four (4) years of age by August 15 of the current year in order to enroll in Pre-K. A child must be at least five (5) years of age by August 15 of the current year in order to enroll in kindergarten. A child must be at least six (6) years of age by August 15 of the current year in order to enroll in the first grade. Verification of birth date will be required.
3. All students must provide the school with the following at registration:
 - a. A completed Application Form for each child;
 - b. Birth certificate (new students only);
 - c. Certificate of a physical examination dated within one year of school entrance;
 - d. Florida Certificate of Immunization (Blue Card);
 - e. Social Security Number;
 - f. Previous school records (new students only);
 - g. Signed Financial Contract made with the School Treasurer;
 - h. Completion of the Internet Access Agreement Form;
 - i. Consent to Treat Form.
4. All previous school accounts must be paid in full.
5. New students may be tested for appropriate grade level prior to acceptance. Grade placement may be evaluated from student performance and testing may be adjusted if recommended by instructional and administrative personnel, the Gulf States Conference Department of Education, and with the approval of the parents/guardians (hereafter referred to as parents).

Withdrawal Policy/Release of Records

When withdrawing a student at least a 24-hour notice must be given to the Principal. The student must return all books, including library books, pay any fines, and their tuition account must be paid in full for the Academy to release any records. If you withdraw a student before the 15th, you will be responsible for only one-half of the month's tuition. Withdrawal after the 15th of the month requires a full month's tuition payment. Any money that Step Up does not pay up until withdrawal, you will be responsible for that tuition.

Exceptional Students/Unique Abilities

We strive to individualize instruction and meet each child's individual learning needs. The size of the school limits the specialized services it is able to offer; therefore, the school may be unable to provide appropriate accommodations for students with exceptional physical, scholastic, or behavioral needs.

Parents must submit full disclosure of all diagnostic/medical/psychoeducational reports to the principal before registration in order to determine if the student's education needs can be met. The School Board will screen all such applications and teachers will develop individualized educational goals. Upon acceptance of the student the parent must submit, on a regular basis to the principal, the progress reports from outside of school services provided for the student to help in their educational process.

If the school deems it necessary for any or additional testing, it is the parent's responsibility to schedule academic or behavioral testing. Families refusing to get their child tested will jeopardize their child's enrollment. Students will be asked to withdraw without proof of testing when requested by the school board.

Late Enrollment Policy

If a student is registered before the 15th of the month, full tuition for the month must be paid. If a student is registered on or after the 15th, a half month's tuition must be paid. If Step Up for Students does not pay for any reason, the parent is responsible for the tuition and fees until SUFS is in effect.

Updating Contact Information (Name, Address, Telephone)

Any parent or student who changes his/her name, moves to another location, or who changes telephone numbers must report the change to the Principal immediately.

Financial Policies

The University Parkway SDA Church and Blue Angel Parkway SDA Church, through their combined church budgets, subsidize the operation of the Academy.

Tuition and Fees

Tuition and Fees			
	K-3rd	4th-8th	9th-12th
Tuition	4870	4750	4534
Uniform Fee	330	330	330
Textbooks	840	740	740
STEM	780	780	780
Activities	850	540	540
Testing	150	150	150
K, 8th, & 12th Grade	80	80	80
Registration	300	300	300

Pre-K Tuition: Full-time

Registration: \$50

Tuition: \$3,000 (\$300 a month)

Pre-K Tuition: Part-time (2-3 days only- MWF or Tu/Th)

Registration: \$50

Tuition: \$2,000 (\$200 a month)

Tuition Discount

If years tuition is paid in full ahead of time, a discount of 10% will be applied.

Atlanta Adventist Academy High School Program

Atlanta Adventist Academy is now offered at the PAA for 9th through 12th grades. It is an interactive hybrid education program for our students. Students that attend AAA can attend classes in person or can receive their classes through our partner campuses. AAA requirements and handbooks will be provided for students enrolled in high school.

Inclusive Program

Homeschool students grades 1-12 have the option to attend our special area classes including Art, PE, Music, and chapels on a class by class basis. They will also have the option to attend the field trips, performances, fundraisers and fairs the special area classes have scheduled for additional charges. We count these students in our student body and they will be expected to follow the policies and procedures included in this handbook. Core classes are not included. Charges include registration fee (including 1 school shirt, supplies for Art and PE, and materials for Music) and the year's tuition.

