
PCA BOARD OF DIRECTORS

Members

Jennifer Sanderson Alcock-Head of School

Dale Belvin-Assistant Head of School

Richard Hudson

Hope Koontz

Tim Mathews (President)

Kim Alcock Peed (Vice-President)

Vickie Sevenski (Secretary)

Anne Smithwick

Kim Stark (Teacher Representative)



PAMLICO CHRISTIAN ACADEMY

11089 Hwy 55 East
PO Box 68
Grantsboro, NC 28529

Phone: 252-745-0462
Email: office@pamlicochristianacademy.org
Internet: www.pamlicochristianacademy.org

ORGANIZATION

MISSION STATEMENT:

It is the mission of Pamlico Christian Academy to inspire students in academic excellence, civic responsibility and exemplary moral character and to first and foremost know Jesus Christ as personal Savior and as the only foundation of all sound knowledge and learning.

THE VISION:

The vision of Pamlico Christian Academy is to be a center for spiritual awakening, academic opportunity, and social change for our students and the community in general. We wish to be a catalyst for sweeping Christian fellowship and good will throughout our communities.

Students:

It is the purpose of Pamlico Christian Academy to provide an environment that nurtures both the spirit and mind of its students. Every student's schedule will include daily worship, prayer, and scripture study, as well as thorough instruction in all appropriate arts and sciences. We hold firm to the belief that all wisdom, righteousness, sanctification, and redemption are given to us by God through His Son, Jesus Christ (I Cor. 1:30), and this is to be the foundation of all studies, activities, and undertakings of the Academy. It is our desire to follow in the tradition of our forefathers by inspiring students to become people of powerful ideas, independent thought and extraordinary faith.

Families:

Pamlico Christian Academy seeks to partner with families as a stable, supportive, edifying influence through one-on-one partnerships, parent-run organizations and social activities. We look forward to times of worship, work and play with the families of PCA. The Academy will provide Christian student/parent counseling, student evaluation and recommendation, and emotional support for families in crisis.

Community:

This Academy seeks to embrace and benefit the community at large through local outreach, including: liberal use of facilities; educational and spiritual opportunities for adults; preschoolers and homeschoolers; and by supporting social programs consistent with our mission. We desire to encourage and assist our students, faculty, families, and community in their quest to develop and enjoy lives of purpose, meaning and accountability.

STATEMENT OF FAITH

The following are the foundation of beliefs on which Pamlico Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine at Pamlico Christian Academy. All board members and staff of PCA must subscribe to these foundational principles. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of issues arise, they will be referred back to the family and local churches for final authority.

- We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (1 Timothy 3:16, II Peter 1:21).
- We believe that there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace & through faith are we saved (John 3:16-21; John 5:24; Romans 3:23; 5:8, 9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; the saved unto eternal life, & the lost unto eternal damnation (John 5:28, 29). We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Cor 12:12, 13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13, 14; I Cor 3:16, 6:19, 20; Ephesians 4:30, 5:18).

DOCTRINAL GUIDELINES

The administration shall not allow a particular Christian denominational doctrine or distinctive to be presented as favored within the school. The school is comprised of families from a variety of Christian congregations, each with their own historical heritage regarding issues of liturgy, governance, & doctrinal emphasis. The discussion & debate of these historic differences is permissible & encouraged as a part of the rhetorical curriculum; however, it must be done with respect in the spirit of Christian charity with Scripture as the rule.

EDUCATIONAL PHILOSOPHY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their

child(ren). Therefore, below are the most important philosophical elements that we at Pamlico Christian Academy believe distinguish our approach to education:

- We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." The church's commission is essentially to spread the gospel and train believers (Matt. 28:18- 20). The state has been directed to enforce God's laws and protect the innocent (Romans 13). The church trains parents and the state protects families. The family raises and educates children (Eph. 6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a Godly home environment.
- We believe that God's character is revealed not only in His word but also in every facet of creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
- God wants us to love Him with our minds as well as with our hearts, souls, and strength (Matt. 22:37). Therefore we seek to individually challenge children at all levels and teach them how to learn.
- We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct.
- We believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained biblically (Deut. 6:6,7, Prov. 22:6).

ADMISSIONS

NON-DISCRIMINATORY GUIDELINES

Pamlico Christian Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Pamlico Christian Academy practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs.

ENROLLMENT

Pamlico Christian Academy is, in essence, an expression of the commitment of a body of parents to provide the best possible training and instruction for their children. Our mission is to instill in each student a love for truth, wisdom, discernment and learning through the use of excellent materials, in an orderly setting, founded on a growing personal knowledge of the Lord Jesus Christ. Students seeking admission are evaluated on the basis of their report cards, references, admission questionnaires, interviews, and potential to perform satisfactorily at Pamlico Christian Academy. Students who seek admission directly following suspension, expulsion, or behavior problems from another school will not be accepted until they prove themselves elsewhere. The first quarter is considered a trial period for all new students.

