



Pamlico Christian
Academy

change your child's life

Kindergarten-12th
Handbook
2023-2024

PCA BOARD OF DIRECTORS

Members

Hope Koontz: Parent Representative, President

Jonathan Altman: Community Representative

Cliff Buck: Parent Representative

Wanda Gordon: Community Representative, Secretary

Christie Hudson: Parent Representative

Kim Alcock Peed: Director Operations and Finance

Dr. Joshua Rose: Parent Representative

Erica Henthorn: Director of Upper School

Liza Redington: Director of Lower School

Earl Sadler: Head of School

ORGANIZATION

MISSION STATEMENT:

It is the mission of Pamlico Christian Academy to serve as a beacon of God's light and wisdom in the lives of our Mariners, helping them successfully navigate toward their future by instilling a strong work ethic, personal responsibility, integrity, and a passion for learning, anchored by God's word and our shared Christian faith.

VISION STATEMENT:

The vision of Pamlico Christian Academy is to be a spiritually vibrant educational community that reflects God's Kingdom.

CORE VALUES:

Integrity * Service * Respect * Responsibility

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 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.
- 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

- Applicants are accepted on a rolling basis. Enrollment is open first to returning students and their siblings, then to the public. A \$75.00 application fee 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, and meeting with PCA Directors and Head of School. Call to schedule.
 2. Completed Application for Admission submitted to PCA office with \$75 application fee
 3. Copies of academic records OR signed records request
 4. Birth certificate
 5. Copy of updated immunization record (details follow)
 6. Parent/family interview
 7. Trial day as needed
 8. Placement testing

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, an Enrollment Form along with a non-refundable registration fee of \$300 is due within two (2) weeks of acceptance. The first tuition and fees payment OR payment in full is due July 1.
- Returning students shall submit a re-enrollment form along with a \$300 re-enrollment 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.

TUITION & FEES INFORMATION

Discounts/Scholarships

- 3% discount on Tuition only if paid in full up front by July 1st
- Donor-funded Multi-Student Family Scholarships
 - Second K-10th grade student may be eligible for \$500 scholarship
 - Third K-10th grade student may be eligible for \$900 scholarship
 - Fourth K-10th grade student may be eligible for \$1,700 scholarship
- New Family referral Program - \$100 credit per new family if your referral family enrolls a student at PCA
- Bridge the Gap Scholarship - Privately funded scholarship (contact the Office)
- NC Opportunity Scholarship Participant (Please refer to <https://www.ncseaa.edu/k12/opportunity> for eligibility criteria)
- Contact the PCA Office with questions or to discuss discounts and potential scholarships listed above.

Payments

To simplify the management and administration of tuition, the total amount can be divided into ten (10) equal payments, which are due July 1st through April 1st. Curriculum fees are included in this monthly payment plan. Tuition and fees may also be paid in one annual payment due by July 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. Any checks that are returned by the bank for insufficient funds will be subject to a \$35.00 fee. If you would like to have your monthly payment drafted, please complete and return the Bank Draft 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 underway, 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 the 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 can check PamlicoChristianAcademy.org for the latest Mariner news.
- Parents should ask for instructions on how to join the **Remind Texting System** to receive notifications via cell phone text for school-related announcements. You can also download the Remind app on your smartphone 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 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 Parents will be able to log in to their own account and see their student's grades (1st – 10th 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 (6th 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 Director 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 sixteen (16) days for the semester, the student may not receive credit for that time period unless prior approval is given by the School Director or Head of School. Please note the 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

At Pamlico Christian Academy, consistent attendance is critical for a student's success. Students are to arrive on time, and remain at school until the end of the school day. We ask that parents/guardians stress the importance of school attendance. Please plan appointments and other activities after school hours and provide documentation of out of school appointments. Students arriving after the start of school at 8:10am (lower school) or 8:00am (upper school) are considered tardy and must sign in with the front desk. Excessive tardies will result in a call from the school or conference with the parents.

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. School begins at 8:10am. Doors will open at 7:30am for early drop-off. Please notify the office and fill out an early drop-off form if you are using this benefit. The doors open for all students beginning at 7:50am. School dismisses at 2:45pm, and parents have until 3:15pm to pick children up from school.

