Pamlico Christian Academy

change your child's life

K - 12th Grade

Handbook

2026-2027

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Handbook version revised

- 8/2020
- 8/2024
- 6/2025
- 8/2026

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Section I
MISSION AND FAITH

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

PARTNERS IN THE MISSION: **We believe God has called students, families, and the wider community to labor together in the discipleship and education of our Mariners.**

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.

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**).

Section II
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.

Because PCA is a Christ-centered school, families and students are expected to support the school's mission, statement of faith, and community standards.

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 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, Directors 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.
- Screening/testing of applicants is scheduled on an as-needed basis.
- 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 Online Inquiry, Completed Online Application for Admission, visit, tour, and meeting with PCA Directors and Head of School
2. Complete online application for NC Opportunity Scholarship (recommended)
3. Copies of academic records OR signed records request
4. Copy of updated immunization record (details follow)
5. Parent/family interview
6. Trial Day as needed
7. Placement testing

The Admissions Process

Administration will determine final acceptance and grade level placement of students. 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.

The Enrollment Process

- When a new student is accepted, an Enrollment Form along with a non-refundable enrollment fee of $150 is due within two (2) weeks of acceptance to secure a spot. 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 $150 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

Scholarships and Incentives

- New Family Referral Program - $100 credit per new family if your referral family enrolls a student at PCA
- NC Opportunity Scholarship and ESA+ Grant (Please refer to https://www.ncseaa.edu/k12/opportunity for award criteria. All NC families now eligible)
- Contact the PCA Office at financeofficer@pamlicochristianacademy.org with questions

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 or bi-annual payments due July 1st and December 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, credit cards 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 Authorization 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 the Head of School is notified in writing) may consider an exception on a case-by-case basis.

Section III
PARENTAL INVOLVEMENT

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.

Parent Expectations

- Pray for our school!
- Closely monitor & praise your child's progress by **reading all teacher notes & papers sent home!**
- Check and read all emails and correspondence from PCA
- Monitor Quickschools for student progress in classes
- Participate in teacher conferences, science & art fairs, & other programs sponsored by the school.
- Assist with any school fundraisers that help keep tuition lower.
- Follow our school happenings on Facebook and our website - https://pamlicochristianacademy.org/

- Ensure that students arrive on time at school and that they meet dress code expectations

Involvement

- 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.
- We encourage you to assist in the classroom. Arrangements should be made with the appropriate teacher.
- You may act as a chaperone on field trips.
- 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.
- Assist with sports activities and field days.

SCHOOL COMMUNICATION METHODS

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

- Parents may check PamlicoChristianAcademy.org for the latest Mariners news.
- Parents will receive **Remind app** invitations 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 Upper School and Lower School private groups. 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 Student Management 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, see attendance, order lunches, and communicate via email with their student's teacher(s). Parents will receive an email inviting them to QuickSchools.**

Section IV
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 are taken by teachers daily, a record of attendance is maintained and reported on the student's report card each quarter.

Sickness/Appointment

If a student is absent from school because of sickness or appointment, the parent should submit a note explaining absence.

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

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 absences is equal to or exceeds five (5) days in one quarter or ten (10) days for the semester, the parent/guardian may be required to attend a parent/administrator conference regarding absences that exceed the five day maximum. 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.

Upper School Exam Exemption Policy

Upper School students may be exempt from mid-term and final exams in individual classes based on their attendance and current average in that specific course.

To be exempt from an exam in a class, a student must meet **both** the minimum grade and the maximum absence requirement for that class:

- Semester average of **90 or above** with **no more than 5 absences**
- Semester average of **80 or above** with **no more than 3 absences**
- Semester average of **70 or above** with **no more than 1 absence**

Additional details:

- Mid-term exams will take place during the last week of the second marking period.
- Final exams will take place during the last week of school.
- Absences are calculated **per class**, not just by school day.
- Students who qualify for an exemption in a class are not required to attend school during the scheduled exam period for that class.

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. Teachers can and may use school specials and recess for make-up work after an absence.

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 8:00am for Lower School, 8:10am for 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.