The following specific guidelines apply for enrollment:

- Kindergarten students must be five (5) years of age on or before August 31st. If a parent believes that a child younger than the cut-off date is ready for kindergarten, that parent must meet with school administrators and have their child successfully complete a school readiness assessment.
- A new student entering First grade must have reached the age of six (6) years by August 31st of the fall in which he/she would enter PCA.
- The child should understand that his/her parents have delegated their authority to the school. Therefore, he/she is subject to the instruction and discipline of the teachers and Head of School in their prescribed roles at PCA.

The Application Process

- New applications are accepted on a rolling basis. Registration is open first to returning students and their siblings, then to the public. A \$70.00 application fee (K-12) must accompany all student applications.
- Screening/testing of applicants is scheduled on an as-needed basis.
- Interviews with all applicants and families are scheduled after the application fee is submitted.
- The application process for new students is defined fully on the Application for Admission. Please refer to it for guidelines and procedures. In short, the application procedure requires the following:
 1. Completed Pre-Application for Admission
 2. Application fee of \$70 (K-12).
 3. Complete Application for Admission
 4. Copies of standardized test scores and report cards from the past two (2) years
 5. Birth certificate (all students)
 6. Copy of updated immunization record (details follow)
 7. Signed Parental Contract (back page of Application for Admission)
 8. Parent/family interview (scheduled with school office)
 9. Placement testing

The Acceptance Process

The Administrator will determine final acceptance and grade level placement of students. After the interview and after reviewing all other required materials (as stated on the application form), the Administrator will make the decision whether or not to admit the student(s). Parents will be notified of the decision regarding acceptance.

The Enrollment Process

- When a new student is accepted, a non-refundable registration fee of \$200 is due within two (2) weeks of acceptance.
- Enrollment is not considered final until the following items are received:
 - Records from child's previous school
 - Emergency contact form (details follow)

- Returning students shall submit a re-enrollment form along with a \$200 registration fee.
- Enrollment, and therefore the parents’ financial obligation, **is contracted for the full school year.**
- It is understood that parents agree to support the policies of the school as affirmed in the Parental Contract and School Guidelines on the Application for Admission form.
- At the discretion of the Administrator, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits. Refusal to re-enroll is not the equivalent of suspension or expulsion.

Detailed Explanations

Current Immunization Record - All students attending Pamlico Christian Academy must have on record with the school office either a current immunization record or an exemption statement according to NC code before entering school.

Emergency Medical Contact Form - In order to dispense non-prescription medicine (e.g., Tylenol, Tums, etc.), a signed form granting a year's permission to the school must be on file in the school office. No prescription medicines will be dispensed without written parental permission on file with specific directions to the teacher.

Epi-pen waiver, medical action plan – For students requiring Epi-pens, the school needs the following: Epi-pen storage location, a list of individuals approved to administer, parental instructions including a medical action plan, and a signed waiver.

FEE & TUITION SCHEDULE

Tuition for the 2017-2018 school year is as follows:

Preschool and Pre-K* Tuition

Preschool/Pre-K (5 full days).....	\$3,600 per year
Preschool/Pre-K (3 full days).....	\$2,500 per year
Preschool (2 full days).....	\$2,000 per year
Preschool/Pre-K (5 half days).....	\$3,000 per year
Preschool/Pre-K (3 half days).....	\$2,400 per year
Preschool (2 half days).....	\$1,800 per year

Preschool and Pre-K Fees

Application Fee (one time per student).....	\$35.00 once
Registration Fee (due annually).....	\$200.00 per year
Pre-K Curriculum Fee (optional).....	\$100.00 per year

*The PCA Pre-K program is a Kindergarten readiness program available to **4 year olds** who attend the PCA preschool program either 5 full days, 5 half days, 3 full days or 3 half days. Pre-K students will participate in an intentional learning time during the preschool morning led by the

Preschool Director using the Abeka K-4 curriculum. Students will learn letters, numbers, phonics, site words, beginning handwriting and pre-reading skills that will serve them well in Kindergarten readiness. Please speak to the preschool director or office manager to enroll a child in the Pre-K program.

K-12 Tuition

K-10	\$3,300 per year
11-12.....	\$1,650 per year
K-10 second child*	\$3,000 per year
K-10 third child*	\$2,700 per year
K-10 fourth child and up*	\$2,000 per year

(5% discount on K-12 Annual Tuition if paid in full up front)

*Tuition for second, third and fourth child reflects \$300, \$600, and \$1,300 respectively, privately funded multi-student family scholarships.

K-12 Fees

Application Fee (one time per student).....	\$70 once
Registration Fee (due annually).....	\$200 per year
Curriculum Fee (K-10).....	\$300 per year

Tuition does not include uniforms, books, personal school supplies, school pictures, field trips or school lunch.

