



## PAMLICO CHRISTIAN ACADEMY

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PO Box 68  
Grantsboro, NC 28529

Phone: 252-745-0462  
Email: [office@pamlicochristianacademy.org](mailto:office@pamlicochristianacademy.org)  
Internet: [www.pamlicochristianacademy.org](http://www.pamlicochristianacademy.org)

# Kindergarten-12th Handbook 2019-2020

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# PCA BOARD OF DIRECTORS

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## Members

Jennifer Sanderson Alcock, Head of School

Jonathan Altman

Wanda Gordon, Secretary

Richard Hudson

Hope Koontz

Tim Mathews, President

Kim Alcock Peed, Vice President

Dr. Joshua Rose

Kim Stark, Teacher Representative



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## 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.

### **VISION STATEMENT:**

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:***

The purpose of Pamlico Christian Academy is 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 foundational beliefs of Pamlico Christian Academy. These beliefs 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 and 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 and 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 Corinthians 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 Corinthians 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, and doctrinal emphasis. The discussion and 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 & FINANCIAL OBLIGATIONS**

### **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 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 academic records, references, interview, 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 31<sup>st</sup>. 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 31<sup>st</sup> 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 an Application for Admission.
- Screening/testing of applicants is scheduled on an as-needed basis.
- Interviews with all applicants and families are scheduled after the Application for Admission and fee are submitted and academic records have been received and reviewed.
- 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. Initial visit/tour of PCA with Head of School. Call to schedule.
  2. Completed K-12 Application for Admission submitted to PCA office with \$70 application fee
  3. Copies of academic records
  4. Birth certificate
  5. Copy of updated immunization record (details follow)
  6. Parent/family interview (scheduled with school office)
  7. Placement testing (if needed)

## The Acceptance Process

The Head of School will determine final acceptance and grade level placement of student. After reviewing all records and discussing within the interview, the Head of School will make the decision whether or not to admit the student. Parents will be notified of the decision regarding acceptance via email or letter.

## The Enrollment Process

- When a new student is accepted, a K-12 Enrollment Form along with a non-refundable registration fee of \$200 is due within two (2) weeks of acceptance. Curriculum fees and first month's tuition are due by August 1.
- 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 Head of School, 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 such as Tylenol, 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. Students who frequent the main office for medication will be noted, and parents will be contacted with concerns.

*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 2019-2020 school year is as follows:

### **K-12 Tuition**

Kindergarten-10 <sup>th</sup> Grade .....	\$3,700 per year
11 <sup>th</sup> -12 <sup>th</sup> Grade (Taking PCA class(es)).....	\$3,700 per year
11 <sup>th</sup> -12 <sup>th</sup> Grade (Fully dual enrolled at Pamlico Community College & PCA) ....	\$1,850 per year

### **Discounts/Scholarships**

- 3% discount on Kindergarten-12<sup>th</sup> Grade Annual Tuition if paid in full up front
- Families who have multiple students enrolled at PCA in our Kindergarten-10<sup>th</sup> grade program may be eligible for a multi-student family scholarship. These scholarships are funded privately. Families who already receive the benefit of another scholarship program (i.e., NC Opportunity Scholarship, NC Disabilities Grants, etc.) are not eligible for a privately funded scholarship through PCA. Families who have multiple students enrolled may inquire in the front office about a multi-student family scholarship.

### **K-12 Fees**

Application Fee (one time fee).....	\$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.

### **Preschool and Pre-K Tuition and Fees**

PCA offers a preschool program for students who are 3 years old and above by the start of the school year. Additionally, students who are 4 years old and above may participate in a special Pre-K program within our preschool that focuses on Kindergarten readiness skills. For more information, please call our school office. Below is a schedule of preschool tuition and fees. See Preschool Handbook for more details.

### **\*Preschool and Pre-K Tuition**

Preschool/Pre-K (5 full days).....	\$3,700 per year
Preschool/Pre-K (3 full days).....	\$2,600 per year
Preschool (2 full days).....	\$2,100 per year
Preschool (5 half days).....	\$3,100 per year
Preschool (3 half days).....	\$2,500 per year
Preschool (2 half days).....	\$1,900 per year

### **Preschool and Pre-K Fees**

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

## Payments

To simplify the management and administration of tuition, the total amount can be divided into ten (10) equal payments, which are due starting August 1<sup>st</sup> or twelve (12) equal payments starting June 1st. Curriculum fees and first month's tuition are due by August 1<sup>st</sup>. Tuition may also be paid in one annual payment due by August 1st. 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 5th day 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 on tuition income to meet annual operating expenses for K-12 education. 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 K-12 Enrollment Form or their Re-enrollment Form 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 Head of School 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 or military or job-related relocation, the PCA Board (after Head of School is notified in writing) may consider an exception on a case-by-case basis.