Students are expected to arrive on time as an act of stewardship, self-discipline, and respect for the learning community. A tardy is defined as arriving after the official start of the school day or class period, and students who arrive late must report to the office before entering class. Tardies will be classified as excused or unexcused at the school's discretion based on the reason and documentation. Repeated unexcused tardiness will result in progressive intervention, including parent notification, restorative reflection, detention, conferences, development of punctuality improvement plan, and further administrative action when necessary

Upper School - To be counted present for class, a student must attend 20 minutes of the class. If a student leaves early or arrives late which causes them to miss more than 20 minutes of class time, the student will be marked absent for that class.

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 campus director.

SCHOOL DROP-OFF AND PICK-UP PROCEDURES

Drop-off: K-12 students should be dropped off at designated locations at each campus. Doors will be closed and locked at 8:00 at Lower School Campus each morning. Students will be considered tardy after 8:10 AM at Upper School Campus. *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. All children must be picked up through the pickup line except for PreK. If picking up their child after 3:15pm, Parents/Guardians are required to come into the building, and a fee will be incurred. **Pickup between 2:30-2:45 is 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	11:30am(half-day) or 2:45-3:15 pm (full)
K-5:	7:30-8:00 am	8:00 am	11:30am(half-day) or 2:45-3:15 pm (full)
6-12:	7:30-8:10 am	8:10 am	11:30am(half-day) or 2:45-3:15 pm (full)

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. Questions about student's return to school may be coordinated with the Healthcare Coordinator at hopekoontz@pca-mariners.org as necessary

Covid positive within household (not student)

A student with an in-home exposure, but who is not Covid positive or symptomatic does not need to be excluded from school. However, a student with even mild symptoms must stay home from school. Questions about specific scenarios may be directed to the Healthcare Coordinator at hopekoontz@pca-mariners.org

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. A sick child may not attend school for 24

hours after vomiting, diarrhea, fever or productive cough. If a child is prescribed antibiotics for a bacterial infection, they should have 24 hours of doses prior to return.

A note will be provided to the parent upon pickup of a sick student with information on the date of return to school if the student has symptoms/fever.

We do not 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.

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

Parents and students who are looking for lost items may search the Lost and Found. Families are encouraged to mark all of their children's belongings with a permanent marker to expedite return of lost items. You may contact the main office to see if such items have been turned in. The school is not responsible for student's lost items.

SNACKING DURING SCHOOL

Students may have snacks at times designated by the classroom teacher. In elementary school, this usually occurs mid-morning. Food and open beverages are not allowed in the auditorium/chapel.

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. Paperwork can be mailed or emailed to the school office, or dropped off in the locked white box beside the lower-school front door.

LUNCH TIME / LUNCH ORDERS

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 Directors 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 in lower school will be assisted by a staff member in heating their lunches.

Lunches from local restaurants are offered through monthly orders. All of these are for 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. Lunch must be paid for online at the time of the monthly order. Because lunches are ordered by the month, If a student is absent on a day lunch has been purchased, funds will not be refunded and will be deemed a donation to the school. 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 has a Parent-Teacher 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, 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 facing 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 Down Drills

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.

Security Cameras and Searches

Pamlico Christian Academy is committed to providing a safe and secure environment for all students, staff, and visitors. To support this goal, PCA uses security cameras and, when necessary, may inspect student property.

Security Cameras

- Security cameras may be installed in hallways, common areas, parking lots, and building entrances/exits to deter misconduct and support investigations of safety or discipline concerns.
- Video recordings are the property of Pamlico Christian Academy and are used only for school safety, security, and disciplinary purposes.
- Footage will not be released to individuals or families. PCA may share footage with law enforcement or other authorities only when required by law, by court order, or when deemed necessary by school administration for safety or legal reasons.

Search of Student Property

- To maintain a safe learning environment and uphold school policies, PCA administration reserves the right to inspect student belongings (including bags, lockers, desks, electronic devices, and vehicles on school property) when there is reasonable concern for safety, violation of school rules, or illegal activity.
- Lockers, desks, and other school-assigned storage areas remain the property of the school and may be inspected periodically, with or without prior notice. Students are responsible for the contents of their assigned lockers and storage areas.
- Searches will be conducted respectfully and, when practicable, in the presence of another adult. The scope of any search will be limited to what is reasonably related to the concern that prompted it.