Payment

To simplify the management and administration of tuition, the total amount can be divided into 10 equal payments, which are due starting August 1st or 12 equal payments starting June 1st. Tuition may also be paid in one annual payment due before August 10th. Tuition is not calculated based on the number of days school is held in a given month. Tuition is due on or before the first day of every month. A late fee of \$25.00 is charged after the 10th of the month. We accept checks, cash and automatic bank draft payable to Pamlico Christian Academy. There will be a locked tuition deposit box outside the office for your convenience. Please mention your child’s name and grade on the check. If you pay with cash, please seal the envelope and write your child’s name, grade, and month for which the tuition is paid. If you would like a receipt of your payment, please request one from the office. Any checks that are returned by the bank for insufficient funds will be subject to a \$35.00 fee. If you plan on taking advantage of the monthly payment plan, please complete and return the Tuition Payment Form.

Tuition Obligation

Pamlico Christian Academy relies solely on tuition income to meet annual operating expenses. Therefore, it is necessary that the financial obligations for enrollment be for the entire school year. **Once a family makes the first payment towards a student’s tuition, they are initiating their commitment (per their signed Parental Contract in the student application or their reenrollment agreement) to continue tuition payments for the remainder of the school year, even if the student withdraws from school.**

Student Withdrawal

In the event of a student withdrawal, the parents must make their intention known by **notifying the Administrator in writing. Regardless of the reason necessitating withdrawal or expulsion from school, the financial obligation for the student continues for the remainder of the year.** There is no refund on monies already paid, and if monthly tuition payments are under way, they should continue. All tuition and fees paid up to that date remain with PCA. This includes any payments made prior to the first day of school as they reserve the seat for a particular student. In the event of demonstrated hardship, the Administrator (after being notified in writing) may consider an exception on a case-by-case basis.

PARENTAL INVOLVEMENT

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4

Ways to Get Involved

As a support and extension of the family unit, Pamlico Christian Academy considers the family to be of first importance to a child. God, through His Word, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at PCA, we are continually seeking ways to actively involve parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

- Pray, pray, and pray for our school!
- Parents are welcome to visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
- We encourage you to assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the appropriate teacher.)
- You may act as a chaperone on field trips and/or library visits.
- Serve as a story reader, song leader, and guest artist or offer/share your special talents.
- With permission and arrangements with the teacher, present your vocation to the class or invite them to visit your place of business.
- Share your experiences, trips, and vacations as they may relate to an area of study in a class.
- Help host parties in the classroom or volunteer to assist with the children.
- Closely monitor and praise your child's progress by **reading all teacher notes and student papers sent home!**
- Participate in student-led teacher conferences, science and art fairs, and other programs sponsored by the school.
- Assist with sports activities and field days.
- Volunteer with our Parent/Teacher Fellowship Organization (PTF)
- Assist with any school fundraisers that help keep tuition lower.

SCHOOL COMMUNICATION METHODS

PCA works to communicate regularly with parents in the following ways:

- Parents should ask for instructions on how to join the **RemindMe Texting System** and will receive notifications via cell phone text for school-related announcements.
- Parents may also ask to join our **email newsletter** list to receive regular newsletters via email that feature programs and projects of our school. Parents may visit our website at PamlicoChristianAcademy.org to sign up for our email newsletter.
- Pamlico Christian Academy also maintains several **FaceBook pages**, including a main school page (Pamlico Christian Academy), a preschool page (Pamlico Christian Academy Preschool) and a private group page where we post notifications. You may ask to join this group by making a request on FaceBook to the private group (Pamlico Christian Academy – group).
- Parents will also be asked to join an online grading and notification system called QuickSchools.com. Parents will be able to log in to their own account and see their student's grades and communicate via email with their student's teacher(s).

GENERAL GUIDELINES AND PROCEDURES

ATTENDANCE GUIDELINES

A student enrolled in Pamlico Christian Academy is expected to be present in school and on time every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the students are kept by the administrator or teacher and reported on the student's report card each quarter. The office keeps copies of the attendance records on a quarterly basis.

Short-term Absences

If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible.

Long-term Absences

If a student needs to be absent for three or more consecutive days, the parents should notify the school by note or phone explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork that the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. *Any time a student is absent, it is imperative that all missed classwork is collected and completed. The teacher will assist the parents in this process as much as possible.*

Extended or Planned Absences

We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed before the student leaves. We recommend that prior to any extended or planned absence, the student(s) work ahead as much as possible. This eliminates the need to work on vacation. If the work is not fully completed before the absence, any remaining work is due upon return. Parents planning to take their children on a trip that will take them out of school should notify the Head of School and teacher at least two weeks in advance, if possible. Lengthy trips that cause the student to miss class time are discouraged. It is the student's/parent's responsibility to make arrangements with teachers for any missed assignments and to complete any assigned work, in advance of the absence. The student is responsible for missed work. It is extremely important that students be in attendance during the week of achievement testing. Every effort should be made not to schedule discretionary absences during this week.

Maximum Absences

In the event the total number of unexcused absences for one quarter is equal to or exceeds eight (8) days in one quarter or fifteen (15) days for the semester, the student will not receive credit for that time period. Please note tardy policy below.