1. Tuition \$500 per school year
2. Registration fee \$100 per school year

Financial Responsibilities

1. The registration fee is nonrefundable and due at registration. Kindergarten and 8th Grade graduation fees are also due at registration.
2. Self-Pay Families
 - a. Monthly tuition is paid in ten (10) equal payments, August through May. Payments are due on the first day of the month and are past due on the tenth day of the month. Tuition and fees are included in monthly payments.
3. Step Up Families
 - a. Scholarships available for qualified families of K-8th grade students. Go to www.stepupforstudents.org for additional information and to see if you qualify. SUFS may cover most costs. In the event that SUFS does not cover your student's entire tuition and/or fees, you will be responsible to contact SUFS and determine the reason for insufficient funds. If SUFS refuse to pay full tuition and fees, you will be responsible to pay the remaining balance before May 10.
4. Statements are mailed only on request.
5. Automatic payments are available to be set up with the Treasurer.
6. There is a \$25 fee for any returned check. After two returned checks, payment must be made by money order or cashier's check.
7. All accounts must be current by May 10.
8. Report cards will be mailed by June 10.
9. No student records will be mailed if an account is delinquent.
10. It is the financial responsibility of the parent to pay for all fees and tuition for each child enrolled in school. The School Board considers all unpaid accounts due and payable. Bad debt claims will be turned over to a collection agency.
11. There will be no reduction in tuition or registration fees without approval from the School Board.
12. Payments should be made using direct deposit or pay online. Payments may also be made to PayPal, but a 3% fee will be added to cover the cost of payments made via PayPal. If payment is made by cash, check, money order, or cashier's check, please make it out to Pensacola Adventist Academy and be placed in the payment drop box at the school.
13. Delinquent accounts - A \$50 late fee will be applied monthly to past due accounts.
 - a. A one month delinquent account will be contacted by the Treasurer.
 - b. A two month delinquent account will be contacted by the School Board with a payment plan created.
 - c. Two or more months of delinquent account during any semester will result in the Academy requiring up to the next five months of tuition to be paid in full.
 - d. Failure to keep your account current will seriously jeopardize continued enrollment. If the parent

does not adhere to the payment plan, the student may be asked to withdraw from the school.

Additional Expenses

1. Extra School Uniforms
2. Educational Field Trips
3. Occasional special lunches
4. Classroom fundraisers

Worthy Student Tuition Assistance

This assistance is given from school-budgeted funds for the benefit of members of the Seventh day Adventist Church. To qualify or maintain tuition assistance the requirements are:

1. Parent or student must be a member in good standing;
2. Student must maintain a good attendance record;
3. Student must maintain a "C" average or above;
4. In addition to academic performance, good behavior and citizenship, as defined in this handbook, are required;
5. Tuition assistance may be forfeited if parents fail to meet their payments on time. Exceptions may be made for financial emergencies if prior arrangements are made with the School Treasurer;
6. Parent and student must actively participate in school fundraising activities.

To request an application for Worthy Student Tuition Assistance, please contact the Principal or the secretary at 850-478-8838 . May 15 is the deadline to apply for financial assistance for the following year. All financial aid is awarded by the Worthy Student Tuition Assistance Committee. Families applying for financial aid must submit:

1. A copy of a signed, completed, federal income tax return form 1040/1040A/1040EZ from the previous year;
2. A copy of both parent's W-2 form that was submitted with your federal income taxes;
3. New students must submit a copy of their previous year's report card.

Attendance

Regular attendance at classes, field trips, and special (required) programs is required by the State of Florida and is expected of all students.

Hours of Operation

Pre-K-8th

7:45 a.m. - 3:00 p.m. Monday - Thursday

7:45 a.m. - 2:00 p.m. Friday

High School

7:15 a.m. - 3:00 p.m. Monday - Thursday

7:15 a.m. - 2:00 p.m. Friday

Children should not be dropped off and/or left alone at the school prior to the doors being opened at 7:30 am. Exception being for siblings of the high school program.

For security reasons, the front door will be locked during hours of operation if the Secretary is not present. All visitors must enter through the lobby and check in with the Secretary or Principal.

Students must be picked up no later than 10 minutes past dismissal. Habitual tardiness in afternoon pickup is discouraged and may be brought to the attention of the PAA School Board for assessment. A late pickup fee will be incurred unless prior arrangements have been made.

Late Pick Up

If you are repeatedly late after three different times you will be charged \$1.00 per minute for childcare. Please be respectful of the teacher's prep time after school. We also understand occasional special circumstances or emergencies may result in late pick up. Please notify your child's teacher and make arrangements with them if you will be late.

Afterschool Care

Afterschool Care starts at 3:10 and ends at 5:00 pm M-Th. There is no Afterschool Care on Friday's. Payments are due at the first of the month, and monthly payments are due before they can begin after school care. See below for pricing:

Full-time: M-Th

1 Student: \$100 a month

2 Students: \$180

3 Students: \$250

*Afterschool Care as needed will be \$10 a day per child.

Traffic Control Pattern

For dropoff, drivers are to enter the circular drive from the north and circle under the canopy counterclockwise to drop off students at the school door. For pickup, drivers are to enter from the north entrance to pick up at the gym door and exit out the south entrance. To maintain the traffic flow, do not park and leave your car in the car rider line. If you need to park, please park at the school's main entrance. Speed limit on church/school grounds is 10 miles per hour.

Emergency Closing

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parents' responsibility to monitor news reports. The Academy will close when Escambia County Schools are closed for inclement weather. A Bloomz alert will be sent announcing any cancellations.

