

DRESS CODE REQUIREMENTS



Student Dress Code Requirement:

TOPS – Prince George's Christian Academy official LOGO short-sleeve tee shirts, long-sleeve tee shirts, and hoodies.

- Elementary - Burgundy | Middle & High - Navy Blue

BOTTOMS – Black or navy blue sweatpants or slacks/skirts.

- Distressed/ripped jeans are not appropriate for school.
- Shorts should not be above the knee.
- Tight-fitting clothes are not appropriate for school.
- Inappropriate clothing or words on clothing should not be worn.
- Do-rags or bonnets are not worn.
- Pajama pants or tops are not worn.
- Slippers (e.g. house shoes, UGGS, etc.) are not worn.
- Baggy clothing or clothes that fall off the body are not appropriate for school.
- Hats are not worn in the building.
- Virtual students should abide by the dress code and be in an appropriate learning space at the time of their online classes.

Cameras should be ON at all times.



* Dress code violations will incur a \$10 fine.



Clear Backpack Policy

All middle and high school students are required to use clear backpacks during group classes. Please note that all backpacks and bags, regardless of type, are subject to search upon entering or while on school premises if circumstances warrant it.



STUDENT CODE OF CONDUCT

This Code of Conduct has been developed to promote respectful behavior and reinforce the values and culture that support a positive environment within both the school and the broader community.

Please review the Code to understand the behavioral expectations and dress code standards upheld by Prince George's Christian Academy Homeschool.

Student Code of Conduct

Any student in violation of the Student Code of Conduct will be subject to disciplinary action. Depending on the severity of the offense, the student will be subject to the following actions:

- Loss of Privileges: ex: field trips, holiday events, etc. (1 day - to entire school year)
- Suspension (1 day - 2 weeks)
- Expulsion

When a student violates the Student Code of Conduct, the parent/guardian will be notified via e-mail or contacted by the Group Class Coordinator or the Director. The nature of the infraction and the consequence that was issued will be communicated.

Respect for Authority & Each Other

- Students are to respond with respect at all times when speaking with adults and other students.
- Students must be respectful of the property of others.
- The use of proper language is expected at all times.
- Students are to enter classrooms on time and in an orderly fashion. Students must provide a written parental note explain why they are tardy or absent to class.
- Students are to quiet themselves in classrooms, study hall and hallways.
- Students are to respect the property of PGCA and not destroy or deface it in any way.
- Behaviors that are considered disrespectful, include rolling of the eyes, sucking teeth, talking back and other mannerisms that show disrespect towards a staff member.
- Any student demonstrating blatant disrespect to a PGCA staff member will be removed from the class immediately and sent to the coordinator or director for disciplinary action.
- Students are to adhere to arrival and dismissal policy
- Students are to remain on the school grounds in the designated places unless granted special permission to do otherwise.
- Each student is to be in class on time unless otherwise authorized and shall not leave classes without permission.
- Students are to comply with requests made by the tutor, staff or administrator
- Students are to refrain from throwing objects of any kind including snowballs, rocks etc.
- The behavior standards are also expected on all field trips, meetups & events.

Respect for Authority & Each Other (continued)

- Students are to be respectful of each other and not engage in antagonizing behaviors.
- Students will refrain from the use of crude language and profanity
- Students will be truthful and refrain from lying
- Students are not permitted to engage in public displays of affection
- Students are not permitted to touch each other in an inappropriate manner. If the touching is of a sexual nature, it is an automatic suspension. Depending on the severity, a student can be subject to expulsion.

Electronic Equipment & Cell Phone Policy

- Students are permitted to bring cell phones, however, they should be turned in to the PGCA Homeschool coordinators upon arrival until the end of the day at dismissal. Any student caught using a phone during classes will have the phone confiscated and returned only to the parent/guardian upon request.
- Students are permitted to bring, ipads, laptops to complete work assignments only.
- Students are not permitted to bring video cameras, pagers, beepers, electronic games, etc. or other games or magazines to the building or on field trips unless otherwise informed.

Photographic Images

- Any student who bullies or harasses another student by taking a picture of a student enrolled in Prince George's Christian Academy Homeschool and posting the picture, video on the internet, is subject to expulsion. This statement means that if a student uses a photo that was taken of an PGCAH student (away from the premises of PGCAH or on the premises of PGCAH) and posts that photo on the internet for inappropriate purposes is subject to expulsion.

