



PARENT/STUDENT HANDBOOK

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2018-2019

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Director of Admissions Lisa Shimakonis
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Director of Marketing and Communications..... Darla Rourk
Athletic Director.....Dale Hoover
Academic Counselor Sally Pascutti
Executive Assistant to PrincipalsJennifer Fort
Administrative Assistant for Athletics Alyssa Woodhall
NurseDawn Boyles
Special Projects Coordinator..... Selina Zubia
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MISSION STATEMENT

Equipping students to pursue Jesus Christ passionately as they impact the culture.

PURPOSE OF HANDBOOK

This handbook is designed to inform students and parents of general policies and expectations that promote good relationships with our families and to ensure a smooth and orderly school year. The handbook is not meant to be exhaustive or address every situation that might arise during the year. PCA reserves the right to amend the contents of this handbook whenever it is deemed necessary in order to maintain the well-being of each student and for the common good of all. If any parent has specific questions, we ask them not to hesitate to contact the child's teacher or principal for advice or clarification.

Students are fully responsible for complying with the expectations of the school as stated in the handbook and with the direct instruction of the teachers and administration. Of particular interest to students are those policies that affect dress, attendance, conduct, and academic performance. PCA strongly recommends that parents and students take time to review these policies together before the start of school. Success in school is directly dependent on the acceptance of this responsibility.

During the year, situations may arise that will require a parent's direct involvement. When this happens, the appropriate principal or teacher will inform the parent(s) promptly and invite them to participate, as a partner, in the process of dealing with any issues. The goal of every teacher and administrator at PCA is to see each student grow in knowledge, faith, wisdom, and character. PCA reserves the right to amend the contents of this handbook as it deems necessary for the well-being of each student and for the common good of all.

PCA SCHOOL GOVERNANCE

PCA is governed by a board of directors elected for three-year terms. Board members are selected from the parents of PCA. The PCA School Board is self-perpetuating, with current members nominating candidates who best meet the qualifications needed to fill open positions on standing committees. The Headmaster is delegated all authority and responsibility for all operational decisions affecting students, staff, and families. When questions regarding school programs, policies or school operation arise and persist through the appropriate channels of administration, they are to be directed to the Headmaster.

*The contents of this Handbook can also be found at palmettochristianacademy.org.

To report an **absence** or **early dismissal**, email attendance@palmettochristianacademy.org.

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CORE VALUES

EQUIP

ACADEMICALLY

We will achieve excellence in education through high standards of instruction, coaching, and mentoring.

SPIRITUALLY

We will teach a distinctly Christian worldview as we build a strong community of faith.

PERSONALLY

We will encourage personal discovery through assessments and exposure to a variety of disciplines and experiences.

PURSUE

RELATIONSHIP WITH CHRIST

We will promote spiritual development through the teaching of spiritual disciplines and how to think Biblically.

GOD GIVEN STRENGTHS & PASSIONS

We will provide experiential learning and integrate faith in all things as we help our students find their strengths and passions.

GOD'S PLAN FOR THEIR LIVES

We will offer academic and technical opportunities, as well as methods for vocational and career exploration, to assist students in finding God's purpose for their lives.

IMPACT

SERVICE TO PCA

We will develop raving PCA fans by encouraging students to serve each other and their school.

SERVICE LEARNING

We will provide multiple opportunities for students to serve outside the school to develop a passion for service and others.

COMMUNITY ENGAGEMENT

We will encourage students to be advocates for Christian education as they develop an unquestioned reputation through their actions the community.

PCA STATEMENT OF FAITH

The following together with other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture which in its original writing was verbally inspired and without error, shall be the basis of the faith and doctrine of Palmetto Christian Academy. As a ministry of ECBC, please refer to the full Statement of Beliefs by visiting the following link: www.eastcooperbaptistchurch.com

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings. (2 Tim 3:16, Jn 17:17, Jn 10:27, Ps 12:6, Prov 30:5-6, Ps 119:89, Mt 24:35)
2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned and fall short of the glory of God" (Rom 3:23).
3. Salvation is only by grace, a free gift of God through faith in the Lord Jesus, who died for our sins according to the Scriptures (1 Cor 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn 1:12, 13), and are made new creatures in Christ (2 Cor 5:17).
4. God is One God who reveals Himself in three persons: Father, Son, and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man, was born of a virgin, and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.
5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn 20:25-27). The bodies of all believers who die will be raised from the dead and they will receive an incorruptible body like unto His glorious body (1 Cor 15:53; Phil 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn 5:28, 29).
6. Christians born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal 5:16-25, Col 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom 6:13), trusting God to keep him.
7. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8, 1 Cor 12:7, Eph 3:20, Acts 5:32). And in all of this service, prayer is to have the central place (Jn 14:12-14, Eph 6:18-19).
8. Jesus Christ will come again to earth a second time (Heb 9:28), personally (Acts 1:11, 1 Thess 4:16), bodily (Acts 1:11, Col. 2:9), visibly (Mt 26:64, Rev 1:7). His coming will precede the age of universal peace and righteousness foretold in the Scriptures (Mt 24:29, 30, 42; 1 Thess 2:7, 8; Rev 20:1-6).
9. We believe that God wonderfully and immutably creates each person as male and female. These two complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
10. We believe that the term "marriage" has only one meaning: the uniting of one man with one woman in a single, exclusive union as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18, 7:2-5; Heb 13:4).



The dual pursuit of the disciple of Christ is to rejoice in the created order, “the earth is the Lord’s and the fullness thereof, the world and those who dwell therein” (Psalm 24:1, ESV) and to “take every thought captive to the obedience of Christ” (2 Corinthians 10:5b). In other words, it is the responsibility and joy of a Christ-follower to simultaneously rejoice in the wonder of the created order and to construct all of his thinking under the lordship of Christ. The unabashed testimony of Scripture is clear, “For by him all things were created: things in heaven and on the earth . . . all things were created by him and for him” (Colossians 1:16).