Make-Up Work

If the absence is planned, work should be completed prior to the absence optimally and all make-up work is due the day the student returns to school. In the case of absence due to illness, students will receive one (1) day for every day absent to complete missed work.

Tardies

No distinction will be made for excused vs. unexcused tardies. Five (5) tardies will add up to be equivalent to one (1) absence. Please refer back to the attendance policy concerning absences.

SCHOOL DROP-OFF AND PICK-UP PROCEDURES

All students should arrive at school from 40 minutes to 5 minutes before the start of classes and/or morning assembly. A child left beyond 15 minutes after school dismissal will be subject to fines.

Drop-off: Parents may “kiss and go” as they drop their children off at the door where teachers will be waiting to assist, or they may park and join us for our morning assembly. Doors will be closed and locked at 8:10 each morning. **Students arriving after this time are considered tardy.** Five tardies are considered to be one absence. *Mornings are not the time to confer with your child's teacher.* Please make an appointment for such meetings or use e-mail.

Pick-up: At dismissal time, the students will gather in the auditorium. A teacher on duty will dismiss the children to the parents' cars as he/she sees parents arrive. Parents may remain in

their car during pick-up if desired, or they may walk up to the double-doors to walk their child out. Children picked up after 3:00pm will be subject to fines.

Early pickup should be for emergencies and doctor visits only.

Please adhere to the following drop off/pick up schedule:

Grades	Drop-off	Start Time	Dismissal
Preschool:	7:50-8:05 am	8:10 am	11:30am or 2:30pm
K-12:	7:30-8:05 am	8:10 am	2:45 pm

NON-PARENT/CARPOOL STUDENT PICK-UP

If a child is to be picked up by someone other than a parent on a regular basis, a record of that person must be on file in the school office. If the child is to ride home with someone other than the regularly scheduled driver, parents should send a note to the classroom teacher giving written permission for the student to leave school. The teacher will then call the parent (number given on the child's enrollment form) for verification. Photo identification will be required before release of the student.

DISCIPLINE GUIDELINES

The kind and amount of discipline (punishment) will be determined by the teachers and, if necessary, the Administrator. The discipline will be administered in light of the individual student's problem and attitude. All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers may meet together to discuss biblical standards and school guidelines concerning discipline. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at PCA, love and forgiveness will be an integral part of the discipline of a student.

Students will be asked to sign an age-appropriate PCA Honor Code at the beginning of each school year.

Office Visits

There are five (5) basic behaviors that will automatically necessitate discipline from the Administrator (versus the teacher). Those behaviors are the following:

- Disrespect of any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- Dishonesty in any situation while at school, including lying, cheating, and stealing
- Rebellion, i.e., outright disobedience in response to instructions
- Fighting, i.e., striking in anger with the intention to harm another student
- Obscene language or bullying.

A visit with the Administrator will determine the nature of the discipline. The Administrator may require restitution, janitorial work, a parent's attendance during the school day with his/her child, or other measures consistent with biblical guidelines that may be appropriate.

Note on Expulsion

The Pamlico Christian Academy Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline guidelines. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

Serious Misconduct

If a student commits an act with such serious consequences that the Administrator deems it necessary, the office visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. At the discretion of the Administrator, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

Re-admittance

Should the expelled or non-re-enrolled student desire to be re-admitted to Pamlico Christian Academy at a later date, a decision based on the student's attitude and circumstances at the time of re-application will be made by the Administrator.

FAMILY DEATH OR TERMINAL ILLNESS

If there is a death, terminal illness, or a similar traumatic situation in your family that may affect the student's attendance, emotional well-being and/or level of concentration, please notify the school office.

FIELD TRIPS

Whenever students are traveling away from school, they are expected to behave in the same manner as required on school grounds, with appropriate respect and courtesy. As in the classroom, the teacher(s) will judge what is acceptable or unacceptable behavior. Children who are younger than age 8 AND who weigh less than 80 pounds must be properly secured in a child passenger restraint device (CRD) that meets Federal standards and is appropriate for the child's weight and height. (This restriction does not apply to buses.) All students should observe school dress code unless otherwise stated on permission slip.

GRIEVANCE GUIDELINES

The objective of these guidelines is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Pamlico Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Pamlico Christian Academy's operations between any two (2) parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and the Board.

Students/Parents to Teachers

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Administrator. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the Administrator. If there is still no resolution, they should request in writing a hearing from the Pamlico Christian Academy Board.

Parents/Guardians to Administrator

1. If parents or guardians have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Administrator.
2. If the situation is not resolved, they should present their concerns, proposals, or comments in writing to the Administrator.
3. If there is still no resolution, they should request a hearing in writing from the Pamlico Christian Academy Board.

ILLNESS

A student who becomes ill during the school day should notify the teacher who will help make appropriate arrangements with the school office for the student's care and/or parent's pick up. Students who have a fever should not return to school until they have remained fever free without the aid of fever reducing medication for 24 hours. If the student is diagnosed with an illness requiring antibiotics, they should not return to school for 24 hours following their first dose.