Early Dismissal of Children

If it is necessary to dismiss your child early, a note must be sent to the Principal or child's Teacher at or before drop off that morning. Children will be responsible for all work missed. Dismissal is promptly at 3:00 M-Th and 2:00 on Friday. If you need to check out your child early, please do so by 2:30 Monday-Thursday and 1:30 on Fridays. No check out aloud between 2:30-3:00 M-Th, and 1:30-2:00 on Fridays.

Transportation

The Academy is unable to provide transportation to or from the school.

Perfect Attendance

Awards will be presented to students who have no unexcused absences, tardies, or late pickups for the school year.

Excused Absences

- Illness or quarantine
- Student medical/dental/court appointments
- Pre-approved by Principal/Faculty
- Family emergency deemed by the Principal
- Death in the family

Illnesses/injuries exceeding five (5) consecutive days or ten (10) days per semester require a physician's statement. Unexcused absences result in zero on all work missed that day (subject to administrative review).

Failure to provide school with required documentation for absence within three (3) days of returning to school or absences for reasons the Principal/Faculty determine could have been handled outside of school hours can result in Suspension from the Academy.

Parents of any student that accumulates five (5) unexcused absences in a thirty (30) calendar day period or nine (9) days in a semester will be asked to present to the School Board an “action plan” for improved attendance.

Unless the work missed is satisfactorily made up, a student absent for more than 36 (20%) of the school days (including excused absences) in any semester may forfeit his grade for that semester. There are 180 school days in a calendar year.

When possible, the Academy requests the parent contact the school by telephone on the day of absence in addition to providing the written notice upon the student’s return to school. Excessive absences could result in retention pending school board approval.

Tardies

A student will be considered tardy if they are not checked in to school by 7:45 a.m.

Excused tardies

- Automobile delays or breakdowns enroute to school
- Temporary illness
- Unavoidable reasonable circumstances

Unexcused tardies

- Oversleeping or arriving late for any other reason not in keeping with reasonable prudence

Parents of any student that accumulates five (5) unexcused tardies in a thirty (30) calendar day period or nine (9) days in a semester will be asked to present to the School Board an “action plan” for improved punctuality. Five (5) unexcused tardies will equal an absence.

Absence/Tardy Management Plan

Upon return to school following an absence, the student must bring a written excuse from his/her parents to the teacher to verify the excused absence. Without a written excuse in the teacher’s record, the absence will be considered unexcused. Pre-arranged absences, intended for extenuating circumstances, must be approved by the Principal. Student absences of any kind are discouraged as it is often difficult for a student to make up work missed during an absence.

Should it be necessary for a student to miss school for personal reasons, please procure permission from the Teacher or Principal at least five (5) school days in advance.

Health & Safety

Communicable Diseases

In the interest of every student’s well-being, parents are required to keep students home when they have a fever of 100.0 or greater. It is requested to keep your student home if the student has symptoms such as, rash, vomiting, excessive nasal discharge, pink eye, or diarrhea. If your student develops a fever at school, the student will be isolated, and the parents will be required to pick up the student as soon as possible. Children must be fever free for 24 hours before returning to school! Students returning to school after an illness lasting five (5) days or more must have a note from the doctor to return to school. If a medical emergency occurs, 911 will be contacted.

Medications

Parents are to bring all medication to the Medication Administrator (Secretary). Students are not permitted to carry any type of medication on their persons or store them in their desks, lockers, or backpacks. The Medication Administrator must administer all medications. Prescription drugs must be in the original pharmacy labeled container. Written instructions on the container must correspond with an Authorization for Administration of Medicine Form supplied and signed by the parent. Non-prescription medications must be submitted in the original container and must have the authorization form signed by the parent (available at the school).

Head Lice

All students will be checked at registration and periodically for head lice. If lice or nits are found, the student will be isolated, and parents will be notified to pick up the student as soon as possible. Students need to be treated with medicated shampoo and be nit free before returning to school. The school will check your student for head lice before being allowed back in school. Parents are encouraged to give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

Fire Drills

Students must exit quickly through designated exits without running, talking, or pushing. They must walk single file from the building, listen to the teacher's instructions, and move to the designated area. Fire drills will be conducted monthly.

Consent to Treat

The Academy must have a Consent to Treat Form signed by the parent on file. In the event it is impossible to contact a parent, this form allows a physician to treat your child in emergency situations.

Physical Education/Recess

Physical education and activities are an integral part of the well-balanced student. Outdoor activities will be available weather permitting. On inclement days the children will play in the gymnasium.

Personal Care Policies – Pre and Kindergarten

To promote independence, safety, and appropriate supervision, the following personal care guidelines apply to all Pre-K and Kindergarten students:

1. Bathroom Use
 - a. Children must be fully bathroom trained before enrollment and able to independently manage their personal hygiene needs, including properly cleaning themselves after using the restroom.
 - b. Students will use the restroom under indirect adult supervision. A staff member will remain outside the restroom or at the entrance to ensure safety but will not enter individual stalls.
 - c. Staff members will ensure that students wash their hands thoroughly with soap and water after each restroom visit.
 - d. If a child requires assistance, staff will provide verbal guidance from outside the restroom to encourage independence while maintaining appropriate boundaries.
 - e. When students are outside and need to use the restroom, a staff member will accompany them to the restroom area, remain outside the entrance, and provide verbal instructions as needed. Staff will not enter the restroom unless there is an emergency.