# PARENTAL INVOLVEMENT

## 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 some more for our school!
- Volunteer on Fridays during lunch and recess. This is the time that our staff meets together for prayer, Bible study and school business and is a very important part of the life and health of our school!



- Get involved in our very active Parent-Teacher Organization (PTO). The PTO organizes for our Friday lunch and recess, hosts special events such as our Family Fun Day and Daddy-Daughter Dance and other fun activities for students and families.
- Parents are welcome to visit the school/class. Simply call ahead out of courtesy to the teacher and sign in with Help Desk receptionist.
- We encourage you to assist in the classroom. 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 & praise your child's progress by **reading all teacher notes & papers sent home!**
- Participate in teacher conferences, science& art fairs, & other programs sponsored by the school.
- Assist with sports activities and field days.
- Assist with any school fundraisers that help keep tuition lower.
- Follow our school happenings on Facebook.

## SCHOOL COMMUNICATION METHODS

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

- Parents should ask for instructions on how to join the **Remind Texting System** and will receive notifications via cell phone text for school-related announcements. You can also download the Remind app on your smart phone if you prefer using the app.
- 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](http://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). Our PTO also maintains a Facebook page – Pamlico Christian Academy PTO. Join all of them and like and share our posts!
- **IMPORTANT: Parents will also be asked to join an online grading and notification system called QuickSchools. PCA's account is [pca.quickschools.com](http://pca.quickschools.com) Parents will be able to log in to their own account and see their student's grades (1<sup>st</sup> – 10<sup>th</sup> grades), see attendance, order special lunches, and communicate via email with their student's teacher(s). Parents will receive an email inviting them to QuickSchools.**

# 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 Head of School 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. Upper school students (6<sup>th</sup> grade and up) are particularly encouraged to be personally responsible for inquiring with teachers and making up the work that they missed.*

### ***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 as much as possible. 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 unless prior approval is given by the Head of School. 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. Students arriving after the start of school at 8:10am are considered tardy and must sign in with the Help Desk volunteer.

## ***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 wellbeing and/or level of concentration, please notify the school office.

## **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 chapel. Morning chapel begins at 8:10am. Therefore, doors will open at 7:30am. School dismisses at 2:45pm. A child left beyond 15 minutes after school dismissal will be subject to fines.

**Drop-off:** Parents of K-12 students 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 3:05pm 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:

<b>Grades</b>	<b>Drop-off</b>	<b>Start Time</b>	<b>Dismissal</b>
Preschool:	7:50-8:05 am	8:10 am	11:30am (half-day) or 2:30pm (full day)
K-12:	7:30-8:05 am	8:10 am	2:45pm (lower school) and 2:55pm (upper school)

## ***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. Parents may also call the school office to give this information.

## **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.

## **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 unless otherwise noted by the healthcare professional.

## **INCLEMENT WEATHER – SCHOOL CLOSINGS**

PCA will delay or cancel school at the discretion of the Head of School. 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 office 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. Food and beverages are not allowed in the computer lab or auditorium.

## **LUNCH TIME / SPECIAL LUNCHESES**

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. Microwaves are provided for lunches that need to be heated. Students 3<sup>rd</sup> grade and above will be encouraged to heat their own lunches in microwaves. Younger students will be assisted in heating their lunches. Parents are encouraged to provide a cold pack in lunch boxes when foods need to be kept cold.

Special Lunches are provided for purchase as a convenience for parents/guardians on given days of the month. Plans for this school year are to provide McDonalds on Mondays, Chick Fil A on Wednesdays, and Dominoes Pizza on Fridays and on other days as provided. All of these are for special purchase and must be ordered in

advance of the beginning of the month by designated deadlines. A monthly calendar provided on a parent's QuickSchools accounts must be completed in designated timeframes. PCA will notify parents via Remind text and email when the calendar is available for ordering and of deadlines. Lunches must be paid with tuition by the first of the month. If a student misses one day where a special lunch has been purchased, funds paid will not be refunded and will be deemed a donation to the school. If an extended illness occurs, please consult the school office for the possibility of reimbursement. Lunches cannot be ordered after the designated deadlines as lunch orders are placed well in advance of the day the lunch is provided.