INCLEMENT WEATHER – SCHOOL CLOSINGS

PCA will delay or cancel school at the discretion of the Administrator. Parents may obtain this information via email, text message, or local weather channel alerts. The decision to send a child to school or not remains with the parent. This is true for field trips as well as bad weather days.

LOST AND FOUND BOX

Parents and students who are looking for lost items may search the Lost and Found box in the cafeteria. Families are encouraged to mark all of their children's belongings with a permanent marker to expedite return of lost items. If you are searching for an item that is valuable or too small for the Lost and Found box, you may approach the main desk office manager to see if such items have been turned in.

SNACKING DURING SCHOOL

Students may have snacks at times designated by the classroom teacher. In elementary school, this usually occurs mid-morning. Snacks and beverages are not allowed in the computer lab.

LUNCH TIME/LUNCH VISITORS

Students should bring their own lunches to school. Politeness and civility are expected at lunchtime. Lunchtime is also reserved for quiet conversation and social interaction. Guests, other than immediate family, need to receive prior approval from the Head of School for all visits, including lunch. All guests must check in with the office upon arrival. Guests should be modestly dressed. Parents, we know how much you enjoy occasionally having lunch with your child here at school; those are special times and we encourage them.

PARENT-TEACHER FELLOWSHIP (PTF)

PCA offers a Parent-Teacher Fellowship organization that is very active. This group exists to support the teachers and also provides opportunities for fellowship and the exchange of ideas. We seek to encourage parents to get to know one another and work together to further enrich their children's education. To get involved, contact the school office.

RECESS

Students need and want a time during the day to engage in self-directed activity. Recess is provided for that breath of fresh air. As in the classroom, the supervising teacher or assistant is the authority during recess. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive or demean an individual are not allowed. Students wear regular uniform clothes during recess.

SAFETY PROCEDURES AND EMERGENCY DRILLS

Fire Drills

When the alarm sounds for a fire drill (or actual fire), all persons are to go quickly and quietly to the exit determined in advance for each class. Students proceed as a group to the designated outdoor area. The last person exiting a classroom should turn off the lights and close the door. Students gather silently with their classmates while the teacher takes attendance. When the return signal is given, everyone should return quietly and in a line to the classroom. (Primary and secondary exit paths are posted just inside the doors of each classroom.)

Tornado Drills

When the announcement is made for a tornado drill (or actual tornado), all persons are to go quickly and quietly as a group to the place designated by the classroom teacher. When they get to their safety area, students should sit with their backs against the wall, knees pulled up, heads bent down resting on the knees and arms hugging the legs. (Safety areas are the interior hallways just outside the classrooms.) Parents should not pick up their child(ren) from school during a tornado warning. Please wait until the warning has passed.

Lock In/Lock Down Drills

Lock in/lock down drills are conducted on an as-needed basis. These drills prepare the students for all other emergencies. Playground/field procedures are in place to clear the playgrounds/fields immediately should there be a need to do so. A lock in is when there is a general or specific localized threat and for the safety of the students the administration locks all entry doors and posts a notice on the main entrances and exits. The notices state that a lock in is in effect. Parents who come across these signs may be unaware of the potential danger and may call the school for admittance to the building. Lock downs are more rare and are handled similarly. This is an unannounced and imminent danger that may present itself. Procedures are in place for handling such emergencies.

SCHOOL HOURS

Preschool: 8:05am – 11:30am or 2:30pm

All Other Grades: 8:05am – 2:45pm

SCHOOL RULES

The following list of school rules are essential guidelines required of all students.

Conduct Guidelines

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- We have a zero tolerance policy for all forms of bullying.
- There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected.
- Requests from the teacher should not have to be repeated.
- No guns or knives are allowed on the school grounds.
- No smoking allowed on school grounds.
- Toys should remain at home and only be brought to school as props, costumes for dramas, or special presentations. Balls and physical education equipment may be brought to school with teacher permission. Toys that should remain at home include, but are not limited to: iPods, netbooks, CD/DVD players, radios, headsets, skateboards or roller blades. These items are a distraction in the elementary school.

- Students are expected to be aware of and avoid the off-limits areas of the building or grounds (e.g., students are not to go into other parts of the building or beyond boundaries on the playground).
- Students are expected to treat all of the school's materials and facilities with respect and care. This includes all textbooks distributed to the students.
- Students are not to run or make noise in hallways; they are to walk and talk quietly when permission is granted.
- Teachers are to dismiss their classes to recess and they are to enter and exit the building appropriately.
- Good behavior must be the standard during lunchtimes.