Standards of Conduct

Standards of Conduct

In order for children to develop into good citizens, they must be taught to respect authority and exhibit common courtesies toward staff and students alike. Those who refuse to obey rules are subject to

disciplinary action. It is expected that all students shall live in harmony with these standards, whether on or off campus.

The following list of disruptive or disrespectful behavior will not be tolerated and may result in serious disciplinary action by the Teacher, Principal, and/or School Board:

1. Undermining the religious ideals of the school:

- a. Using profane or immoral language;
- b. Possessing or displaying obscene literature or pictures;
- c. Indulging in lewd or suggestive conduct, including the use of the internet or text messaging.

2. Using or possessing dangerous objects onto campus:

- a. Weapons;
- b. Guns;
- c. Knives;
- d. Lighters and/or matches;
- e. Explosives;

3. The use or sharing of tobacco, alcohol or drugs;

4. Exhibiting disruptive and/or unsafe behavior:

- a. Running in the classroom or hallway;
- b. Fighting;
- c. Rough play;
- d. Jumping on others or on things;
- e. Pushing or tackling;
- f. Punching, kicking, slapping, spitting;
- g. Screaming/yelling

5. Exhibiting dishonest and/or disrespectful behavior:

- a. Theft
- b. Gambling
- c. Any form of cheating
- d. Lying
- e. Willful deception or dishonesty
- f. Defiance
- g. Harassment in any phase of Academy work or conduct.

6. Practices that are crude, rude, or vulgar

7. Having in one's possession the following items:

- a. Media devices not authorized by the Teacher/Principal such as cell phones or ipads
- b. Computer games or gaming devices (ex. Nintendo Switch)
- c. Any personal items not pertaining to school (ex. toys or personal belongings at desk)

Zero Tolerance Policy

Pensacola Adventist Academy has a zero tolerance policy for intentional physical harm and/or any harmful behavior involving weapons, drugs, and/or any illegal substances. This type of misconduct will not be tolerated and the student will be immediately subject to suspension or expulsion.

Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Harassment Policy

Pensacola Adventist Academy advocates a harassment-free environment whether it is physical, verbal, or sexual. Incidents should be reported to a staff member or to the Principal immediately.

The student's habits and attitudes in such matters as honesty, reverence, Christian courtesy, dress, language, reading, music, amusements, recreation, and association shall be in harmony with the principles of Christian education.

A student whose conduct does not meet Academy standards, or who displays a detrimental influence upon others will be subject to expulsion. The Principal may suspend a student for up to three (3) days. A letter explaining the cause will be sent to the parents within 24 hours of the offense. The School Board may determine further action at the request of the Principal.

NOTE: Any form of harassment directed toward school faculty or personnel will not be tolerated. This includes inappropriate language, false accusations about them in front of other people, on the telephone, in letters, notes, or other documents, or damaging personal property. If students or parents do any of the above, they may be suspended, expelled and/or legal action may be pursued.

"It is unlawful for any person knowingly to disrupt or interfere with the lawful administration or functions of any educational institution . . . in this state." (Second Degree Misdemeanor, Section 877.13, Florida Statutes)

Non-Discrimination Policy

The Seventh-day Adventist Church in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students, and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs.

Moral/Behavioral Conduct Policy

Pensacola Adventist Academy (PAA) is a Seventh-day Adventist Christian school. Because of our biblical beliefs, PAA prohibits students from engaging in any sexual conduct/activity, including same-sex relationships. We have chosen to define sexual conduct/activity to include anything that advocates for, promotes or supports the homosexual lifestyle in any forum, including social media, sexual behavior that occurs before marriage, such as sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same-sex relationship, pornography, and actions (such as spending the night with someone of the opposite sex), that may lead to situations of temptation, regret and immoral conduct. Micah 6:8, Philippians 4:8, 1 Tim 1:10, 1 Corinthians 6:9-10, Romans 1:26-27

Insubordination

Insubordination is behavior that is intended to show disrespect for someone in authority. It is behavior that clearly indicates that an individual is unwilling to follow directions and/or comply with requests made by one in authority. Insubordination may be demonstrated by words, mannerisms, tone of voice, facial expressions and gestures.

Students who repeatedly challenge authority and demonstrate insubordinate behavior will be subject to disciplinary action, and should the behavior continue, the student may be asked to withdraw from the school.

Disclaimer: It is understood that situations may arise which are not addressed in this handbook. In areas where the Family Handbook does not directly address an issue, the determination will be made by the Administration, and then the School Board, as to how the issue is to be resolved.

Discipline Procedure

Philosophy: The basic purpose of disciplining is the training of the student for self-government. True discipline is not punitive, and it should result in mutual trust between student and teacher.

Pensacola Adventist Academy complies with the disciplinary guidelines of Escambia County, Florida. Corporal punishment is not applied. Disciplinary actions are applied at the discretion of the teacher taking into consideration the personality of the child, the behavior of the child, the age of the child, etc. The

attitude of what is best for the student and the school should be evident in every act of discipline.