Drop-off: Parents of K-12 students may "kiss and go" as they drop their children off at the door where school personnel will be waiting to assist. Doors will be closed and locked at 8:10 each morning. **Students arriving after this time are considered tardy.** *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 designated areas or wait in classrooms. A teacher on duty will dismiss the children to the parents' cars as 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 3:15pm are required to come into the building to pick-up their child and a fee will incur. **Early pickup should be limited to emergencies and doctor visits only.***

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

Grades	Drop-off	Start Time	Dismissal
Pre-K:	7:50-8:15 am	8:15 am	11:30 am (half-day) or 2:30-2:45 pm (full day)
K-6:	7:50-8:10 am	8:10 am	2:45pm-3:15pm
7-12:	7:30-8:00 am	8:00 am	2:45pm-3: 15pm

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 the school dress code unless otherwise stated on the permission slip.

ILLNESS

All questions regarding specific scenarios should be directed to the PCA Healthcare Coordinator via email hopekoontz@pca-mariners.org

COVID/Influenza positive student

A PCA student testing positive for Covid or Influenza must not attend school until the student's symptoms have been resolved, without the use of medications, for a minimum of 48 hours. A student with copious nasal drainage, new onset congestion, excessive cough, fever, gastrointestinal upset or constant headache may not be in school.

COVID positive within household (not student)

A student with an in-home exposure, but who is not Covid positive or symptomatics does not need to be excluded from school. However, a student with even mild symptoms, must stay home from school.

Direct contact tracing at school

We will not continue to contact trace at school on a regular basis. We will continue to monitor classrooms for illness/attendance trends and will notify families if your child's classroom has any noteworthy trends. The decision to exclude students will be made on a case-by-case basis and will only be utilized in extraordinary instances.

General Illness

It is the expectation of PCA that an ill child be kept home from school. It is unacceptable to send a child to school medicated with the intention of masking symptoms. Knowingly medicating a child to mask symptoms could result in dismissal.

INCLEMENT WEATHER – SCHOOL CLOSINGS

PCA will delay or cancel school at the discretion of the Head of School/Board of Directors. 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.

PARENT/GUARDIAN VISITS

During normal scenarios, parents and guardians are encouraged to visit our school for chapel times, lunchtimes and to volunteer in various scenarios. Parents/guardians that must enter the building, must check in with the office immediately upon arrival. Parents/guardians are asked to wear masks while inside the building at any time. Instead of entering the building, paperwork and payments may be mailed or dropped off in the locked white box beside the front door.

LUNCH TIME / SPECIAL LUNCHES

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 3rd grade and above will be encouraged to heat their own lunches in microwaves. Younger students will be assisted in heating their lunches.

Special lunches from local restaurants are offered on Mondays, Wednesdays, and Fridays. 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 or send an email to PCAPTO@pca-mariners.org.

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. Recess is considered a privilege and can be revoked (by the teacher, school director, or Head of School) for academic purposes or consequences deemed necessary per behavior.

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. (Designated safety areas are assigned to the classes.) 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. Lockdowns 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

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

Students may not use personal electronic devices (headphones, cell phones, tablets, laptops, iPads, iPods, etc) during the school day from 7:30am-3pm unless allowed by a teacher or administrator. 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 out of sight and set on silent during the day.

Students that wish to communicate with their parents during the school day may utilize the phone at the Help Desk with permission to contact parents. Upper School Students (6th grade and up) may be permitted to bring laptops to school in order to be used in the 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

Conduct / Discipline Guidelines

- A. Students are expected to cooperate with basic Christian standards of behavior and conversation, including a display of self-discipline, responsibility, and submission to God as the author of all truth.
- B. Encourage the adoption of Biblical principles as the basis for value judgements.
- C. Develop an appreciation for God's creation and our human responsibility to be productive citizens
- D. Teach students to work independently and cooperatively
- E. Help Students develop proper self-esteem as one created in the image of God
- F. Teach a Biblical perspective toward interpersonal relationships; to love one's neighbor as one's self

Consequences of Behavior:

The vast majority of discipline problems are dealt with at the classroom level (Minor Violations). 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 along with consistent consequences will be an integral part of the discipline of a student.