PCA exists to teach the coming generations the importance of developing a Christian Worldview. This approach to learning declares that all academic, athletic, and relational undertakings are lived out as an act of worship and celebration before the God who is.

Abraham Kuyper (1837-1920), the famous Dutch theologian, pastor, educator, journalist, and statesman (Prime Minister of the Netherlands between 1901-1905) understood the Christian Worldview with precision. He proclaimed, “There is not one inch in all of creation over which Jesus Christ does not cry, ‘This is mine!’” I am extremely thankful that PCA is a vital ministry of East Cooper Baptist Church and I applaud the commitment of the faculty, staff, and parents to graciously train the coming generations in the reality of a Christian world and life view in the context of an environment of embrace grace.

It is my prayer that the Lord will continue to prosper our school to the glory of His name and we will have the privilege of kingdom advancement as the future generations are trained to fearlessly live out the reality of Christ on a day-to-day basis.

May we all live with worship and celebration Coram Deo (before the face of God).

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Buster", written in a cursive style.

C. “Buster” Brown
Senior Pastor

PCA UPPER SCHOOL STUDENT CODE OF CONDUCT

The purpose of the PCA Upper School Code of Conduct is to ensure that the guidelines and procedures for student behavior at PCA are clearly communicated. These standards are based upon Biblical truths. They will be established on the first day of school and will remain consistent throughout the entirety of the school year. As a response to the Gospel there should exist an ongoing desire to do the right thing in the name of Jesus. The following values are to be followed by our students at all times in an effort to produce a joyful and productive environment for student growth unto the Lord at PCA.

LOVE

(Genesis 1 & 1 Corinthians 13)

All people are created in the image of God and worthy of dignity and love

We put others before ourselves in faithfully loving all people

We display self-control verbally, physically, and attitudinally

HONOR

(Matthew 5-7)

We are honest at all times and in all things.

We pursue all endeavors with great effort and excellence.

We are good stewards by respecting the space we are in and resources we are given.

OBEY

(John 14)

We act in obedience as a response to God's unconditional love for us by the power of the Holy Spirit.

We are reverent of those in authority.

We strive to act in the correct manner the first time and with a good attitude.

STUDENT CODE OF CONDUCT AGREEMENT

I have read and agree to follow the Palmetto Christian Academy Upper School Student Code of Conduct for the 2018-2019 Academic School Year.

Student Name (Printed)

Student Signature

Grade Level

GENERAL INFORMATION

Admission

Palmetto Christian Academy was founded as a covenant school to partner with Christian parents to provide an academically excellent education in a spiritually-enriching environment. Our admission policies have been adopted to conform to this purpose.

Admission to PCA is a privilege granted by the PCA Administration. Students are admitted for one year and must be invited to return each academic year. Student conduct, academic progress, and spiritual growth are considered as conditions for re-enrollment. If a student is underperforming in any of these areas, parents will be informed and efforts will be taken to correct the issues of concern. However, if improvement is not seen, the student will not be invited to return for the following year.

The Administration seeks to encourage students to *grow in wisdom and stature and favor with God and man* (Luke 2:52). Although encouragement may take several forms (rebuke, correction, discipline), it is our purpose to shape the heart of each student and to train him/her toward right living. Students who reject godly rebuke or adopt lifestyles inconsistent with Scripture and the expectations of PCA may forfeit the ability to attend PCA.

Annual Fund

The PCA Annual Fund enhances the operating budget of the school. Voluntary giving to the Annual Fund and Endowment is hoped for and expected. Additional information on Designated Giving as well as Undesignated Giving can be found on the PCA website.

Cell Phone Usage - Parent

**A parent needing to contact a student must leave a message for the student with the school office. A parent should not expect a student to answer a phone call or text message as student cell phones are required to be OFF (not silenced) and out of view during school hours. Any student needing to call a parent during the school day, for any reason, must do so from a phone in the school office. If a student is caught using a cell phone during the day to contact a parent, the phone will be confiscated and fees for retrieval will be assessed. (Please see *Behavior and Discipline* section for cell phone rules and consequences).*

Cell Phone Usage - Student

Student cell phones/Apple Watches are to remain OFF (not silenced) and out of view during school hours. Carpool, lunch, or other after-school arrangements must be made before arriving at school each day. In an emergency, students are not allowed to use personal cell phones but must use a phone in the PCA school office to contact parents. Messages received in the PCA Office for students will be delivered before the end of the school day. PCA staff will not interrupt class time in order to deliver a non-emergency message to a student. If a student is caught using a cell phone during the day to contact a parent, or for any other reason, the phone will be confiscated and fees for retrieval will be assessed. (Please see *Behavior and Discipline* section for cell phone rules and consequences).

Change of Information

Parents are responsible for updating personal information in Blackbaud. It is imperative that any change in address, phone numbers, email addresses, and emergency contact information be made immediately to keep data current. Feel free to contact the PCA office for assistance.

Child Abuse – Reporting Responsibility

In accordance with state law and school policy, the staff of PCA is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities.

Church Attendance

Attending a Christian school is no substitute for joining in worship with a local church. For this reason, PCA strongly supports the local church and includes regular church attendance as a requirement for admission and continued enrollment.