Violence

All students at PGCA Homeschool have the right to a learning environment free from threatening or violent behavior. Any use of force, violence, or harassment will not be tolerated. Use of such will subject the student to appropriate discipline. The following items will subject a student to immediate suspension, probation, or expulsion:

- Physical aggression against a teacher or administrative staff
- Aggressive attack on another student
- Fighting/hitting/forcefully shoving
- Purposeful tripping
- Removal of seat so that a student falls to the floor
- Possession of a weapon or imitation weapon on school grounds

Office Referrals

- If a student violates the Code of Conduct twice in one semester, a contact will be made by the director to arrange for a conference with the parent/legal guardian. The parent and director will draft a plan of action for the student. Any student who accrues more than three infractions will be subject to expulsion.

Bullying

- Bullying will not be tolerated in any form, whether it is physical or verbal intimidation or through social media, phones, etc. The scripture tells us in Matthew 18:16 “That in the mouth of two or three witnesses every word may be established.”
- All reported incidences of bullying will be investigated. Any student found guilty of bullying will be subject to expulsion.

Cheating/Plagiarism

- Any student cheating on tests, homework, or classwork will receive an automatic zero. If a student is caught cheating a 2nd time, he or she will be put on probation, the 3rd time will be expulsion.
- Plagiarism is defined by Webster’s Dictionary as: “Using someone else’s work as your own, without citing
- the source.” This includes direct copying, rephrasing, and summarizing, as well as taking someone else’s idea and putting it in different words. Any student who turns in work that has not been properly cited will receive a zero for the assignment.
- AI is not permitted unless stated that use is allowed by a tutor for a specific assignment.

Violation of Dress Code

Students who enter the building not dressed in the uniform, will receive a “Dress Code Violation” at a cost of \$10.00 per violation.

Community Service Hours

All students graduating from PGCAH must complete a minimum of 120 community service hours prior to high school graduation. To help our students keep on track, the following requirement must be met:

- Grades 6-8: Fifteen hours per year of community service
- Grades 9-12: Thirty hours per year of community service
- Hours should be totaled, signed and turned in annually.
- Student code of conduct applies during all community service hours,

Independent Study Sessions

- Students who continually disregard the rules of the Independent Study by engaging in disruptive behaviors and infringe upon the rights of others to enjoy a quiet environment conducive for completing assignments will forfeit their privilege of being with the group.
- Disruptive behavior includes, but is not limited to, talking, laughing, inappropriate conversations, harassing other students, disrespect for the staff on duty, etc.

Eating is allowed only at lunch and snack time or on special occasions where permission has been granted.

Sexual Misconduct

Any student that engages in sexual misconduct on school grounds is subject to suspension and/or expulsion. Sexual misconduct includes but is not limited to:

- Physical intimacy
- Creating and circulating rumors of sexual behavior involving another student such that it damages the reputation of the student or causes them emotional duress.
- Inappropriate touching
- Sexual harassment, to include unwanted advances and crude language
- Bringing sexually explicit magazines, photographs, CDs, DVDs, videos, audio, or other multimedia to school
- Using school computers or any other devices to log onto pornographic or inappropriate websites
- Circulating written material of a sexual nature

Any student that becomes pregnant will be subject to completion of homeschool at home and not onsite. This includes both a female who may become pregnant, and a male who fathers a child.

Suspension

- The student is informed that he/she is subject to suspension (10 days or less).
- The student's parent(s) or legal guardian(s) are notified by telephone and/or in writing that the student is subject to a suspension.
- The student is temporarily removed from school as a consequence of inappropriate behavior.
- The student is marked absent during this time. Once the suspension is lifted, the student must do all make-up work.
- The student will not be allowed to participate in any extra or co-curricular school functions during home suspensions.
- Following the suspension and a parent/legal guardian conference, the student may be able to return on a specific date with specific agreements about future behaviors.
- Any student suspended from school is readmitted on a probationary status.
- Any further serious misconduct may result in permanent expulsion from the school.

Expulsion

- The student and parent(s)/legal guardian(s) are informed in writing that the student is subject to expulsion. The letter will be emailed or be delivered by certified mail.
- The reason for expulsion must be clearly stated.
- Notification of expulsion must include instructions regarding the appeals process.



Expulsion Appeals Process

Parent(s) or legal guardian(s) and student may request a meeting with the Superintendent of Prince George's Christian Academy following a notice of expulsion.

- The meeting must be requested within three business days of receipt of expulsion notice.
- The Superintendent will meet with the parent(s) or legal guardian(s) and student within 7-10 business days from the date of the request.
- The parent(s) or legal guardian(s) will be notified within three business days from the meeting whether the student is re-admitted or expelled.
- The decision of the Superintendent is final.