



August 1, 2018

Dear PCA Upper School Parents & Students,

Welcome to the 2018-19 school year! I hope that you are enjoying the summer and have had the time to refresh and renew before we begin another great year at PCA. I look forward to serving our current PCA families and I am excited to get to know our new families to PCA.

In an continued effort to be better stewards of our resources and to provide a more convenient means of obtaining information, PCA will continue directing the Back to School (BTS) summer packet through our PCA website. You will be able to access all of the necessary information beginning today for your student and have the capability to download any necessary forms, etc. to complete and return on our Back to School Day on Monday, August 13th for your student to pick up their class schedule and obtain their locker assignments. Please go to our PCA website at www.prestonwoodchristian.org and click on Upper School.

We are excited about our upcoming Back to School Day and we have partnered with the various areas within PCA to provide a more efficient and stress-free process for our families. To ensure proper planning and communication of key events and dates, I have outlined basic information that will assist you in your preparation for that exciting first day and set the stage for a great school year.

Back to School Day – August 13

Monday, August 13th is our Back to School Day at PCA beginning at 3:30 p.m. in the atrium of Prestonwood Baptist Church. We encourage you to plan on attending this eventful day. Your student will have the opportunity to pick up their class schedule, locker assignment and this will also be a time to meet the teachers.

Back to School Forms

Please note that **all** PCA students will be required to complete the Student-Parent Statement of Cooperation and return on Back to School Day to obtain your student's schedule and locker assignment. Other forms that may relate to PCA Upper School (9-12th) can be obtained through our PCA website. The only required forms for Upper School students will be the Statement of Cooperation Form, Vehicle Registration Form (if applicable) for grades 9-12th and for seniors, the Senior Off-Campus Lunch Form.

New Family Meet and Greet – August 13

All new parents and new students are invited to attend a New Family Meet and Greet on Monday, August 13 from 2:45-3:30 p.m. We want to welcome you and celebrate your family joining our PCA family. Please meet in the Prestonwood Baptist Church Main Street Commons area. New students will meet with the Upper School principals for orientation during this time.

PCA All-School Worship – August 13

We want to encourage every family to be part of our All School Worship on Monday, August 13 from 5:00-6:00 p.m. Anticipate a special time as we worship God together and ask His blessings on our families and school.

PCA Prayer Walk & Family Dinner - August 13

Join us after All School Worship at the Upper School building where we will meet to pray for PCA Plano and North in the upcoming year. We will have food available to purchase and bounce houses for the kids to enjoy!

Upper School Retreat/Senior Trip – August 14-18

We are gearing up for another exciting Upper School Retreat at Sky Ranch! Our seniors depart for Sky Ranch on Tuesday, August 14th at 1:00 p.m. and will be at Sky Ranch until Thursday, August 16th and then will depart for their San Antonio senior trip from August 16 to August 18. Freshmen, sophomores, and juniors will depart from school on Wednesday, August 15th upon dismissal of school and return on Thursday, August 16th. *There will not be school on Friday, August 17th for 9-12th grade students.* Detailed information regarding the retreat will be emailed. All students are expected to attend the fall retreat. ****Please note that registration and payment is online only! To ensure that your student has a t-shirt ordered for them, please register by Friday, August 3rd. Registration is through our PCA website.***

Upper School Curriculum Night – September 4

On Tuesday, September 4, we will hold our annual Upper School Curriculum Night. Please arrive at **6:00 p.m.** to pick up your student's packet of information and visit our Minimester booths. **We will start promptly at 6:30 p.m.**

Individual School Pictures – September 13

Individual school pictures will be taken by grade level on Thursday, September 13th. More detailed information will be forthcoming closer to the date and also listed on our PCA website.

Homecoming Parade/Pep Rally – October 12

Homecoming week at PCA is a fun and an eventful week. The parade and pep rally will take place on Friday, October 12 with early release following the pep rally at 11:30 a.m. New this year! The Homecoming Dance will be sponsored by PCA this year and will take place on Saturday, October 13th. More details forthcoming soon!

Incentive Program

Our Incentive Program has continued to be very successful with our students. Each quarter, all students who have 90 or above in each subject, and do not receive any discipline referrals for the quarter, will be rewarded with spirit dress (jeans and a PCA spirit shirt) for a week and treated to a pizza lunch with Upper School administration.

PCA School Lunch Program (SAGE Dining)

We are excited about our partnership with SAGE Dining, PCA's new lunch provider. SAGE uses organic and locally sourced produce whenever possible to support sustainable practices and feels strongly about fostering community at PCA through healthy dining.

Since participation in the Dining Program is campus inclusive, and enrollment in the program was handled at time of re-enrollment or enrollment, students will not need any kind of ID card and there will not be check-out lines in the Dining Halls. Upper School will have three main offerings set up at several stations throughout the Dining Hall so that students will not have to wait in lines. Several "Main Ingredient" stations offering a choice of two entrees with vegetables and other sides; a "Crossroads" station, which will have rotations of specialty sandwiches, and "Seasonings" options which will have rotations of customizable entrees (such as pasta or specialty bowls). In addition to these options, each day there will also be a self-serve Salad Bar, a Deli Bar (with panini presses) and soup stations.