## **PARENT-TEACHER ORGANIZATION (PTO)**

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 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.

## **BEHAVIORAL GUIDELINES AND EXPECTATIONS**

### **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. This includes posts on social media.
- We have a zero tolerance policy for all forms of bullying, including cyber bullying and cyber stalking. This includes posting negative information about other students, teachers, family members or our school.
- There should be no talking in class unless allowed by teacher.
- 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 and electronics that should remain at home include, but are not limited to: iPods, iPads, CD/DVD players, radios, headsets, skateboards or roller blades. These items are a distraction in the 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.
- Respectful behavior must be the standard during lunchtimes and at all times.
- Students are expected to show kindness toward fellow students and all school staff.
- Students are not to talk about nor focus on sexual topics amongst themselves or on social media. Students will be encouraged to focus on academics, faith and friendships and will be discouraged from focusing on dating relationships. Students will be instructed on Biblical purity in relationships throughout the school year in a quest to protect our student's innocence.

## ***Student Etiquette While at School***

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

- throw trash away appropriately, asking permission to get up and place item in trash receptacle
- only eat and drink during designated times and places
- respect all items on the teacher's desk and not touch items there without permission
- not sit at the teacher's desk, in teacher's chair, or open drawers 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
- refrain from writing 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
- refrain from rearranging 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)
- build other students up and encourage them and not speak negatively toward them or teasing them
- maintain appropriate physical boundaries with students and staff (keeping hands to self)
- keep conversations wholesome and pure

## **ELECTRONIC DEVICES**

Use of personal Electronic devices (headphones, cell phones, tablets, laptops, iPads, iPods, etc) by students in our school is prohibited except in cases where teachers may allow students to use them for educational purposes in the classroom only. Students may use electronic devices provided by a teacher for classroom use. If students wish to bring their electronic devices to school, they must keep them in their book bag or in their locker on silent during the day. Students may not use personal electronic devices during the school day from 7:30am-3pm. Students that wish to communicate with their parents during the school day may utilize the phone at the Help Desk to contact parents. Upper School Students (6<sup>th</sup> grade and up) may be permitted to bring laptops to school in order to be used in classroom. However, students must sign and adhere to the **PCA Computer Usage Agreement** on file in our office. This includes limiting usage to academic purposes only and the viewing of appropriate and academic material only.

## **DISCIPLINE GUIDELINES**

The kind and amount of discipline (punishment) will be determined by the teachers and, if necessary, the Head of School. 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 Head of School (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 Head of School will determine the nature of the discipline. The Head of School 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, the student will be expelled.

### ***Serious Misconduct***

If a student commits an act with such serious consequences that the Head of School 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 Head of School, 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 Head of School.

## **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 Head of School immediately.
2. As soon as the Head of School 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 Head of School calls the Department of Social Services of Pamlico County and makes an emergency appointment. He/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 Head of School 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 Head of School 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 Head of School makes an incident report for file and, if the report is a genuine case, notifies the Division of Child Development.
7. The Head of School follows up the case with the parties involved and gathers information on the progress and the consequences. She/He maintains his/her report of the same in the new file opened on such a case.
8. The Head of School 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 Head of School, the PCA Board members, staff and others will maintain strict confidentiality about the case and those involved.
11. Should the Head of School 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.

### **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 from all parties concerned.
2. If the problem is not resolved, the parents or student may bring the concern to the Head of School. If the student brings the concern, the Head of School will contact the parents to discuss the conversation.
3. If the problem is still not resolved, the parents should appeal the decision to the Head of School. If there is still no resolution, they should request in writing a hearing from the Pamlico Christian Academy Board of Directors.
4. Under no circumstances should a parent or student post issues or challenges they have with our school on social media or in other public platforms. This is harmful to both students and the school and does not follow the Biblical guidelines of Godly confrontation. Students and parents must be aware that attending our school is a privilege, not a right, and that the airing of grievances on social media or other public platforms could be grounds for dismissal.