The following discipline process is not sequential, in other words, depending on the behavior, immediate disciplinary action is subject to take place depending on the severity of the behavior.

Discipline Process

1. Prevention:
 - Each classroom teacher sets up preventative measures within their classroom. This includes but is not limited to the following:
 - a. School wide and classroom rules and procedures
 - b. Daily citizenship reports
 - c. PBIS (positive behavior incentives and supports)
 - d. SEL (social emotional learning curriculum)
 - e. Teacher/Parent communication
 - f. Natural Consequences/Loss of privilege
2. Intervention:
 - If the mainstream school/classroom routines does not work for the student, one of the following if not multiple interventions will be set in place:
 - a. Frequent parent/teacher/student meetings
 - b. Classroom behavior plan
 - c. School Behavior Contract
 - d. Counseling services
3. Corrective:
 - If the behavior intervention(s) are not successful, one or more of the following corrective measures are subject to take place:
 - a. Work duty/detention
 - b. ISS- In School Suspension
 - c. OSS- Out of school suspension
 - d. Expulsion

Serious Disciplinary Action

1. Detention- A notice will be sent home for the parent's signature prior to the detention. If a student receives three (3) or more detentions during one quarter, they will begin receiving in-school suspensions.
2. In-school suspension - A notice will be sent home for the parent's signature. If a student receives three (3) or more in-school suspensions during one quarter, they will be suspended.
3. Suspension - Parents will be contacted to pick up the student immediately and will be required to stay home for a set amount of time. Students will receive zeros for that day's class work. No makeup classwork is allowed.
4. Expulsion - If behavior persists and Behavior Plan is not followed, the School Board will decide if the offense warrants expulsion.

Lunch

All students are to remain at school during lunchtime. Please pack your child a cold lunch or a warmed lunch stored in an insulated thermos container from home. School lunches are not to be heated at school. Lunches should be wholesome, nourishing, in an amount sufficient to carry the child through the day. To conform to Adventist dietary principles, pork, shellfish, or other Biblically-labeled "unclean" meats are not allowed. Caffeinated beverages are also not allowed in school. Students need a clear mind that should not be inhibited by excess sugars or caffeine.

Gum

In an effort to keep the school in good repair, gum is not allowed at PAA.

Telephone and Cell Phones

The school's telephone is a business telephone and must not be used by students except in the case of an emergency and with permission from the teacher. Students are not permitted to have cell phones during school hours and during school events unless authorized by the Principal. Cell phones will be turned off and

checked in with the Secretary at the front desk when the students arrive at school. At registration, student cell phones will be registered.

Care of School Property

Students who willfully deface or damage school property or other students' belongings will be financially responsible for replacement. Disciplinary action may be decided by the School Board.

Textbooks and Supplies

Textbooks and supplementary books will be provided for each student. These are the property of the Academy and must be taken care of properly. Loss of or deliberate mutilation or defacing of any of these materials will result in the full replacement price being assessed to the parent. Students may retain possession of "consumable" books. A current school supplies list can be found on the school website. It is the responsibility of the parent to provide their child/children with all needed supplies.

School Locker Policy

A locker will be issued to each child at the beginning of the school year. If the child damages the locker in any way, it is the sole responsibility of the parent to pay for the replacement/repair of the locker.

Outside Locker Rules

No material is allowed on the outside of the locker.

Inside Locker Rules

1. No stickers of any kind
2. No tape of any kind
3. Magnetic mirrors will be allowed
4. No food or drink left after school each day
5. Food/drink must be in lunch boxes
6. No inappropriate material of any kind will be allowed in lockers
7. Lockers will be maintained in a clean manner.
8. Backpacks must be no larger than 11 X 10 inches to fit in the locker.

It is a privilege to have a locker. Anyone violating this privilege will be denied the privilege at the Principal's discretion and the appropriate discipline will be enforced. The school reserves the right to have weekly locker checks.

School Pictures

Students will have their individual school pictures taken each Fall. Parents will be sent information about prices and packages for purchase. Payment must be returned with the envelope on the day of pictures!

Digital Media Policy

Throughout the year pictures may be taken of your children for special promotion of the school. These pictures may be used on the website, flier, or other media. A form must be signed by the student's parent granting permission for the school to use their child in any pictures.

Instructional Programs

Curriculum

The curriculum taught in Seventh-day Adventist Schools is based on the Word of God, it is rooted in the belief that God created us with minds that can grasp spiritual and intellectual truths, and places first, leading the student to accept Christ as his/her personal Lord and Savior. The curriculum is designed to provide

quality academics with Christian values in every subject. It is a standard curriculum of English, Spelling, Handwriting, Math, Social Studies, Science, Music, Art, computer skills, and physical fitness.

Report Cards

Report cards will be issued every nine (9) weeks to keep you current with your child's progress. The information in the report will give you an overview of your child's academic, physical, social, and spiritual progress.