Communicable Disease

PCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. A communicable disease is an illness that results when a specific infectious agent is transmitted, either directly or indirectly, by a susceptible host, infected person, or animal. A teacher or an administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Headmaster. Any student or employee with a communicable disease for which immunization is required by law, or is available, shall not be admitted into the school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall not be admitted into the school while ill. If the nature of the disease and circumstances warrant, PCA may require an examination from an independent physician to verify the diagnosis. PCA reserves the right to make decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Communication

The Staff and Administration of PCA are dedicated to communicating with parents and students in a timely and efficient manner. The primary vehicle of communication between teachers and parents is email. Email addresses of all faculty and administration may be found on the PCA website. Please schedule all meetings/visits with teachers in advance via email. Parents are asked to refrain from being in the school hallways in the mornings and from conferencing with faculty prior to the start of the school day. Blackbaud is our school data base where teachers post homework assignments, assessment dates, and grades. Parents are to check Blackbaud regularly in order to stay informed of student assignments and progress. Because not every homework assignment may be recorded in Blackbaud, the burden of class preparation rests with the student.

Conflict Resolution

During the course of the school year, clear communication between family and school is vital. PCA's process of communication is based on the teaching of Matthew 18:15-17.

- When an issue arises between two parties (students/parents/teacher), it is advised that those parties speak with one another directly to clarify the situation and come to a resolution.
- If a resolution cannot be reached, it is advised that the parties involved meet *together* with the Principal for assistance in reaching a solution.
- If the situation remains unresolved, the parties involved may approach the Headmaster for assistance in reaching a solution.

Elevator

Students are never allowed to use the elevator without permission from the Administration. Once permission has been granted, students will be issued an elevator pass and must have this pass with them anytime that they utilize the elevator.

Emergency Procedures

PCA is committed to provide a safe learning environment for our students. The faculty and staff are trained to handle various emergency situations. Regular drills and practices occur to assist in preparing for crisis events.

If PCA must close due to an on-site or local emergency, a Blackbaud Parent Alert will be sent to all parents as soon as the students and personnel are secure and the proper authorities have given the "all clear" for communication. If necessary, all major television and radio stations will be notified, and the PCA website will be updated to reflect the nature of the emergency. Please refrain from calling the school office as this ties-up the phone lines and personnel. Detailed instructions will be communicated to parents as to how to proceed. Remember that keeping students safe is the primary concern for PCA faculty and staff.

Re-Enrollment

Students are enrolled for one academic year at a time. If a student has demonstrated the expected growth and maturity necessary to remain successful at PCA, he/she will be invited to attend the following year. Students who fail to meet these expectations may be asked not to return.

- Students are expected to be positive and contributing members of the student body by their reflection of Christian values both on and off campus. This includes when school is in session, during times of vacation, and during the summer months.
- Students who adopt patterns of unacceptable behavior, poor academic performance, or who by their attitude or behavior, become incompatible with the mission and values of PCA, will not be invited to return. Should this become a concern, the parents of the student will be notified in writing and a meeting will be scheduled to allow both parents and student to correct the area(s) of concern before a final decision is made.
- Students who continually demonstrate values or behaviors that are inconsistent with the policies and values of the school after having been made aware of their behavior will be asked to withdraw prior to the end of the school year. Such decisions are made with full involvement of parents and student.

Field Trips

When PCA sponsors a field trip, a faculty member must be present to supervise the overall responsibilities entailed with coordinating the trip. Notification of the field trip will go home with a permission slip well in advance of the scheduled event. All students must have a permission slip signed by a parent/legal guardian before leaving on any field trip. Parents who drive must undergo a background check (instructions below); provide a copy of their driver license and current auto insurance to the school office prior to the field trip.

Fundraising

Fundraising for individual purposes is not permitted. Contact *Sarah Corley, Director of Institutional Advancement*, to get approval for all school/class fundraising activities.

Immunization

All students entering school are required to present proof of immunization which will be kept in their student file. Parents are responsible for ensuring that immunizations are kept current.

Lost & Found

Items left in hallways or other parts of the campus will be placed in a lost and found area. Items will be donated to charity after a reasonable amount of time has passed.

Lunches

Students may bring lunches from home or choose to participate in PCA's hot lunch program. Refrigerators are not available for student use. Microwaves available for student use are provided in the lunchroom. Students are not permitted to use microwaves set aside for faculty and staff.

Medications

PCA keeps over-the-counter pain relievers on hand that will be dispensed only with parent permission. All other over-the-counter and prescription medication must be provided by the parent and kept in the PCA nurse's station. If medication must be administered to a student during school hours, the parent must bring the medication in its original container to the school office with dosage instructions. A log will be kept indicating each dose administered. Students taking prescription medication during the school day must inform their teacher if they need to be excused from class to take it. Any prescribed medication must be administered from the PCA school office or nurse's station and must be accompanied by a doctor's order and parental written permission. Only PCA staff is allowed to dispense any form of medication to a student.

Payment of Accounts

Tuition can be paid in either a lump sum prior to the start of the school year or through ten monthly electronic bank transfers via SMART Tuition. The 10-month payment plan begins in July and goes through April. Please note that families that become more than 60 days delinquent in tuition payments are subject to having their student(s) withdrawn from PCA.

Personal Property

Students are discouraged from bringing valuable items to school. PCA is not responsible for personal items that are lost, misplaced, or confiscated.

Student Drop-Off Desk

Any item necessary for the school day can be left at the "Student Drop-Off Desk." The attendant at the Security Kiosk will contact the student's teacher in order to notify him/her to pick up the item. PCA staff will not interrupt class to deliver an item to a student.

Student Spiritual Life and Growth

As students grow and mature, they are to take greater responsibility for their spiritual growth and relationship with Christ in order to strengthen their growing faith. Students are encouraged to:

- First, have full assurance of a faith resulting in a relationship with Jesus Christ as personal Savior.
- Second, regularly attend a local church and become involved in service through the local church ministries.
- Third, develop a daily quiet time to read scripture and pray for the issues of the day and needs of the heart.
- Finally, seek every opportunity to learn and apply the daily instruction and spiritual challenges offered at PCA through participation in Bible classes, discipleship groups, and chapel.