### ***Parents/Guardians to Head of School***

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 Head of School.
2. If the situation is not resolved, they should present their concerns, proposals, or comments in writing to the Head of School.
3. If there is still no resolution, they should request a hearing in writing from the Pamlico Christian Academy Board.
4. Under no circumstances should a parent or guardian post issues or challenges they have with our school on social media or in other public platforms. This is harmful to both students and the school and does not follow the Bible guidelines of Godly confrontation.

## **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 younger elementary grades and electives:

- 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 without tools 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 without tools 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 homework is to reinforce the concepts taught in class. PCA does value time spent in family activities, so homework will be targeted and purposeful when assigned. Homework is differentiated based on grade, developmental capacity, and academic needs. Students will be allowed to begin homework when other class assignments are completed. Upper School students and their parents will be able to access academic

assignments through their QuickSchools account. Specific upper school homework guidelines will be provided at orientation.

## **Curriculum**

PCA will use Abeka Curriculum for all elementary classes. A combination of Abeka (founded in 1972), Bob Jones University Press (founded in 1974) and other suitable curricula will be used for upper school classes (6<sup>th</sup> and up). Both curricula are comprehensive yet traditional in their approach to education, providing high academic standards from a Biblical worldview that fosters critical thinking skills. Curriculum materials are reviewed on an annual basis by the Head of School, Assistant Head of School and the Board of Directors with input and recommendations from teachers.

### ***Use of Secular Materials (at any level)***

If secular materials are 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***

A controversial subject is defined as one that 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/she has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him/her 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

## **Upper School Offerings**

Our upper school consists of students in 6<sup>th</sup> – 12<sup>th</sup> grade and is characterized by students who have instructors that are specialists in their subject area. These students will also change classes throughout the day, and may move classrooms depending upon their schedule.

High school students in particular are encouraged to provide their own laptop computer along with headphones or earbuds for schoolwork purposes, particularly since it will likely be necessary for high school students to take their computer back and forth from home to school on an often daily basis. Laptops are a good investment, as most students will utilize them throughout the high school and college years. They make great birthday or holiday gifts! Students that are not able to provide their own laptop should speak with the Head of School about computer usage options.

## **Partnership with Pamlico County Schools**

Through a partnership with Pamlico County Schools, students in grades 9<sup>th</sup> – 12<sup>th</sup> will have the opportunity to register for online electives through EdOptions Academy and will be dual enrolled as a full-time student at PCA and as a part-time or full-time student in Pamlico County Schools depending upon the number of course credits being taken. This will require some paperwork to be completed for entrance into Pamlico County Schools, including a student release form if student is zoned for schools in another district. Such online classes

will be previewed for content deemed appropriate and in keeping with PCA's mission and philosophy by a PCA staff or board member. Such online classes will have oversight by a PCA faculty or staff member during a designated time of the school day. Work on these classes at home is discouraged as it may disrupt school day plans. Students that enroll in at least three classes and are thus considered full-time students at Pamlico County High School may be eligible to try out for athletics and participate in other extracurricular activities through Pamlico County High School if such activities do not disrupt participation in core subject areas being taught at Pamlico Christian Academy. Prior approval by the Head of School for such participation is required. Such participation must also be agreed upon by the faculty and staff of Pamlico County High School. Students that must be away for athletic or other events during the normal PCA school day must notify the Head of School and specific teachers prior to departure and are responsible for completing any missed work immediately upon return to school.

## **Partnership with Pamlico Community College**

Eligible students in 11<sup>th</sup> and 12<sup>th</sup> grades have the opportunity to participate in the NC Career and College Promise Program (CCP) in partnership with Pamlico Community College (PCC). Students that are dual enrolled at PCA and PCC will receive both high school and college credit for classes taken during their junior and senior years. Such students receive academic support from all PCA staff and faculty to ensure academic success and also are able to utilize all PCA facilities and equipment for completing academic assignments. Both seated and online classes are available through the community college. Dual enrolled students will spend the majority of their time at PCA when they are not in seated classes through PCC and will be highly encouraged to participate in student life at PCA to the fullest extent possible, including participating in daily chapel services, community service projects, daily Bible study, lunchtime activities and other special events. Eligible students participating in dual enrollment are also expected to enroll in a weekly PCA Bible class and will receive a grade for this class. Dual enrolled students must get prior approval from the Head of School for classes to be taken before signing up for such classes through PCC. Student must also submit a copy of all grades received through Pamlico Community College classes for record-keeping purposes at the end of each semester. The NC College and Career program is virtually free for NC residents, though there may be minimal fees for certain classes that require a lab or for required textbooks, though some may be borrowed from PCC or rented from an online source. PCA seeks the guidance of the Career and College Promise advisor on which PCC professors would work best for PCA students. Depending upon high school cumulative GPA, PCC requires some academic testing to enroll in the program, to be completed in the summer prior to fall enrollment in the 11<sup>th</sup> grade year.