Grading System

Pre-K – 2 Reporting Codes	
I	Independent, mastered objective
P	Progressing toward objective
NT	Needs time to develop skills

3 rd – 8 th Grade Scores	
A+	98 – 100
A	93 – 97
A-	90 – 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 – 69
D	63 – 67
D-	60 – 62
F	59 and below

Academic Grading Scale	
A	Superior
B	Above Average
C	Average
D	Below Average
F	Unsatisfactory
I	Incomplete
NG	No Grade

Skills Scale	
4	<u>Exceeds</u>
3	Proficient
2	<u>Developing</u>
1	<u>Novice</u>

Alternate Instructional Levels	
X	Working with accelerated materials
Y	<u>On grade level, no modifications</u>
Z	<u>Receiving modifications</u>

Performance Grades	
E	Doing Very Well
S	Making Acceptable Progress
N	More Progress Needed
NG	No Grade Given

Homeroom & Social Development Scale	
O	Outstanding
S	Satisfactory
N	Needs Improvement

Classwork

Students are expected to keep their work up to date. All classwork is expected to be completed by the student and turned in as scheduled by their teacher. The teacher's classroom classwork policy will be communicated clearly and often to the students (and parents when necessary) throughout the school year. It is school policy that all assignments be completed by the end of the nine (9) week grading period in which they were assigned. Exceptions are allowed only for situations as stated under the Incomplete Work policy.

Incomplete Classwork

An incomplete is not designed to allow a student extra time to complete class work. A student who has not made up any incomplete work by the end of the grading period will receive a grade based upon the classwork completed. Any variance from the deadline will be subject to teacher approval.

Parent/Teacher Conferences

Grades will be reported every quarter. Parent/Teacher conferences will be scheduled at the end of the first and third quarter. This conference time is for the parents and teacher to discuss the student's academic progress.

PAA Sabbath

PAA Sabbath services as an outreach, ministry, and performance grade for music class. Parents are responsible for making sure their students arrive on time and attend each of these services. Each student will be participating in each of the PAA Sabbaths and attendance will be part of the student's grade. There will be two to four PAA Sabbath's a year. In 2026/2027, PAA Sabbath at Jordan Street Church is October 3rd, 2026, Christmas Program Sabbath at University Parkway SDA is December 5th, 2026, and Blue Angel PAA Sabbath is Feb 20, 2027, and University Parkway PAA Sabbath is May 8th, 2027.

Library

The Academy maintains a library. Books are expensive and we work hard to keep the quality of our library superior. Parents are asked to help the Academy by seeing that the books your students borrow are properly cared for and returned on time. No records/transcripts will be released until all books are returned or library fees paid.

Computer/Internet Usage

The schools of the Seventh-day Adventist Education System are pleased to offer their students access to the Internet. To gain access to the Internet the legal parent and student must sign the Acceptable Use Policy. School computers are for educational purposes only. Since the network is provided for students to conduct research, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege - not a right. Access entails responsibility. Teachers may review any and all student files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- a. Be responsible and courteous in all communication;
- b. Be responsible with all computer hardware and software;
- c. Keep their passwords confidential;
- d. Respect the confidentiality of folders, work and files of others;
- e. Learn about and observe copyright laws;
- f. Comply with the Pensacola Adventist Academy Acceptable Use Policy;
- g. Not attempt to access or alter unauthorized areas of any computer system

Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

MAP Testing

The Academy, in conjunction with the Education Department of the Southern Union of Seventh day Adventists, will administer the MAP test in the Fall for students in First through Eighth grade. Test results will be given to the parents in a parent/teacher conference.

Field Trips

Leaving the classroom and going on a field trip enhances the instructional program the teachers are providing for the students. Students understand that it is a privilege and responsibility to represent the Academy in a positive manner. The same behavior expected at school also applies on field trips.

1. A signed permission form from a parent or guardian is required for each field trip.

2. Field trip fees will be required to be paid in full prior to the field trip. If not paid in full, the student will not be allowed to attend the field trip.
3. Field trip uniform will be the designated field trip shirt with dress code compliant bottoms.
4. Field trips are a part of the school curriculum and the student's educational experience. Should the parents decide that their student may not attend, his/her teacher may provide homework to help the student learn information he/she might have gained from the field trip. Note: There is no care provided at the school for students not attending when the entire school is on a field trip. Parents are responsible for the care of their child/children.

Chaperone Guidelines

1. It is important for volunteers to realize that they are acting as Christian role models for our students and that by example they may demonstrate maturity in actions, attitude, and dress. The Principal/Teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
2. The supervising teacher will make all vehicle assignments. Students are to return with the same person/vehicle that transported them. Drivers will be provided the names of each student.
3. Drivers should arrive at school fifteen (15) minutes before departure.
4. Seat belts must be worn at all times. Only one child per seat belt.
5. Obey all traffic laws including maintaining acceptable speed limits.
6. All parent volunteers willing to drive on a school field trip are required to complete volunteer training, a background screening, and provide proof of required insurance through Sterling.