Tuition Assistance

Each year, funds are set aside to be used for financial assistance to families with demonstrated need. Needs-based scholarships have also been established by generous contributors who specify specific criteria. The application for financial assistance is separate from the enrollment process. In order to provide a secure, confidential assessment process, PCA uses SMART Aid. Financial information will be held in strict confidence by the Financial Aid Subcommittee of the PCA School Board. The deadline for applying for financial assistance is April 30th for current PCA families. The needs assessment provided by SMART Aid will be reviewed and award recipients will be notified by letter the first week of June.

Visitors & Volunteers

All visitors (including parents) must sign in and present his/her valid driver's license for security scanning at the Security Kiosk outside of the PCA Office. A visitor badge will be provided and must be worn at all times while in the building. Classroom visits and visits with a teacher/principal should be prearranged prior to visiting. All visitors must meet PCA standards of dress and conduct.

All volunteers must complete a background check (instructions below) to be renewed every two years. While in the capacity of representing PCA, volunteers are expected to meet PCA standards of dress and conduct.

Withdrawals

To withdraw a student from PCA, parents must submit a letter to the Director of Admissions detailing the reason for withdrawal.

- No records will be released until all required forms are completed and outstanding balances are paid.
- A penalty will be assessed for withdrawing a student from PCA after the date of June 15. If withdrawal is due to an employment-related transfer, the penalty will be waived. If a child is dismissed for disciplinary reasons, the withdrawal penalty will be applied and all records withheld until accounts are settled. Please note that tuition payments are non-refundable through the month in which written notice is received. Withdrawal penalties are as follows:

Grades K5-12: \$500

Preschool 2 or more days: \$250

Preschool 1 day: \$100

ATTENDANCE POLICY

School Hours

Grades 6-12..... 8:00am - 3:00 pm
School Office 7:30 am - 3:30 pm

Supervision of students begins at **7:30 am** on school days. Students should not arrive on campus before this time unless a pre-planned meeting is arranged with a teacher. Classrooms open at **7:45 am**. Parents should plan on picking up their child(ren) promptly upon daily dismissal from school. Students still on campus 15 minutes after dismissal (without a scheduled activity) will be directed to the PCA Main Office where they will await pick-up.

- The State of South Carolina mandates not more than 10 unexcused *or* excused absences per year.
- The PCA policy mandates not more than 10 unexcused or 20 excused/unexcused absences for students in grades 6-7.
- The PCA policy mandates not more than 10 (block schedule) excused/unexcused absences for students in grade 8-12. Each block schedule period counts as two class periods.
- School-related absences do not count toward the total allowed absences.
- Any student exceeding the number of absences allowed may have to make up the time missed as directed by PCA Administration and are at risk of not receiving credit for the courses missed.
- After arriving on school property, students may not miss any class or lunch period for any reason without administrative approval. Once a student arrives, he/she may not leave campus until the proper dismissal time without permission from the School Office. Attendance is marked and recorded in each individual class.
- Parents are required to email the PCA Office at attendance@palmettochristianacademy.org or call (843) 881-9967 to report students who are absent from school. Please indicate the reason for the absence.
- Students who plan to leave the PCA's campus for any reason during school hours must first check out at the Security Kiosk. Parents must be sure to communicate via written notification or email with the school office regarding any pick up or additional arrangements involving the transportation of a child off campus during regular school hours (8:00 am - 3:00 pm). A parent's text on a student's phone will not be sufficient for allowing a student to leave campus.
- Arrangements must be made with each individual teacher regarding make-up work from an absence. A student is

allowed one class day for each excused absence to turn in missed work. The student is responsible for obtaining and completing all missed work (refer to guidelines below for making up quizzes/tests).

- A student who leaves school because of illness will not be allowed to participate in any extracurricular activities on that same day.

Excused Absences

- An excused absence/tardy is defined as an absence or tardy due to a court order, an unavoidable traffic delay or accident, an unavoidable family obligation such as a funeral or a wedding, student illness, or medical/dental appointment accompanied by a doctor's note. Students who are absent due to an illness or medical/dental appointment are to turn in a written Doctor's note to the PCA Security Kiosk/School Office immediately upon return to school.
- *Pre-planned Absence Forms* can be utilized by students who are attending an event in the future. They are to be submitted at least one week prior to the absence (See Pre-Planned Absence Section Below).
- Absences for athletic events, class trips, field trips, and special events with the teacher's permission are excused; however, students are responsible for making arrangements to make up work in advance and to be prepared to participate in class upon return. Failure to make prior arrangements with a teacher could result in a 10-point deduction for any test/quiz taken upon return to school. Homework should be turned in prior to leaving for a game or activity.
- College visits are excused and do not count toward the ten (10) allowable absences for junior and senior students with pre-approval from the Academic Counselor. A *Pre-planned Absence Form* must be submitted to the school office prior to the college visit in order for the absence to be excused. There is no academic penalty for college visits as long as all class work and homework is turned in on or before the day the student returns to school.
- At-home suspension is considered a school-related absence and does not count toward total allowable absences.
- Parents are asked not to remove children from school during the day unless the reason stated complies with the definition of an excused absence as previously noted. In addition, the parent note must have a complete explanation as to why the student will be absent from school. The school reserves the right to decline a parent's request that an absence be excused but will permit the student to leave and receive an unexcused absence for the periods missed.

Unexcused Absences

Student absences that are not excused or do not have prior approval are considered unexcused. Unexcused absences will result in the student not receiving credit for any daily work or quizzes missed. Missed exams will be taken the day of return and could receive a 10-point deduction upon teacher discretion. Consequences will be as follows:

- First & second unexcused absence – warning and parent notification
- Third & fourth unexcused absences – one 60-minute detention will be served
- Five or more unexcused absences – parent conference to decide consequence(s).