Student Etiquette While at School

The students will be expected to show consideration for their teacher and their classmates by complying with these standards. Students will:

- not throw paper from their desks to the trash
- not eat or drink during class (unless permission is given)
- not disturb anything on the teacher's desk (including reference books) without permission
- not sit at the teacher's desk or open drawers in the desk when the teacher is not in the room
- not prop their feet up on other's desks or their own
- not throw pencils, pens, white out, etc. across the room to another student
- not write on desks, walls, textbooks, posters, etc.
- pick up any trash around their desks before leaving
- not adjust blinds or open or close windows without permission from the teacher
- not rearrange desks without permission from the teacher
- not pass notes nor ask others to pass notes
- not talk while the teacher is talking nor interrupt other students during class discussion
- not work on other homework assignments during class (until they have finished with assigned work)

SEXUAL HARASSMENT/ABUSE/CHILD ABUSE GUIDELINES

Pamlico Christian Academy adheres to the following guidelines regarding any event or allegations of sexual harassment, abuse, or child abuse.

The Case

- Pamlico Christian Academy will maintain a zero tolerance for any such abuse.
- We will not tolerate, excuse, defend, or ignore any identified or unidentified case of abuse. All the staff members, volunteers, parents and visitors, are hereby requested to help us identify and take care of any problem that exists or appears to exist.

- All are requested to report to us any suspected or existing case that may have slipped our attention for any reason.
- We will encourage the victim and the offender to receive necessary professional help, to deal with their pain as well as to avoid the recurrence of the incident.

The Action Plan

1. All cases must be reported to the Administrator immediately.
2. As soon as the Administrator receives a report of an existing or suspect case, he/she documents all the information and prepares a detailed report of the incident after his own preliminary inquiry.
3. The Administrator calls the Department of Social Services of Pamlico County and makes an emergency appointment. She discusses the issue in person, not on the phone, so that confidentiality will be maintained.
4. If the reported case is of a grave criminal nature, the Administrator immediately calls the appropriate police department with jurisdiction and asks that an officer visit the site on an emergency basis. She discusses the case with the officer, maintaining confidentiality, and considers the officer's guidance.
5. The Administrator calls an emergency executive meeting of the PCA Board. If steps 2 and 3 are needed before step 4, she will do this simultaneously without delaying steps 2 and 3.
6. The Administrator makes an incident report for file and, if the report is a genuine case, notifies the Division of Child Development.
7. The Administrator follows up the case with the parties involved and gathers information on the progress and the consequences. He maintains his report of the same in the new file opened on such a case.
8. The Administrator draws steps for action if a staff member or an individual from Pamlico Christian Academy is involved. All case decisions will be finalized with discussion, input, and implements from the PCA Board at the emergency executive meeting. This includes preventive steps, if needed.
9. All actions, contacts, information, steps taken, etc., are kept on file.
10. The Administrator, the PCA Board members, staff and others will maintain strict confidentiality about the case and those involved.
11. Should the Administrator be directly involved in a case, that case should be reported to the PCA Board President who will then follow the above outlined reporting procedures.

ELECTRONIC DEVICES

Students must have permission from their teachers to come to the school office and must obtain permission from the secretary to use school telephones. Use of personal Electronic devices by students in the classroom is prohibited. Students may use electronic devices provided by a teacher for classroom use. If children wish to bring their electronic device to

school, they must turn them into the office before class begins for the day and they may retrieve them at the end of the school day. **Exceptions are made only by permission of the teacher.**

ACADEMICS

GENERAL INFORMATION

Grading Guidelines

Percentages and grade equivalents:

- 90% - 100% = A- to A+ ("Excellent")
- 80% - 89% = B- to B+ ("Surpassing")
- 70% - 79% = C- to C+ ("Satisfactory")
- 60% - 69% = D- to D+ ("Unsatisfactory")
- 0% - 59% = F ("Failing")

Other evaluations:

Used primarily for kindergarten and first grade:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory (in skills or behavior)
- I = No grade this quarter
- INC = Incomplete (work missing, not enough grades to assign letter grade)

Promotional Guidelines

Students at Pamlico Christian Academy must meet all the following basic criteria for promotion to the next successive grade:

- Pass reading, math, and English with at least a 60% average.
- Have no more than one "F" per quarter in any other academic subject (e.g., math, science, etc.) and no more than two "F's" in the same subject within an academic year. It is incumbent upon the appropriate teacher that all due curriculum objectives, grading guidelines, and teaching requirements be faithfully executed. For example, the requirement that there be at least 10 objective grades per subject area by which the quarterly grade is computed has a significant bearing on a complete and accurate assessment of a student's success in that area. Too few grades can force the teacher to make a poorly documented and therefore non-objective judgment call.

In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery (see the Curriculum Guide Objective) of the following skills/subjects in the grades noted:

Kindergarten to First grade: behavioral maturity and reading readiness for first grade.

First grade to Second grade: able to read silently and orally with adequate speed, correct use

of phonetic skills, and fundamental comprehension; able to write complete sentences with neat lettering; able to add and subtract single digit numbers with at least 60% accuracy.

Second grade to Third grade: cumulative mastery of above requirements, plus: able to read fluently and independently, using books of a second grade level; able to write cursive neatly and correctly identify the basic parts of a sentence; able to spell correctly with at least 60% proficiency; able to add and subtract two-digit numbers with at least 60% accuracy.