- Items that violate school policy or the law may be confiscated and, when appropriate, turned over to law enforcement or other proper authorities.

Section V

BEHAVIORAL GUIDELINES AND EXPECTATIONS

STUDENT ETIQUETTE WHILE AT SCHOOL

Students will demonstrate respect and consideration for their teachers, classmates, and learning environment by following these standards:

- Follow all posted classroom rules and procedures
- Do not run inside school facilities
- Dispose of trash properly, requesting permission before leaving seat
- Consume food and beverages only during designated times and in permitted areas
- Respect the personal space of others by keeping hands to yourself and maintaining appropriate distance
- Treat others' property with care; ask permission before borrowing or using items that don't belong to you
- Respect teacher workspaces, including desk, chair, and belongings
- Communicate appropriately during class:
    - Listen attentively when the teacher or classmates are speaking
    - Raise your hand and wait to be acknowledged before speaking
    - Use respectful language and appropriate volume
- Seek help appropriately by:
    - Raising your hand when you have a question
    - Using designated help signals when working independently
    - Following teacher instructions for requesting assistance during group work
- Focus on learning activities without passing notes or causing distractions

PCA Honor Codes

PCA's honor code is the set of ideals that we aspire to enact in our academic and personal endeavors. There is no direct "discipline" involved in this code unless otherwise noted in our student handbook. The expectation is that we all aspire to be conformed to the image of Christ as we grow in Christian faith. **1 Corinthian 9:27, Romans 12:2**

Lower School

1. Love and Honor God: I will seek to love and honor God in everything I say and do.
2. Kind Words: I will use words that show love to God and others.
3. Honesty: I will tell the truth and be honest.
4. Respect for Belongings: I will respect and look after other people's belongings.

5. Dress Code: My clothes will follow the PCA dress code and be modest.
6. Kindness to Others: I will love other people and be kind to them. I will apologize when I have hurt someone.
7. Media Consumption: I will be careful about what I watch on TV and the Internet and only choose good things.
8. Reporting Misconduct: If I see another student breaking the rules, I will tell my teacher quietly.
9. Consistent Kindness: I will be kind and loving at school as well as at home and every place I go.
10. Respect for Everyone: I will respect everyone, including myself, my family, teachers, and friends.

Upper School

1. Talents and Abilities: I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.
2. Substance Use: I will not use or be associated with the illegal use of tobacco, drugs, or alcohol, and I will honor God by maintaining a lifestyle of purity.
3. Language and Content: I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, or conversation that is inappropriate for a follower of Christ.
4. Integrity: I will not lie, cheat, vandalize, plagiarize, or steal, nor will I tolerate such activity.
5. Respect for Authority: I will show respect for authority and submit myself to the teachers and administration of Pamlico Christian Academy, realizing that attendance at PCA is a privilege, not a right.
6. Dress Code and Appearance: My clothes and my appearance will not only comply with the dress code of PCA but will also reflect Christian modesty values.
7. Relationships with Others: My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions. I will include others and speak kindly towards them and about them. This includes how I interact with people on social media. I will look beyond myself and put others' needs above my own wants. I will take no part in bullying of any sort.
8. Responsible Technology Use: I will use technology responsibly, not accessing inappropriate material. I will treat others with respect on social media, and I will document sources found on the Internet in my academic work.
9. Statement of Faith: I will adhere to the Christian Academy's statement of faith as applied to instruction throughout the school curriculum.

10. Reporting Violations: If I witness or am aware of other PCA students breaking the honor code, I have a duty to inform an appropriate adult, whether an administrator, teacher, or parent.
11. Commitment: I will endeavor to uphold this honor code at school activities, and outside of school.

DISCIPLINE GUIDELINES

At Pamlico Christian Academy, we believe that discipline is an opportunity for growth in Christ-like character. Our approach to student conduct is grounded in Biblical principles of grace, accountability, and redemption. These guidelines aim to create a learning environment that honors God, respects others, and encourages personal responsibility.