Illness / Injuries

For anything other than an emergency, students must have a pass from a teacher to be admitted to the school office/nurse for first aid.

- Students will be permitted to stay in the office for only one hour. After that they must either return to class or go home.
- Students must be free from fever without the use of fever-reducing medication and have not vomited for **24 hours** before returning to school.
- Students who leave school during the day due to illness and do not return to class will not be permitted to participate in extracurricular activities that same day.

Late Arrival & Early Dismissal

- A parent may send an email to attendance@palmettochristianacademy.org or the student may present a note signed by a parent to the attendant at the Security Kiosk. We ask that parents refrain from calling the school at the last minute to have children taken out of class after 2:15 pm.

- High school seniors who have a study hall at the end of the day may apply for early dismissal. The student will then need to leave campus by 1:30 and cannot return to campus until 3:00 unless he/she has a supervised activity on campus.

Pre-Planned Absences

Planned absences require approval from the Upper School Principal and the submission of a *Pre-planned Absence Form* a minimum of one week prior to the absence. Once approval is granted, it is up to the student to speak to all teachers before the absence to obtain all work that will be missed and to schedule exams that will be missed. Without turning in a *Pre-planned Absence Form*, the absence will be unexcused (refer to the Unexcused Absent section above). Students are limited to a maximum of five (5) pre-planned absence days.

Study Hall & Chapel Attendance

Students are expected to attend all classes including study hall, Chapel, and school affiliated service projects.

Tardies

A tardy is defined as entering the classroom after the bell rings. A student arriving late to school must go to the Security Kiosk to receive an admittance slip in order to enter class. The following steps will be taken each 9-week grading period:

- Three tardies/quarter – one 60-minute detention will be served
- Six tardies/quarter – two 60-minute detentions will be served
- Nine tardies/quarter – parent conference to decide consequence(s).

A student has 24 hours to bring a pass that is issued by a teacher to the Security Kiosk attendant in order for an unexcused tardy to be changed to an excused tardy. If a student has an unexcused tardy of 15 minutes or more to any class (grades 6 & 7), or 30 minutes or more to any class (grades 8-12), the student will be counted absent for that class period.

ACADEMIC POLICY

Academic Probation

Academic Probation is designed to assist students in becoming more responsible for their academic progress. It also promotes communication between students, parents, and PCA. Academic probation may be invoked throughout the school year and/or as a condition of admittance into PCA.

A student will be placed on academic probation if he/she receives two grades below 70%, or one grade below 70% and two grades below 74% at the end of a grading period. Parents will be informed of the probationary status. Once a student is placed on probationary status, he/she will remain on probation for one calendar year (2 semesters). During this time, PCA faculty will make every effort to ensure the student's success with regard to academic improvement. If deemed necessary, a tutor will be suggested to assist in deficient subject areas. If the student is still failing after two consecutive quarters, the parents may be asked to withdraw the child due to PCA's inability to meet the student's academic needs. A student who is asked to withdraw from PCA for academic reasons may re-apply for admission after one full calendar year by following normal admission procedures.

Accommodations

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom accommodations. A copy of the evaluation must be submitted to Mrs. Crabtree (Resource Coordinator).

Chapel Attendance

Chapel is an integral part of the PCA education process. For this reason, all full-time students (those taking five or more classes) are required to attend Chapel weekly. Part-time homeschool students are strongly encouraged to attend.

Class Rank

Class rank will be determined based on a student's cumulative GPA earned based on the SC Uniform Grade Scale. All courses taken will be included in the GPA for ranking, and all full-time students will be ranked at the end of 9th, 10th, 11th, and 12th grades. For students transferring with high school credits from another school to PCA, GPA will be recalculated based on the SC Uniform Grade Scale. Class rank will be released to scholarship committees, financial aid departments, and college admission offices as required by the institutions. Class rank is available from the Academic Counselor upon request.

Community Service

Each high school student at PCA is required to perform a minimum of twenty (20) hours of community service per year. A minimum of ten (10) hours is to be done in the community (payment cannot be received for service nor can service be performed for family members or at a family business). Each student must also participate in a minimum of two (2) PCA-sponsored service projects that will be offered through the school.

Failure to complete this requirement will result in the holding of the final transcript and diploma. To be eligible to run for elected office in any student organization and to be inducted into the National Honors Society, a student must be up-to-date on documenting community service hours.

Definition of Community Service

A recognized community service activity is one which:

- is performed without compensation to the student.
- has some institutional or organizational affiliation (all government, charitable and religious IRS-ruled organizations, automatically qualify as community service providers).
- results in a service to at least one person other than the student or the student's relative, and is of benefit to the community.
- is not performed during scheduled class time or study hall time.
- is not service mandated by a court.

Guidelines for Earning Community Service

To earn credit for community service:

- the service must meet the prior definition.
- the service must be supervised by a person other than the student's relative.
- the service must be a minimum of one hour in duration.
- the completed Community Service Form and/or a letter on organization stationery, signed by the activity supervisor, must be submitted to the Academic Counselor upon completion of the service.
- it is strongly recommended that all service activities be pre-approved by the Academic Counselor.

Course Credit

- Grades will reflect exact numerical values. Credit is awarded only for courses passed with a 70% or higher.
- Should a required course be failed, it must be repeated at PCA unless permission is granted by the Principal.
- When failure of a course or courses results in a student not being able to accumulate the necessary credits for graduation, he/she will be asked to withdraw prior to the start of the subsequent academic year.
- High-school-level courses taken in 8th grade are reflected on a student's transcript and calculated in the GPA. However, physical science and algebra 1 do not count toward PCA's required number of high school credits for graduation.