Third grade to Fourth grade: cumulative mastery of above requirements, plus: satisfactory (60%) completion of curriculum objectives for this grade level.

Fourth to Fifth and Fifth to Sixth grade: cumulative mastery of above requirements, plus: satisfactory (60%) completion of curriculum objectives for this grade level.

Homework Philosophy and Guidelines

The purpose of the assignment of homework is to reinforce the concepts and materials taught in class. Teachers should have a specific purpose in mind when they decide to assign homework. Teachers are encouraged to have the students begin work on assignments during class. Homework then consists of work that was not completed during class. Additional work will be assigned only when absolutely necessary. Teachers should remember that assigning homework might be asking for time that would otherwise be spent in involvement in family activities. (Granted, for some families, completing homework is a profitable family activity.) Reading approximately 15 – 30 minutes per night, math fact review, review of spelling words, Scripture memorization and test preparation are common daily home assignments.

CURRICULUM

Curriculum Materials Guidelines

Objective - To help ensure that the philosophical and scriptural goals of Pamlico Christian Academy are being adequately reinforced through the curriculum materials selected for each core class.

Scope - This guideline applies to all non-elective (core) courses taught in the elementary levels of Pamlico Christian Academy.

Core courses - Those subject areas normally considered indispensable to an adequate education: Bible, Math, Science, History, English (Grammar), Literature.

Selection of Materials

No curriculum materials with a secular worldview may be adopted for student use unless all the following conditions have been considered:

- After thorough research, there appears to be no biblically-based materials of equal
- The secular material's primary document status necessitates it be used to fulfill adopted course objectives.

- After a thorough examination, it is determined that while secular in content, the materials do not undermine, but rather support broad biblical truths (e.g., a high quality, secular mathematics text, or high quality, timeless literature).

Adoption of Materials

All core materials for student use may only be adopted through the following procedures:

- A teacher or administrator may make the recommendation to add or delete a student text. This may be done at any time but is normally submitted at the end of the school year during the annual evaluation period.
- In most cases, unless it would significantly alter the purposes and objectives of the coursework, the decision for replacement of a text/materials will be left up to the appropriate administrator, teacher(s), any advisory individuals, and budgetary considerations.
- All such substitution of texts/materials must comply with the above considerations for using secular materials.
- Should a member of the school (parent, teacher, board member, administrator) wish to challenge the adoption/use of a particular text/material, or if the proposed selections would conflict rather than support the previously adopted course objective, the matter will be referred to the appropriate administrator for recommended action. Should this not result in a satisfactory solution, the matter will be referred to the Board.

Use of Secular Materials (at any level)

When secular materials have been adopted for student use, the following guidelines must be adhered to:

- The secular material must be rigorously examined and countered in philosophy with biblical/true perspectives (e.g., presenting the elements of the Theory of Evolution is desirable, but it must subjugate in time and emphasis to the elements of the creation account), in keeping with the scope of the course.
- Falsehoods and unbiblical philosophies must be always identified as such.
- Biblical principles within and/or related to the course objectives must also be presented to the students (e.g., while using a secular United States history text, the teacher must identify and emphasize the biblical foundations of our country.)

Controversial Subject Guidelines

Objective - To establish a guideline that helps Pamlico Christian Academy respect the convictions of parents and teachers in various academic and/or sensitive areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview.

Scope - This guideline applies to all teaching staff in the course of their teaching duties. It does not apply to non-teaching staff or to teaching staff on their own time.

Controversial subject defined - A subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by

the teacher or brought up by a student. Examples: Environmentalism, the War Between the States, old earth/young earth, partisan politics, human sexual relations, etc.

Guidelines

- If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
- If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
 - As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
 - Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
 - As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable to the most widely held views on the topic.
 - Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts.
- The teacher is to remember that according to Scripture and the second stated goal of Pamlico Christian Academy, he/she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this guideline, and sound teaching practices, he/she is to encourage a gracious and scholarly attitude in the students.

Subject Listing for Younger Grades:

Kindergarten: phonics training (early reading), math properties (patterns, adding, graphing), science units, community helpers/jobs/locations, Bible stories/characters/songs, integrated art projects, PE skills/games, integrated music

First Grade: phonics training/literature reading, math problem solving/properties, integrated (with reading, math, art) science units, spelling rules/memorizations, parts of speech, history units, Bible reading/memorizations, integrated art, PE skills/games, thematic music

Second Grade: guided independent reading of books, math properties/problem solving, science units, spelling rules/patterns/memorization, cursive handwriting, basic English

grammar, history units, Bible readings/memorizations, integrated art projects, PE skills/games, thematic music

UNIFORM GUIDELINES

UNIFORM OBJECTIVES

The purpose of the school uniform is to foster a sense of unity among the students, to provide a consistently attractive and neat appearance for all students, to avoid peer pressure in matters of dress, and to draw less attention to oneself. Parents and students are responsible for reading the Uniform Guidelines and familiarizing themselves with the policies. Violation notices will be given to students who are not in compliance with the uniform guidelines.