Core Values

- **Christ-Centered Character**: We value behavior that reflects Jesus' teachings and example.
- **Respect**: We honor God, authority figures, peers, and ourselves in our words and actions.
- **Responsibility**: We take ownership of our choices and their consequences.
- **Integrity**: We value truthfulness and honesty in all circumstances.
- **Community**: We recognize that individual actions affect our entire school family.

CATEGORIES OF BEHAVIORS

Minor Violations:

Minor violations are behaviors that interfere with the daily conduct of class and are often associated with distracting or bothersome behavior. 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. Harassment including cyber stalking are prohibited. 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.
I. Students involved in or portraying activities that include alcohol, tobacco, vaping, or drugs could result in expulsion from the academy
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.

Consequences of Behavior:

Most discipline issues are handled at the classroom level (Minor Violations). Teachers collaborate to ensure consistent application of biblical standards and school guidelines. Parents and students should understand that an orderly classroom environment is essential for effective learning. At PCA, discipline incorporates both loving guidance and appropriate consequences.

Classroom Procedures:

1. Teachers determine appropriate discipline based on the student's specific situation and attitude.

2. All discipline follows biblical principles including restitution, apologies, and restoration of relationships.

3. Discipline measures may include but are not limited to…

- Restitution
- Apology (public/private)
- Community service
- Loss of recess
- Silent Lunch
- Other measures aligned with biblical guidelines

4. Teachers and administrators document significant disciplinary actions in the QuickSchools discipline module. Parents receive notifications when appropriate and can access these records through their QuickSchools account.

5. For more serious situations, repeated behavior, or lack of response to discipline measures instituted by the teachers they may consult with the School Director or Head of School, who may implement additional measures.

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
- Obscene language
- Consistent disrespect of peers
- Fighting, i.e., striking in anger with the intention to harm another student
- Disruption of class time

Consequences for office referral can include but are not limited to the following.

- Conference with parents, teacher, and Director
- Restitution as determined by the Director
- Educational assignments designed to promote appropriate behavior

- Implementation of a behavior contract
- Disciplinary actions including:
    - In-School Suspension (ISS)
    - Out-of-School Suspension (OSS)
    - Expulsion in severe cases

Note: While these guidelines outline Pamlico Christian Academy's standard disciplinary procedures, consequences may be modified based on the specific nature and severity of the behavior or offense.

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. 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.

- 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.

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-re-enrollment:

- 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).

ELECTRONIC DEVICES

Students may not use personal electronic devices (cell phones, tablets, laptops, iPads, iPods, etc) during the school day from 7:30am-3:00pm. Students may use electronic devices provided by a teacher for classroom use. Students with cell phones should keep their device on silent and in each classroom's designated location.

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 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.

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. He/She then 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, he/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.

Constructive Conflict Resolution Guidelines

To handle conflicts in a manner that leads to positive outcomes:

1. Maintain Confidentiality

- Address concerns directly with the involved parties only
- Refrain from discussing conflicts with uninvolved individuals
- Remember that even accurate information can become distorted when passed along
- Recognize that gossip damages our community and hinders resolution

2. Follow Proper Communication Channels

- If you need to escalate a concern, schedule a formal meeting
- Avoid discussing sensitive matters in casual settings (hallways, car line, etc.)
- Request a mutually convenient time to meet with the appropriate person

3. Model Positive Communication

- Speak positively about the school, staff, and students, especially in front of children
- Understand that students' attitudes toward school are greatly influenced by adult perspectives
- Support a positive learning environment through constructive communication
- Remember that criticism and negative discussion undermine our goal of providing a positive school experience for every student.

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 Director and then the Head of School. If the student brings the concern, the Director or 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 Director and then 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 Director and if necessary 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.

Section VI
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:

• S = Satisfactory
• N = Needs Improvement

• U = Unsatisfactory (in skills or behavior)

• I = No grade this quarter

• NA - Not Applicable

Late Work: (Not considered make-up work)

For each school day (not days class is in session) an assignment is submitted after the due date and time, 10 points will be deducted from the grade earned. Days when PCA does not have class (such as weekends, holidays, or scheduled breaks) do not count as school days.