Course Credits Earned From Outside Sources

A student may earn high school credit from an outside source under the following conditions:

- A required course is not offered at PCA. (For example: a transfer student who has earned French I and II credits and needs to earn a French III credit).
- PCA is unable to enroll a student in a required course due to scheduling conflicts.

- The course is an elective course that does not replace a course offered at PCA.
- In order to have credits from outside sources calculated into the GPA, a student must secure prior approval from the Academic Counselor.
- High school credits earned from outside sources will be calculated into the GPA using the SC Uniform Grading Scale. (A student desiring to earn a credit from an outside source must have the request approved by the Academic Counselor and Upper School Principal prior to enrolling in the course. PCA reserves the right to refuse including the credit on the student's transcript based on policy and course suitability.)

Dual Credit Courses

A student may replace a PCA course with a college course under the following conditions:

- The required course is not currently offered as an AP course at PCA or the student is unable to take the course due to a scheduling conflict.
- Replacement courses may be from Trident Technical College (TTC) or a recognized online source approved by PCA. Prior approval is required from the Academic Counselor before enrollment in the course.
- Electives such as technology, arts, foreign language, or similar courses that are not offered to the general student body.
- PCA will limit the number of dual credit courses that will be calculated into the GPA to no more than three (3) courses. These classes are typically senior-level math, science, or elective. Dual credit English courses cannot replace a PCA English course but may be counted as an elective. Advance approval must be given by the Academic Counselor.
- Dual credit courses must be more advanced, as verified by the course description, than the previous high school credit earned at PCA in the same subject area.
- In the case of a transfer student, summer-school dual credit courses may not replace a scheduled grade-level PCA course to be taken in the fall. (*For example:* a rising junior takes English 101 during the summer, he/she will still be enrolled in 11th grade British Literature.)
- In compliance with the SC Uniform Grading Scale, dual credit courses will receive an AP GPA point value when placed on the PCA transcript. In all grade transfers, PCA will follow the policies of the school from which the dual credit is earned.
- One three-hour college credit will be awarded 1.0 high school credit.
- Dual credit enrollment may affect SCISA athletic eligibility. Athletic eligibility must be approved by the Athletic Director.

Extra Credit

Extra credit assignments are not permitted. Extra credit points given on a quiz/test/assignment are allowed.

Extracurricular Activities

The purpose of all extracurricular activities at PCA is to glorify God and to develop Christ-like character qualities in students. A student's participation in teamwork develops his/her talents to the fullest extent and allows him/her to be a witness of the Christian faith through example. Skills and game-related strategies are fundamental to the program but do not take precedence over its primary purpose. PCA offers the opportunity for upper school students to participate in many interscholastic programs at the middle school, junior varsity, and varsity levels. PCA is a member of SCISA (South Carolina Independent School Association), which makes students eligible for district, regional, and state playoffs.

Extracurricular Eligibility

Participation in extracurricular activities is a privilege granted to PCA students who satisfactorily comply with the PCA academic eligibility requirements. Students who fall below this requirement will become ineligible at the start of the next academic quarter. Students may regain eligibility at the mid-quarter progress report (approximately four weeks) if they are

passing all core courses.

- A student who participates in extracurricular activities must have a minimum grade of 70% in all subjects by the end of each quarter. The grades posted to the quarter report card will be the grades used to determine eligibility status.
- A Student who is eligible at the quarter grade report will remain eligible until the next quarter grade report.
- A student who becomes ineligible at the quarter grade report may become eligible at the mid-term progress report if the eligibility requirements as stated above are met.
- During the period of ineligibility, a student is required to participate in all scheduled practices and be present as a member of the team for home games. A student will not be permitted to play or participate in an event or performance.
- Repeated ineligibility may result in the student becoming ineligible for the remainder of the school year.

More information regarding Athletic eligibility can be found in the PCA Athletic Handbook.

Failed Courses

Students who fail a core course (Bible, Math, English, History, Science, and Spanish) must repeat the course during the summer as approved by the Academic Counselor and the Upper School Principal. The failed course and the repeated course will both appear on the student's transcript and will be calculated in the GPA. Non-core courses may be repeated in the summer or in coming school years as scheduling allows. Students who fail two core courses may be asked to withdraw from PCA.

Grading

- **Grading Periods:** PCA operates on a two-semester system with each semester divided into two quarters. Grades are computed at the completion of each quarter, and the average becomes the quarter grade on the dates indicated on the school calendar. A quarter is typically 44-50 days in length with a semester being 80-90 days for a total of 175-180 school days for the year.
- **Quarter grades** reflect student learning and are computed by averaging the graded assessments, projects, quizzes or other grades given by a teacher.
- **Semester grade computation** for students in grades 9 -12: the two quarter grades comprise 80% and the semester exam comprises 20%.
- **Course credit and GPA** are based upon the semester grade for a course earning 0.5 credits, and on the average of two semesters for a course earning 1 credit. Final course grades are posted to the student transcript, calculated into the GPA, and become part of the official record when transferring or after graduation.

There is no set number of graded assignments required for quarter grade computation. *Every* graded assignment or assessment is important for a student to demonstrate progressive mastery of the subject matter.

All grades are final unless there has been a computational miscalculation. In such a case, the Upper School Principal, Academic Counselor, and classroom teacher must agree on the correct score to be awarded.

- **Students are responsible** for completing all assignments, preparing for exams, and complying with the expectations and instructions given by the teacher. Teachers will post important information to Blackbaud, but it remains the responsibility of the student to be informed. It is strongly encouraged that students in grades 9-12 take the initiative to communicate directly with their teachers during the school day if there are any questions or email them after hours.