PCA will post Sage's menu each quarter at <https://www.prestonwoodchristian.org/lunch>, along with nutritional information. Additionally, SAGE has an app that you and your student(s) can use to check out menus, recommend items, leave feedback and more. On the App store, it is denoted as *Touch of SAGE*.

Seniors – Off Campus Lunch Privilege (Wednesdays Only)

Seniors will have the privilege to participate in off-campus lunch every Wednesday. The Senior Off-Campus Lunch Agreement will be emailed out to the seniors and also can be found on our PCA website under 2018-19 Back to School. The form must be completed and turned in to the Upper School office to participate in off-campus lunch.

Minimester Requirements/Mission Requirements

All students are required to participate in one of PCA Minimester options each year they are enrolled at PCA. Students are encouraged to choose a trip that fuels their interests and enthusiasm. As a part of the Minimester requirement, each student must participate in mission activities during their Upper School career. A student who attends PCA for their entire Upper School career must earn 1 missions' credit in order to graduate. Students who participate in their church's mission trip may earn credits towards their mission requirements. Missions' credit will be tracked and assessed through the Guidance office. Please note that Minimester participation each year is a requirement even if your student has already acquired their mission credit for the graduation requirement. Minimester is part of our Upper School curriculum for that designated week in March.

Student-Parent Handbook

The Student-Parent Handbook is available on our PCA website. The Student-Parent Statement of Cooperation downloadable form can be accessed on our PCA website and will be required to turn in at Back to School day. Your student will be required to turn in their form to obtain their schedule and locker assignment.

Student Parking

Senior parking will be located north of Main Street and the east side of the PCA Field House. ***Seniors will not be allowed to park in the PCA faculty parking lot.*** All other students who are registered to drive and have obtained a parking decal will park in the required area in front of the PBC Student Fitness Center.

Spirit Day

The last Friday of each month will be designated as Spirit Day. On this day, students will be allowed to wear appropriate denim jeans and a PCA spirit shirt. Jeans may only be denim jeans, no frays or tears and no colored jeans will be allowed. PCA spirit shirts may be purchased through The PCA Hub located in the atrium of the PCA Field House

Summer Reading List

Students - Don't forget about your summer reading! The summer reading assignments can be found on our PCA website at www.prestonwoodchristian.org under the banner Summer Reading.

Technology Upgrade

PCA is currently embarking on a major upgrade in several information systems which will greatly enhance your user experience regarding information about your children. During the next calendar year, we are replacing systems you may be familiar with such as 24/7 Family Profile, NetCommunity, Current Family tab on our website, and more! As these changes roll out, you will notice positive impacts such as:

1. An improved re-enrollment experience (coming Jan. 2019)
2. More streamlined communication from divisional principals and administrative assistants
3. A better portal where parents access information about students including grades, courses, schedule data, better access to school directory data
4. Online forms – you'll soon have the ability to view and complete school forms online for your students (field trip, emergency contacts...)
5. More in-depth and specific Current Family information will be housed behind a log-in versus the info currently on our PCA website today

This project is a major undertaking involving virtually every area of our school, and I know parents and students will be pleased once everything is fully available. Please be patient with us as we evolve, and look for more information throughout the next year.

Uniforms/Dress Code

New this year! Dennis Uniform will be our designated uniform provider. All uniforms must be purchased from Dennis Uniform. For shopping convenience, you may access their website at www.dennisuniform.com where you can find an interactive catalog of all uniform options. Please refer to the PCA Student Handbook located on our website for full details of dress code policy. As a reminder, we have outlined a few dress code policies that we want to bring to your attention.

- Girls skirt length should not be shorter than **four inches** from the crease of the back of the knee.
- Shoes must have a closed toe and heel and may be of desired color.
- No house shoes/slippers, Ugg styles or equivalent to Uggs are not allowed to be worn (including fur-lined) at any time. Ugg style boots are only allowed on Spirit Day with jeans.
- Boys' hair - Bleached and highlighted hair is not permitted. Coloring of hair is permitted as long as it is dyed a natural color. Hair may not touch the top of the collar or be below the middle of the ears and must be trimmed above the eyebrows. Please make sure that your student is in compliance prior to the first day of school. As a reminder, no facial hair is permitted. Boys should be clean-shaven at all times.

Use of Electronics

Upper School students are expected to bring their school-assigned MacBook Air to school every day, fully charged and ready to use. Students will need to promptly report any service issues to the PCA Help Desk at pcahelpdesk.org. We will also continue the use of cell phones during passing period, lunch and activity period. Classroom or additional use is at the teacher's/administrator's discretion. Students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of PCA administration.

Visitor Identification and Management Procedures

PCA will continue to utilize the visitor management system. Visitors to our campus will be required to identify themselves using their driver's license. The system registers each guest and immediately notifies school personnel of any concerns or irregularities. Upper School visitors (Grades 7-12) will enter only through the east-facing, lakeside doors, where they will be screened using the visitor management system. The Gateway Plaza and the Student Life Center entrance will no longer be an approved visitor entry point. Other additional safety parameters include panic alarm buttons in various locations around the campus, which when manually activated will immediately alert school personnel, security and police. Door-stop locks have been installed in all classrooms and office doors. Additional faculty badge access locks have been installed around campus.

Thank you for your partnership in Kingdom Education. We are so excited and looking forward to a great school year!

In Christ,

Wendy Morris

Mrs. Wendy Morris

Upper School Principal

Prestonwood Christian Academy