Example: If an assignment is due on Monday and is turned in on Wednesday, it is two school days late, so 20 points will be subtracted from the earned 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 for the year.

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. Promotion from Kindergarten to First Grade is based on each student's overall readiness for the next grade level. Students should demonstrate beginning reading and math skills, including letter and sound recognition, early reading, writing, counting, and number sense. They should also be able to follow classroom routines, work independently, demonstrate self-control, interact respectfully with others, and show age-appropriate social and emotional maturity. Promotion decisions are based on classroom performance, teacher observations, assessments, attendance, and the student's overall readiness to be successful in 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; 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 to Eighth grade

- Achieve a yearly average of at least 60% in Reading/Language Arts, Mathematics, Science, and Social Studies
- Complete all Bible/Religious Education requirements satisfactorily
- Reading Proficiency 3rd Grade: Students on grade level for reading should be proficient at 50%.

Graduation Requirements for High School

Vocational Diploma 23 Credits	General Diploma 27 Credits	College Prep Diploma 30 Credits
Bible - 1 Credit	Bible - 1 Credit	Bible - 1 Credit
English - 4 Credits	English - 4 Credits	English - 4 Credits

Math - 4 Credits	Math - 4 Credits	Math - 4 Credits
History - 3 Credits	History - 4 Credits	History - 4 Credits
Science - 3 Credits	Science - 3 Credits	Science - 3 Credits
Health - 1 Credit	Health - 1 Credit	Health - 1 Credit
PE - 1 Credit	PE - 1 Credit	PE - 1 Credit
Biblical Studies/Theology - 4 Credits	General Electives - 3 Credits	General Electives - 4 Credits
Foreign Language - 2 Credits	Foreign Language - 2 Credits	Foreign Language - 2 Credits
	Biblical Studies/Theology - 4 Credits	Biblical Studies/Theology - 4 Credits
		Humanities/Arts - 2 Credits

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. Specific Upper School homework guidelines will be provided at orientation.

Curriculum

PCA implements a comprehensive blend of faith-based curricula, providing instruction in core academic subjects while fostering a daily understanding and experience of God's love.

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.

Transcript Revision Policy

A student may request a revision of an official transcript if:
• The student has received notification of a change of grade based on an appeal.
• There is a documented discrepancy between electronic records of final grades in the learning management system and the official transcript.
• There is evidence of an error in GPA calculation.

Students must state clearly the reason for the request for revision as well as include evidence of the error or discrepancy or provide documentation of successful grade appeal. Upon receipt of the request for revision of the transcript, the Head of School and the Director will review and notify the student of the result of the request within 30 days.

Repeated Course Policy

Any student who fails a required course for graduation in a core area must repeat the course at Pamlico Christian Academy before the next course in sequence may be taken. Failure in an elective course will not automatically dictate a make-up course. However, the course would have to be repeated if it is a prerequisite for another course the student wishes to take or if the student would not meet the graduation requirements for electives.

The failure is removed from the record and passing grade is used in computing the GPA. Courses in which a grade of 60-69 is earned can also be repeated, but only once, with the new grade included in the cumulative grade-point average. Courses in which a grade of 70 or higher is earned may not be repeated for inclusion in the cumulative grade-point average.

Academic Integrity Policy

Pamlico Christian Academy takes academic integrity very seriously; we believe that any form of cheating defeats the purpose of learning and harms students. The goal of the Academy's academic integrity policy is to ensure that enrolled students learn the material presented and earn a grade that accurately reflects their knowledge and academic progress.

Pamlico Christian Academy defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.

Based on these core values, Pamlico Christian Academy believes that academic dishonesty includes, but is not limited to:

- Misrepresenting one's knowledge through acts of cheating

- Copying other students' work and submitting it as their own
- Plagiarism—using words, ideas, or work products attributable to another person or source without attributing those elements to the source
- Obtaining information about assessment questions (including quizzes and exams) before completing the assessments
- Submitting blank assignments purposefully to gain additional time for completion
- Using unauthorized notes or outside materials during quizzes and exams

Teachers at Pamlico Christian Academy may use various tools and methods to verify the authenticity of student work.