The kind and amount of discipline (punishment) will be determined by the teachers and, if necessary, school directors and/or 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. Teachers and/or administrators will record disciplinary actions in the QuickSchools discipline module when warranted. Parents will be notified of such records when appropriate and may view such records at any time on their QuickSchools account.

In the event the teacher feels they need additional assistance with discipline with a student, a visit with the School Director or Head of School will determine the nature of the discipline. The Director or Head of School may require restitution, janitorial work, suspension, a parent's attendance during the school day with his/her child, or other measures consistent with biblical guidelines that may be appropriate. A Director or Head of School may also require the signing of a Behavior Contract with student and parent/guardian for behavior modification.

Office Referral

- There are some basic behaviors that will automatically necessitate discipline from our Directors' Office (office referral). 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 or violations of civil law.
 - Fighting, i.e., striking in anger with the intention to harm another student
 - Obscene language or bullying

Consequences for disruptive behavior can include but are not limited to...

- Conference with parents, teacher & director
- Loss of recess or other privileges
- Restitution at the Director's discretion=
- Research assignments, written work to help teach appropriate behavior
- Behavior contract
- In School Suspension or Out of School Suspension, Expulsion
- Though these are Pamlico Christian Academy's guidelines, pertaining to discipline procedures, the nature of the behavior or offense will be subject to modifications when necessary.

Suspensions

- Suspensions may be either half a day or the entire school day, as determined by the administrator. Any work missed for the student, must be made up. This may require the student to miss recess or other specials to complete the assignments.
- Out of School Suspension – Student remains off campus for a time frame.

- In School Suspension – Students complete their work outside of the classroom. Students will also complete chores at school, throughout the day, based on a list of needs given by a director. Parents may be asked to accompany students to school on ISS days.
- Students who are suspended will be given a timeframe of suspension. Students who have been suspended may not participate in any school-sanctioned activities during the dates of suspensions. 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/her parents not be able to eliminate behavioral problems, the student will be expelled.

Expulsion:

- A student is required to discontinue enrollment during the school year and will not be allowed to return to the school. This goes on a student's school record.

Temporary Dismissal:

- A student is expelled for the remainder of the school year but upon conditions being met, as established by the administrator, may be allowed to enroll for the next school year on conditional enrollment status.

Non-renrollment:

- At the discretion of the Board of Directors, 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 readmitted 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 Directors and the Head of School.

Serious Misconduct

If a student commits an act with such serious consequences (Major Violation) 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, violence, vandalism to school facilities, sexual misconduct, violations of civil law, or any act in clear contradiction of scriptural commands (See Major Violations below).

Minor Violations:

Minor violations are behaviors that interfere with the daily conduct of class and are often associated with distracting or bothersome behavior. Some minor violations include but are not limited to...

- A. Creating a disturbance in class
- B. Being out of one's seat at inappropriate times
- C. Inappropriate talking in class without permission
- D. Littering
- E. Throwing objects
- F. Writing, passing, or reading notes
- G. Lack of courtesy to others
- H. Inappropriate physical contact (pushing, shoving, etc.)
- I. Disruptive behavior in the halls, bathroom, playground, lunchroom, or anywhere in the building
- J. Inappropriate language such as vulgarity, sarcasm, or teasing remarks

Major Violations:

- A. Insubordination (refusal to comply with a reasonable request or showing disrespect for school personnel)
- B. Excessive absenteeism, tardiness, or truancy
- C. Forgery, cheating, lying, or plagiarism
- D. Not remaining in designated play areas for recess
- E. Use of excessive profane or obscene language or actions; using God's name in vain.
- F. Demeaning actions, the threat of violence, or physical attack, (ie. hitting, striking, slapping, biting, kicking, pinching, punching, or hurting another person; fits of rage, lack of body control when paired with anger, or using verbally aggressive language—all of which may or may not be provoked.)
- G. Bullying—We have a zero-tolerance policy for all forms of bullying and cyber stalking. This includes posting or texting negative information about other students, teachers, family members, or our school.
- H. Students engaging in social media or other activities that are against our school's Christian values and standards or have a negative impact on the testimony of PCA, even in their own personal time, may be asked to withdraw from the academy. Social media and violations include, but are not limited to, using immoral or sexual language, posting or texting inappropriate pictures, and/or participating in worldly communication. Students involved in or portraying activities that include alcohol, tobacco, vaping, or drugs could result in expulsion from the academy
- I. Harassment
- J. Theft
- K. Displaying pictures, posters, or slogans that are offensive.
- L. Willful destruction of or defacement of school or private property on school premises
- M. Discrimination against someone on the basis of race, national origin, sex, or disability
- N. Implied or actual possession of any weapons, fireworks, or explosives.

- O. Possession of pornographic material.
- P. Inappropriate use of technology
- Q. Gambling (exchange of money or goods by betting or wagering)
- R. Participation in any illegal activity in or out of school
- S. Use, sale, possession, or distribution of tobacco products, alcohol, vaping or illegal drug/paraphernalia at any time on school grounds
- T. Excessive repetition of minor violations.

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.

How to handle conflict in a manner which is conducive to a positive result:

1. Do not speak to others about the conflict or people involved. Even if accurate information is initially imparted, it doesn't take long before the information can become twisted and destructive to the reputation of others and/or the school. The health of the school community depends upon this step being honored. Gossip divides a community and is not constructive towards bringing a resolution.
2. If the appropriate steps are followed and a party still desires to go to the next level, please do not discuss the issue "informally" in the hallway, in the car line, etc. Instead, let the person know you would like to meet with him/her and set up a mutually agreeable time for the meeting.
3. For the sake of the students, speak to and in front of them as positively as possible about the school, other staff, and students. Attitudes of students about the school of which they are a part, peers with whom they associate daily and the staff whom they are responsible greatly affect behavior and the overall learning environment. We very much desire that every student have a positive experience at school. Criticism and negative talk make this very difficult.

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)

Late Work: (Not considered make-up work)

- 1 school day late = Student receives a maximum grade of 70%
- 2 school days late = Student receives a maximum grade of 60%
- 3 school days late = Student receives a maximum grade of 50%
- Beyond 3 school days late = Student receives a 0%

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. Specific upper school homework guidelines will be provided at orientation.

Curriculum

PCA currently uses the Abeka Curriculum for all elementary classes. A combination of Abeka (founded in 1972), Bob Jones University Press (founded in 1974), All Things Algebra, and other suitable curricula will be used for upper school classes (6th and up). Main 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, directors, 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 7th – 12th 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 Director of School about computer usage options.

Partnership with Pamlico County Schools

Through a partnership with Pamlico County Schools, students in grades 9th – 12th will have the opportunity to register for online electives through EdOptions Academy/Edmentum/AP 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. 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 or designee 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 Director 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 11th and 12th 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 can spend their day at PCA when not in PCC classes. With parental permission when not in PCC or PCA required classes students may leave campus. Dual Enrolled students are 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 required to take any classes to fulfill their graduation requirements for PCA. Dual enrolled students must get prior approval from the Director of Upper School for classes to be taken before signing up for such classes through PCC. Students 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 11th 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-12th 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 not comply 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, Gray logo polo, oxford or tee-shirt, short or long-sleeved
- Pleated or plain-front khaki, navy, black or gray pants, skirts or shorts; navy plaid pants, shorts, skirts
- Jeans are permitted every day. Rips nor holes are permitted and will be a violation of the dress code.
- **Shorts and skirts must be no higher than three inches above the knees or finger tip length.**
- Please avoid athletic 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. Leggings/tights must be solid school colors (no patterns). This includes Friday's dress code.
- Logo embroidered or PCA-lettered navy, gray or light blue polar fleece jacket or hoodies
- Logo printed navy or khaki jumper: length must be no higher than three inches above the knees or finger tip length.
- 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 the 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. If coats or hoodies without a logo are worn inside the building they will be given to the administration for return at the end of the day.

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.

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 unnatural 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 gauges 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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Mailing Address:
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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 08/2020)