Graduation Requirements

Students must graduate with a minimum of 27 credits. A student is expected to carry at least *five core subjects* (Math, Science, History, English, and Bible) each year. The course requirements for graduation are:

Bible	4 credits	Spanish	3 credits	College Focus	1 credit
*Science	4 credits	Computer	1 credit		
*Math	4 credits	Physical Education	1 credit		
English	4 credits	Fine Arts	1 credit		
History	4 credits	Senior Thesis	1 credit		

* Must be earned in high school. 8th grade high school credits earned will not satisfy graduation requirements.

Beginning with freshman year, a student must complete a minimum of eight (8) consecutive semesters at an accredited high school and be enrolled in PCA full-time during senior year in order to receive a diploma from PCA.

Homeschool Students

PCA welcomes homeschool students to become members of the PCA student body. A homeschool student who desires to take courses at PCA to supplement homeschool coursework may apply to attend as a part-time student. A part-time student is one who enrolls in one to four courses during the school year.

The following are the requirements and procedures for attending PCA as a part-time homeschool student.

- The student must meet the enrollment requirements for full-time students.
- After acceptance into PCA, provided space is available in the desired course, the student will be enrolled. (Priority is given to full-time PCA students.)
- PCA academic services for part-time students are limited to the courses in which they are enrolled.
- The student must satisfy the course requirement as stated in the course description. Upon successful completion of the course, a transcript reflecting the grade and credit will be provided.
- The student is expected to comply with dress code and school policies while attending PCA.
- To be eligible to participate in SCISA-sanctioned events a part-time student must be enrolled in four core courses through a SCISA-approved, accredited high school program (PCA). SCISA considers core courses to be English, Mathematics, Science, Social Studies, Computer Science, Fine Arts, and Foreign Language that are recommended by the commission on Higher Education and are common to SCISA schools (SCISA Athletic Handbook Constitution Rules and Regulations 2018-19).
- Homeschool students who take less than 4 courses at PCA are not eligible to attend school retreats or class trips.
- Homeschool students are not eligible to hold elected offices in school organizations such as SGA and are not eligible for membership in NHS.
- A homeschool student desiring to enroll in PCA full-time will be admitted on the basis of his/her transcript. Any homeschool course more than 50% completed at the time of enrollment must be completed by a date agreed upon between the parents and PCA Administration. Any homeschool course less than 50% complete at the time of enrollment will need to be restarted at PCA.
- Senior students enrolled as part-time students will not receive a diploma from PCA.
- Students enrolled in five or more courses will be considered full-time.

Homework

Homework is assigned primarily for the purpose of review and reinforcement of content and skills introduced in class. A student bears the responsibility for weekly homework assignments. The use of planners to keep track of homework is encouraged. While teachers will make every attempt to post due-dates for tests and projects via RenWeb, it is the responsibility of the student to listen in class and keep track of when assignments are due. The amount of homework will vary depending on several conditions including, but not limited to: (1) the student's management of time while in school, (2) the subject area and its level of difficulty, (3) the studying conditions at home. Homework is intended to give students an independent learning experience and to teach responsibility. The amount of homework given will be commensurate with the grade level of the student; however, the actual amount of time required for homework will vary as each student works at a different pace. If a child appears to be spending longer than expected in completing assignments, please contact the teacher for help in determining what can be done to assist the student. PCA believes, and research confirms, that students who complete homework assignments perform better in school. Homework completion along with sustained study is essential for academic success at PCA. **Patterns of not completing assignments will be taken into consideration for students who wish to take honors and AP courses or to remain in such courses.**

Honor Roll

- Headmaster's Honor Roll is the list of students in grades 9-12 who have a GPA greater than or equal to 4.3 in all classes during the quarter.
- Honor Roll is the list of students who have maintained a GPA greater than or equal to 4.0 in all classes during the quarter.

Honors and AP Courses

Specific criteria must be met for enrollment in Upper School Honors and AP courses. Since seating is limited, priority in scheduling is given to those students who meet the majority of the criteria. At any time during the school year, a student can be withdrawn from the class for not meeting expectations. Removal from an Honors/AP course will take place only after the student, parents, and teacher have conferred. Grade weighting will correspond with the course.

- In order to enroll in an Honors course, a CP student must have a minimum average of 93% in the corresponding CP course, strong standardized test scores, a teacher recommendation, a solid attendance record, demonstrated diligence in completing homework and in class preparation, demonstrated exemplary behavior, and completed all summer work. To remain in an Honors course, a student must maintain an average of 85%.
- In order to enroll in an AP course, an Honors student must have a minimum average of 93% in the corresponding Honors course, strong standardized test scores, a teacher recommendation, a solid attendance record, demonstrated diligence in completing homework and in class preparation, demonstrated exemplary behavior, and completed all summer work. To remain in an AP course, a student must maintain an average of 80%.

Should a student desire to enroll in an Honors or AP course and not have been recommended by a teacher, the parents may submit an appeal by email to the Upper School Principal. The teacher, Academic Counselor, and Principal will meet to review the qualifying factors listed above.

Make-Up Test, Quizzes, and Assignments

Students who are absent from or tardy to school on a day a test/quiz is scheduled will be required to take the test/quiz upon return to school at a time set by the teacher. There will be no point adjustment unless the absence/tardy is unexcused (please see *Unexcused Absences* above). If the reason for the absence is unexcused, there could be a 10-point deduction made to the make-up test/quiz/assignment grade. Generally, a student is allowed one class period for each class period missed provided the absence is excused.