Any student caught violating the Academy's academic integrity policies will be subject to disciplinary action, and the student's parent or guardian will be notified of the infraction. Repeated infractions may result in the student failing the course.

Responsible Use of Artificial Intelligence (AI)

Pamlico Christian Academy recognizes that artificial intelligence (AI) tools (such as ChatGPT and similar programs) are now part of everyday life and work. We desire to train students to use these tools wisely, truthfully, and in a way that honors the Lord and maintains academic integrity.

AI as a tool, not a substitute

Students are expected to do their own learning, thinking, and writing. Using AI to generate work and then submitting that work as your own is cheating and a violation of the PCA honor code.

Permitted uses (when allowed by the teacher)

When a teacher indicates that AI may be used for an assignment, acceptable uses may include:

- Brainstorming ideas
- Asking for explanations of difficult concepts
- Generating practice questions
- Organizing an outline
- Receiving suggestions for improving clarity and grammar

Students must still produce their own final work and be able to explain and defend what they submit.

Prohibited uses (always cheating)

It is never permissible to:

- Submit AI-generated text, images, code, or solutions as if you created them yourself
- Use AI to complete “AI-off” or in-class assessments
- Use AI to fabricate sources, data, citations, or quotes
- Hide or lie about your use of AI in an assignment

These actions are treated as plagiarism and academic dishonesty.

Teacher authority and assignment directions

Each teacher will clearly indicate whether AI use is:

- Not allowed (“AI-off”)
- Allowed in limited ways
- Encouraged as part of the assignment

Students must follow the specific directions for each assignment. If a student is unsure whether AI is allowed, it is their responsibility to ask the teacher before using it.

Required AI disclosure

When AI is used with the teacher’s permission, students must include an “AI Use Statement” at the end of the assignment briefly explaining:

- Which tool(s) were used
- What they were used for (for example: brainstorming ideas, organizing an outline, or checking grammar)
- How the student changed or built on the AI output

Failure to disclose AI use, even when the use itself would have been permitted, may be treated as a violation of our honor code.

Consequences for Academic Dishonesty (Including AI Misuse)

Academic dishonesty—including cheating, plagiarism, misuse of AI, or giving work to others to copy—will result in academic and disciplinary consequences.

- Students who engage in academic dishonesty (including improper use of AI) will receive a zero (0) on the assignment.

- Students who knowingly give their work to other students to copy are also considered to be engaging in academic dishonesty and will receive a zero (0) for the assignment that was shared.

All incidents of academic dishonesty are handled within the framework of PCA's discipline procedures, with an emphasis on truthfulness, repentance, restoration, and growth in Christ-like character.

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 required 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. Rising seniors should also work closely with their families and the administration to discuss and plan for further academic pursuits beyond high school. The Director of Upper School or designee will provide high school transcripts to institutions of higher learning upon request.

Section VII

UNIFORM GUIDELINES for Kindergarten-12th Grade

DRESS CODE 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.

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/Director 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.

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 and a pink dress code slip will be issued.
- On the second and subsequent violations another pink slip will be issued and parents notified to bring proper uniform attire for their student.

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.

Basic Guidelines

- ***Parents/guardians are fully responsible for ensuring that their children are in compliance with the school dress code each day.***
- 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 - 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.

Uniform Guidelines

Boys' Uniforms & Girls' Uniforms

- Navy, White, Tan or Light Blue, Gray, Black 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. Jeans should not have rips or holes.
- Shorts and skirts must be no higher than three inches above the knees.
- Sweat/wind pants are only allowed on PE days.
- 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.
- **Friday Dress Code –** On Fridays, students are permitted to wear Christian-themed T-shirts. These shirts must display a clear Christian message, such as a Bible verse, faith-based saying, or value aligned with Christian teachings. T-shirts with non-religious themes—including characters, sports teams, logos, or slogans—are not allowed. All other dress code guidelines, including rules for bottoms, remain in effect.
- 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.
- White button up shirt with navy tie or navy bow tie. No logo needed.