## **High School Graduation**

Students that meet all graduation requirements for Pamlico Christian Academy are eligible for graduation in May of their senior year. Seniors are expected to purchase their graduation regalia (cap and gown) along with special invitations or other graduation items such as class rings. These purchases should be coordinated with the Head of School, as PCA currently uses Jostens for the ordering of caps and gowns. Rising seniors should also work closely with their families and the Head of School to discuss and plan for further academic pursuits beyond high school. The PCA front office will provide high school transcripts to institutions of higher learning upon request.

# UNIFORM GUIDELINES for K-12<sup>th</sup> Grade

## 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 self. 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 skin and groomed hair.
- Be Modest - Skirts and shorts should be reasonable lengths. Outlandish or distracting clothing or appearance will not be allowed. Shirts should be an appropriate length so as not to show the midriff, and tight-fitting clothes such as uncovered leggings are not appropriate.
- 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 end of the school day.

## **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 Head of School 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 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, a warning will be given to remove the item in violation. For a second violation or noncompliance, parents will be called to bring proper uniform attire for their child(ren).

**IMPORTANT: 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. PCA gladly accepts outgrown uniforms to donate to others in need as long as they are in good condition.

## ***Uniform Guidelines***

### **Boys’ Uniforms & Girls’ Uniforms**

- Navy, White or Light Blue logo polo, oxford or tee-shirt, short or long-sleeved
- Pleated or plain-front khaki, navy or gray pants, skirts or shorts; navy plaid pants, shorts, skirts
- **Shorts and skirts must be no higher than two inches above the knees.**
- Please avoid athletic shorts and pants, as they are not professional, uniform-related dress.
- Girls’ leggings, tights or other similar clothing options may only be worn under ample-length skirts or jumpers. This includes Friday’s dress code.
- Logo embroidered or PCA-lettered navy, gray or light blue polar fleece jacket or 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.

**NEW: Parents may purchase polo shirts, oxfords, t-shirts, polar fleece jackets and hoodies in navy, gray, white or light blue from any retail store or outlet. Parents are then required to have official PCA logo embroidered or screen printed on shirt or hoodie. PCA will notify families of locations that provide embroidery and screen printing services for our school logo via Remind texts and email.**



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

### **Shoes & Socks**

- Socks may be of any shade or style, as long as they are appropriate in a Christian environment.
- Any shoes, including tennis shoes, crocs, and flip-flops are acceptable unless the teacher gives other instructions. Close-toed shoes are preferred, as they keep students' feet safe.
- No heels or wedges of any kind are permitted.

Uniform purchasing information is available on our website: [www.pamlicochristianacademy.org](http://www.pamlicochristianacademy.org).

### **PERSONAL APPEARANCE:**

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

**Facial Hair:** Young men are to maintain a professional, well-groomed look with their facial hair so as to minimize distraction.

**Hair:** Boys are to maintain hair shorter than their shirt collar. For boys and girls, no un-natural hair dye is allowed 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 Head of School reserves the right to determine what is or is not acceptable.

**See below our asbestos policy.**



## PAMLICO CHRISTIAN ACADEMY

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October 9, 2018

On October 22, 1986, President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion.

New Life Praise & Worship Ministries Church building, (which PCA leases) was built and occupied in April of 2008. The structure contains no identified asbestos-containing building materials.

In order to comply with all state and federal regulations, we must notify the public that we are asbestos free and that we are aware of all state and federal regulations on asbestos. A copy of our management plan along with state and federal regulations are available for viewing in our office.

Thank you,

Joyce Swimm  
Lea Ahera Designee

(Revised 07/2019)