Basic Guidelines

- Dress Neatly - That is, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer.
- Be Clean - That is, recently washed and groomed hair.
- Be Modest - Skirts and shorts should be reasonable lengths. Outlandish or distracting clothing or appearance will not be allowed.
- Wearing Hats - Unless granted permission for special days or events, students are not to wear hats while in the school building. Students who do so will have their hats confiscated and not returned until the last day of school.

ENFORCEMENT

The school administration will determine if there is a violation of the dress code, either in fact or attitude. Students not complying with this dress code will be required to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

SPECIAL EXCEPTIONS

As the Administrator determines, events such as PE and field trips may call for other clothing options. Special days may be scheduled, such as dress-up days, or Spirit week, during which other clothing options are allowed.

UNIFORM CODE

Reasons for Adopting A Uniform Code

- The neat appearance created by a uniform code enhances a ready-to-learn atmosphere.
- A uniform code instills school spirit and a sense of belonging, while providing enough choice to allow for individual expression. The student is part of a group identity that strives for excellence, and the code establishes a tradition.

- A uniform code saves parents time, as most uniform items, including accessories, can be purchased at the same source. This may save parents not only time but energy as well. In addition, time may be saved each morning as the “what to wear” issue is eliminated.
- The uniform code should save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues. The selected clothes were chosen with price and durability in mind for an overall good value for the money. Growth features in some of the garments may also cut down on total wardrobe expenditures.
- The uniform code addresses security. On field trips, students in uniform aid the teachers in keeping track of everyone. On the playground or in the school, teachers and staff can clearly identify students from outsiders.

Compliance with the Uniform Code

All students will wear the designated school uniform unless otherwise specified by the Head of School. New enrollees are to wear “dress code attire” until uniforms are obtained. Teachers and staff members will check the students regularly and on an ongoing basis to ensure that each student is in compliance with the PCA uniform guidelines. It is imperative that all parents and students read the guidelines carefully to ensure full understanding of the entire uniform guidelines. Parents are required to read the guidelines and agree in writing to uphold it while their child(ren) are enrolled in PCA. When a student is found to be in violation of the uniform guidelines, it will be recorded on a Violation Notice and mailed to the parents. Violations are recorded throughout the school year. When five violations have accumulated, an office visit ensues. Parents will be called to bring proper uniform attire for their child(ren).

Please take the time to mark each of your child(ren)’s belongings with a permanent laundry marker to facilitate return of lost items. Please check items such as sweatshirts and sweaters periodically to be sure your child has not picked up someone else’s items. With so many alike, it is easy to mix up belongings! Also, please check to ensure that your child’s name is still legible on his/her belongings. Please note that uniform selections may be worn until they are outgrown as long as they are in good condition.

Uniform Guidelines

Boys’ Uniforms & Girls’ Uniforms

- Navy or White logo polo, oxford or tee-shirt, short or long-sleeved
- Pleated or plain-front khaki or navy pants, skirts or shorts; navy plaid pants, shorts, skirts
- **Shorts and skirts must be no higher than two inches above the knees.**
- Optional: Logo embroidered navy polar fleece jacket or zip-front hoodies
- White or navy Peter Pan collar blouse, short or long-sleeved
- Logo printed navy or khaki jumper: length must be no higher than two inches above the knees.
- White button up shirt with navy tie or navy bow tie. No logo needed.

- ***The only companies allowed to use PCA's logo are Lands' End and New Bern Sporting Goods (only items purchased from them can be used.)***

Preschool students may wear any white or navy top with khaki, navy or white bottoms. Please no royal blue or black.

All clothing and accessories, with the exception of shoes, must be school colors: white, navy or khaki.

Outwear worn inside building: Students must have an appropriate jacket, sweatshirt, or sweater of school colors **with logo** to wear in the building. Coats worn outside only do not need a logo.

Shoes & Socks

- White, navy or khaki socks
- Any shoes, including tennis shoes, crocs, and flip-flops are acceptable unless the teacher gives other instructions. All students should have "church shoes" for special programs.
- No heels or wedges of any kind are permitted.

Uniform purchasing information is available on our website:

www.pamlicochristianacademy.org.

Non-logo bearing garments may be purchased anywhere as long as they meet the dress code. Appearance will be enforced.

PERSONAL APPEARANCE:

In the spirit of maintaining a uniform appearance, the following are guidelines for personal appearance:

Facial Hair: Boys are to remain clean-shaven with sideburns kept short and well groomed.

Hair: Boys are to maintain hair shorter than their shirt collar. No un-natural hair dye is permitted except when permitted during Spirit Week days.

Piercings: No piercings other than a single pair of earrings on students are allowed. No gages are permitted.

Tattoos: No tattoos shall be visible.

Lunch Box/Bag and Backpack Guidelines

No controversial prints on lunch boxes or backpacks will be allowed. PCA Administrator reserves the right to determine what is or is not acceptable.