<u>NEW</u>: Parents may purchase polo shirts, oxfords, t-shirts, polar fleece jackets and hoodies in navy, gray, white, black 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: For boys and girls, hair should be neat, no unnatural hair dye is allowed except when permitted during Spirit Week days.
Piercings: Gauges are not permitted. Stud piercing in the nose is allowed. At any time a student may be asked to take this out due to sports rules or safety reasons. No other facial piercings 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. Administration reserves the right to determine what is or is not acceptable.

Section VIII

Athletics

Purpose

Our Mariners Athletics program aims to build-up students physically, mentally and spiritually. Through faith-based sports instruction, we stress team building, leadership and integrity. Good sportsmanship and growth are the main objectives.

Eligibility and Requirements

Student Athletes must have a current, valid sports physical on file with the Athletic Director prior to the start of the athletic season.

- A signed waiver and permission form must be completed before any participation in an athletic season

–Student Athletes must maintain a satisfactory academic standing. There is not a minimum grade requirement, but rather, it is at the discretion of teaching staff, the Head of School, Campus Director and the Athletic Director.

–Student Athletes will be required to follow all rules and regulations put forth by our Athletic Conference, the Mid-Atlantic Christian Athletic Association.

Student Athlete Conduct

–Student Athletes are expected to follow all student guidelines and regulations set forth in the PCA Handbook. Student Athletes are expected to be leaders and role models for behavior.

–Student Athletes are expected to be prepared for practice and games with the appropriate attire and equipment. Student athletes are expected to participate in practices and games with a positive attitude and with readiness to hustle.

–Student Athletes are expected to complete all school assignments and homework by the expected due dates, without exception. Sport schedules should never be blamed for unfinished work, and such excuses may result in a temporary exclusion from the team.

Attendance

Student Athletes are expected to attend all school days, unless ill. A Student Athlete must attend a portion of the school day to be eligible to attend practice or games. Exceptions can be made when planned ahead of time with the Athletic Director.

Expenses, Fees and Uniforms

-There is a nominal athletic fee charged per player, per sport, that is due immediately upon receipt of the invoice from the PCA Finance Office. If this fee is not paid within two weeks of receiving the invoice, student athletes will not be allowed to participate in any athletic activity

(practices or games) until the fee is paid. If your family is unable to pay the athletic fee in this timeframe, please reach out to the Athletic Director to set up an alternative plan. This fee helps to defray the cost of officials, transportation, uniforms and facility rental costs. Certain sports may also have a uniform fee. Any shoes and equipment are the responsibility of the student athlete.

-For most sports, the student will be issued a uniform that is school-owned. The student is responsible for the upkeep and return of their own uniform. If a student damages or loses the uniform, the cost of a replacement uniform will be charged by PCA to the student's account.

Communications

The Athletic Department and school personnel will primarily communicate via the Remind app or email. Coaches may choose to utilize other apps/software to communicate information and materials to players and families.

Parental Involvement and Responsibilities

–It is the expectation of the Athletic Department that each parent volunteer for admissions, concessions, cleaning or other game day related jobs. If everyone participates by volunteering intermittently, no one should miss their own child's game.

–Parents and all spectators are expected to cheer on student athletes with positivity and encouragement. It is never appropriate to be negative toward other school's athletes, coaches, spectators or game officials. For instance, our conference prohibits yelling during free throws and noisemakers. It is also unacceptable to boo or heckle any athlete, coach or official.

Athletic Participation with Pamlico County Schools

In certain instances, PCA students may dual enroll at PCHS to be eligible to try out for a sports team that PCA does not offer. Any PCA student that wishes to participate in this partner program must advise the Director of Upper School and the Athletic Director prior to the beginning of the school calendar year.

Pamlico Christian Academy Student Handbook Acknowledgment

Dear Parents and Guardians,

We are excited to partner with you in the education and spiritual development of your child at Pamlico Christian Academy. This Student Handbook outlines our school's policies, procedures, and the Christian values that guide our community. We encourage you to read it thoroughly and discuss its contents with your child.

By signing below, you acknowledge that you have received, read, and understood the Student Handbook for the academic year 2026/2027. You agree to support the school's mission and policies as outlined within.

Parent/Guardian Information

- *Parent/Guardian Name:* _____
- *Child's(dren's) Name(s):* _____
- *Grade Level (s):* _____
- *Date:* _____