Extracurricular Activities

Eighth Grade Class Trip/Fundraisers: During the course of the school year, the eighth-grade class raises money by doing fundraisers for their class trip in the spring. The trip itinerary and chaperones must be approved by the local School Board and the Conference K-12 Board. 8th Grade Class Trip fees will be required to be paid in full prior to the trip. If not paid in full, the student will not be allowed on the trip.

Outdoor School & Education Fair: Each spring, classes from the upper grades go to Camp Alamisco for four (4) days of Outdoor School. This is a wonderful, educational opportunity for the students to experience many special facets of learning. It offers students the opportunity to participate in science, art, spelling, geography, and Bible projects. Education Day Fair fee will be required to be paid in full prior to the trip. Camp Alamisco is the Gulf States Conference camp and is located on Lake Martin in Dadeville, Alabama. Outdoor School fee will be required to be paid in full prior to the trip.

Dress Standards

Pensacola Adventist Academy believes that dress and grooming reflect both our philosophy of life and our emotional maturity. The goal is to have the students include the following principles in their own personal code:

1. To develop and maintain the habit of personal daily cleanliness in both body and dress.
2. To refrain from drawing attention, through dress and grooming, to his or her own body (definition of

such will be at the discretion of the school faculty).

3. To demonstrate a security of inner beauty of character and self-worth without supplementing such beauty with the external adornments of jewelry (such as necklaces, earrings, bracelets, or anklets).

Dress Code Requirements

The Academy strives for modesty and simplicity in the uniforms for its students. *“A person’s character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire.”* Messages to Young People p. 344. *“Christians should follow Christ and conform their dress to God’s word. They should shun extremes.”* Messages to Young People p. 350.

The School Board has approved the following mandatory dress code requirements for PreK-8th:

Tops

- ❖ PAA polo shirt with 3 buttons in the approved colors of white, navy, maroon, and hunter green appropriate and modest ordered from the school website.
- ❖ A solid colored, long-sleeved shirt or turtleneck may be worn under the PAA logo shirt in cool weather.
- ❖ PAA logo jacket
- ❖ Solid color coats, jackets, scarves, gloves, hats, etc. may be worn outside in colder weather.

Bottoms

- ❖ Pants/skirts/skort/shorts should be school appropriate and modest in khakis or navy ordered through the school website. They are to be worn at the natural waistline. Pants or shorts with no holes or tears will be worn.
- ❖ Shorts must be at least fingertip length
- ❖ Girls may wear skirts or skorts, but they must be two inches above the knee or longer. Shorts must be worn under skirts.

The School Board has approved the following mandatory dress code requirements for 9th-12th:

Tops

- ❖ PAA polo shirt with 3 buttons in the approved colors of white, navy, maroon, and hunter green appropriate and modest ordered from the school website. PAA White button down shirts are also allowed.
- ❖ A solid colored, long-sleeved shirt or turtleneck may be worn under the PAA logo shirt in cool weather.
- ❖ PAA logo navy Blazer and hunter green cardigan
- ❖ Solid color coats, scarves, gloves, hats, etc. may be worn outside in colder weather.

Bottoms

- ❖ Pants/skirts/skort/shorts should be school appropriate and modest in khakis, navy, or green plaid ordered through the school website. They are to be worn at the natural waistline. Pants or shorts with no holes or tears will be worn.
- ❖ Shorts must be at least fingertip length
- ❖ Girls may wear skirts or skorts, but they must be two inches above the knee or longer. Shorts must be worn under skirts.

Overnight Trip Dress Code:

- ❖ Solid color T-shirt appropriate and modest fit
- ❖ Solid color pants, shorts, skorts, or skirts should fit appropriately and modestly
- ❖ Shorts must be at least fingertip length
- ❖ PAA logo jacket

Field Trip Uniforms

Maroon school polo shirts are to be worn on school field trip days.

Hair code:

- ❖ Hair must be neat and clean
- ❖ Boy's hair must be cut above shirt collar
- ❖ No bangs in the face for girls or boys
- ❖ No unnatural colors of hair or extreme hairstyles are permitted

Other

- ❖ Students must wear close-toed, tennis/athletic shoes at all times for safety reasons. Students must be able to keep laces tied or wear laceless shoes
- ❖ Watches and Medic Alert bracelets/necklaces are allowed to be worn
- ❖ For safety reasons, no jewelry is allowed
- ❖ No smartwatches allowed. If brought to school, they must be checked in as with their cell phone.
- ❖ The use of make-up is not allowed
- ❖ Only clear or skin color nail polish may be worn.
- ❖ Clothing should be clean, in good repair (no holes), and fit appropriately.
- ❖ Hoodies, Hats, caps, or any head coverings may not be worn at school.

Uniform Violations

Violations of any dress code show a lack of respect for the school. Parents are required to dress their students properly before their arrival at school. Students and parents are required to comply with all uniform dress codes. Students not compliant with the dress code will be required to change prior to entering the building or return home to change into school approved clothing before coming to school. This will be considered an unexcused tardy. Refer to tardy policy.

PAA Statement on Human Sexuality and Identity

PAA is a grade PreK-12 educational institution owned and operated by the Gulf States Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the Scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior, fulfilling the gospel commission of sharing Jesus Christ and His love with the world. With this as our foundation, we offer the following:

1. As a Seventh-day Adventist educational institution, we neither condone nor promote any behavior outside of the Adventist biblical beliefs. PAA's policy on human sexuality and identity is based on the *North American Division Statement on Human Sexuality*. This statement is based on the Seventh-day Adventist understanding of scripture.
2. Our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education, we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate in nature is not allowed. This includes, but is not limited to, displays of affection, handholding, tickling, wrestling, and massaging. School staff retains the right to counsel or discipline individuals who exhibit inappropriate conduct or irresponsible behavior in their social interactions.
2. We adhere strictly to Adventist biblically-based principles in all aspects, including sexual behavior. As a result, while enrolled at PAA, students are expected to refrain from promoting or advocating for any lifestyle that contradicts our Seventh-day Adventist biblical beliefs. We do not condone any sexual practice or behavior contrary to our biblical belief system, and we

- require our students to demonstrate a similar commitment to these principles.
3. In the context of school application and enrollment, students must disclose their birth gender. This information is utilized to determine several pertinent aspects, including but not limited to, restroom usage, sports team selections, uniform and clothing choices, pronouns, and other gender-related matters as outlined in the student handbook. It is important to note, therefore, that students must provide accurate information to ensure appropriate school accommodation.

PAA is called to love all people. In this sin-filled world, our goal is to create an environment where everyone loves and respects each other.

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” Colossians 3:12-14

Administrative Rights

The PAA Administration reserves, without parental consent, the right to:

- Question a student about his/her behavior or program.
- Inspect bags, backpacks, vehicles, lockers, and desks.
- Conduct random alcohol/drug/tobacco testing.
- Require counseling, education, or treatment programs as deemed necessary for continued enrollment.
- Ask a student to withdraw from school if, at any time, the student’s conduct, influence, or attitude is no longer in harmony with the philosophy and objectives of Pensacola Adventist Academy which includes any social media posts, reposts, and/or comments, likes/dislikes, or internet websites.
- Define what constitutes a weapon.
- Announce and enforce additional policies and regulations adopted by Pensacola Adventist Academy during the school year.
- Make clear any interpretation of policy, written or implied, and is not subject to legal interpretation of wording or intention.

Parent/Student Agreement

- Parents
 - Support all announced and written rules, regulations, and policies.
 - Treat school personnel, other parents, and other students with proper respect. While teachers are in class, please don’t approach them about resolving grievances, seeking assignments, or discussing other issues. Abusive conflicts with school personnel or students will jeopardize your child’s enrollment status.

- Maintain a solid record of “on-time” attendance for your child. A pattern of noncompliance hurts a child’s chances for success, sets a poor life pattern, and jeopardizes the school’s standing with state authorities and accreditation boards, as well as placing the parent in violation of truancy laws.
- Provide classwork support. We need parent involvement in order to maximize the value of the instruction we offer. Be proactive in contacting your child’s teacher at the first sign of trouble, whether in the area of educational difficulties, interpersonal relationships, health, or other concerns. Reinforce the importance of good study habits by helping your child structure his/her time to complete work.
- Daily/weekly check grades on FACTS SIS *Family Portal*. This tool gives the parent access to instant information.
- Make timely payments on all school accounts. Failure to keep accounts current will seriously jeopardize continued enrollment at PAA.
- Students
 - Respect yourself, others, and this school.
 - This includes respecting personal space and property. Don’t take something that doesn’t belong to you.
 - Be a good friend. The Bible says that if you want friends, you must act friendly. Have close friends but be friendly with all. Stay away from negative words and actions. Practice the Golden Rule to “do unto others as you would have them do unto you.”
 - Avoid any type of physical or verbal assaults, which include inappropriate touching, the use of assaulting words, harsh put-downs, crude language, and profanity.
 - Be a productive citizen of your classroom. Know and follow classroom rules as set by your teacher. Keep a positive attitude toward your teachers and classmates. Be true to your school by avoiding negative comments about school policy or personnel. Always look for ways to better your school and make suggestions through appropriate channels.
 - Be a conscientious student. Do your assignments well and in a timely manner. Never cheat yourself by cheating. Don’t procrastinate. Embrace learning new things.
 - Take responsibility for your actions by being honest and apologizing when in the wrong, paying for property lost or damaged, and refusing to blame circumstances or other people for mistakes.
 - Live for Jesus. E. G. White, in the book Education (p. 18), reminds us that a Christian’s duty is to aim high. *“Higher than the highest human thought can reach is God’s ideal for his children. Godliness, god-like-ness, is the goal to be reached.”* Live in God’s grace and let His truth inspire and motivate you to do great things--to become the person He created you to be.
 - By 5th grade, you will have a FACTS SIS account to access your grades and the homework for each night. Your job is school and to do the best you can.

I, _____, the student, have read and understand the expectations for the 2024/2025 school year.

I, _____, the parent, have read and discussed with my child the expectations for this school year as well as the expectations for myself.

Parent Signature

Student Signature