- Students are responsible for checking Blackbaud to be aware of assignments, tests, and quizzes. If a student will be absent for an extended period, please email the student's teachers.
- Make-up tests/quizzes are to be taken during a time determined by the teacher. Scheduled make up times are not to interfere with other classes during the day. Failure to make up the tests/quizzes or turn in assignments on time could result in a 10-point grade reduction.
- Students who fail to take a rescheduled test/quiz within three days (unless prior arrangements were made with the teacher) of return can only earn a maximum grade of 70%.
- Students involved in extracurricular activities that require them to be absent from school or released early will be responsible for any scheduled test/quiz and to turn in all assignments. Failure to do so could result in a 10-point deduction per graded item.

National Honor Society

Sophomores, juniors, and seniors are eligible for induction into the National Honor Society.

- A student must have a minimum 4.1 GPA and be approved by high school faculty.
- A student must be enrolled in at least one (1) Honors course. (Exceptions will be decided by the Academic Counselor and teachers.)

- A student must maintain a positive Christian testimony both in school and out of school.
- A student must be up-to-date with community service hours.
- A student must attend PCA full-time for at least one full semester prior to being inducted.

Placement in Middle School Math (Algebra & Pre-Algebra)

- Rising 6th graders need to have achieved a final report card grade of **93%** or higher in Math 5 to move on to Math 7 in 6th grade along with the teacher's recommendation and standardized test scores that support the decision.
- Rising 7th graders need to have achieved a final report card grade of **93%** or higher in Math 6 to move on to pre-algebra in 7th grade along with the teacher's recommendation and standardized test scores that support the decision or maintained an **85%** or higher in Math 7.
- Rising 8th graders need to have achieved a final report card grade of **85%** or higher in pre-algebra to move on to algebra in 8th grade along with the teacher's recommendation and standardized test scores that support the decision.
- Honors algebra students need to have achieved a final report card grade of **85%** or higher along with the teacher's recommendation and standardized test scores to support the decision to move on to geometry. Any grade less than **85%** in an advanced math class will result in the student being placed on a CP math track the following year.

Promotion Guidelines

A student must pass all subjects before being promoted to the next grade level.

Class Rank

PCA class rank will be determined based on a student's cumulative GPA based on the SC Uniform Grade Scale. All courses taken will be included in the GPA for ranking, and all full-time students will be ranked at the end of 9th, 10th, 11th, and 12th grades. For students transferring with high school credits from another school to PCA, GPA will be recalculated based on the SC Uniform Grade Scale. Class rank will be released to scholarship committees, financial aid departments, and college admission offices as required by the institutions. Class rank is available from the Academic Counselor upon request.

Schedule Changes

- If there is a conflict within a student's schedule, an alternate course will be chosen based upon previous courses taken and indicated alternatives.
- Changes will not be made for student convenience such as wanting a subject during a particular hour or wanting a particular teacher.
- Students may only make schedule changes within the first two weeks of each semester. All changes require a parent signature.

Semester Exams

Students in grades 9-12 are required to take a semester exam in each core subject during the last week of the semester. Semester exams assess the essential content and instructional objectives covered during the semester. Due to the importance and scope of the material presented, semester exams represent 20% of the student's semester grade while the average of the two quarters represents 80%.

Final exam exemptions are as follows:

- All students in grades 8-11 take exams for the first semester.
- Juniors may exempt three (3) exams second semester provided they have a class average of 90% for the semester. Sophomores may exempt two (2) exams second semester provided they have a class average of 90% for the semester. Freshmen may exempt one (1) exam second semester provided they have a class average of 90% for the semester.

- Senior students may exempt all classes in which they have a 90% average for the semester.
- All exempt students **MUST** attend class through the last day of instruction including days of review. ***Failure to do so will result in an unexcused absence and the student will lose exemption status. The student will then be required to take the semester exam or receive a grade of zero if the exam is missed.***
- Semester exams that are missed due to an excused absence must be made up before the end of the semester.
- Students enrolled in AP classes may be required to take finals during first semester.

Senior Trip

The destination of the senior trip will be approved each year by the Headmaster. The purpose of the trip is for the seniors to celebrate the culmination of their high school experience at PCA. Seniors are strongly encouraged to go on the senior trip. Transportation and all expenses of the trip will be the responsibility of each student participating.

Student Government Association and Class Officers

The Student Government Association (SGA) exists to represent students, their interests and affairs. SGA shall act as a liaison between the students and the professional staff of PCA. It is the goal of SGA to provide a greater feeling of confidence between the staff, administration, and students, and to further the principles of honesty, integrity, citizenship, loyalty to the school, and Christian values. SGA shall be responsive to the extracurricular needs of the students and shall assume the role of spokesman for the student body in its relationship with administration and the staff. To be eligible for an elected position within SGA or to be eligible for a class officer position, student candidates must meet the following criteria.

- Candidates must have a minimum cumulative GPA of 3.0
- Candidates must be in disciplinary good standing
- Candidates must be up-to-date with community service hours.

Testing Information

- The **PSAT/NMSQT** provides an indication of a student's probable success in college and serves as a preliminary test for the SAT. It is administered in October to all 8th-11th grade students.
- The **Measures of Academic Progress (MAP) test** measures a student's knowledge in core subject areas. Performance is measured in terms of percentiles and grade levels. The test is administered to 6th and 7th grade students twice each year to measure student growth. Scores are recorded on permanent records and used to evaluate promotion to the next grade level, placement, and possible academic probation.
- The **Scholastic Aptitude Test (SAT)** measures college readiness and is one of the tests that many four-year colleges accept for admission. All juniors are strongly encouraged to take the SAT in the spring and again in the fall of senior year. It is the student's responsibility to register for the SAT. Students may register online at www.collegeboard.org. The PCA school code number is 411443.
- The **American College Test (ACT)** measures college readiness and is one of the tests that many four-year colleges accept for admission. All juniors are strongly encouraged to take the ACT in the spring and again in the fall of senior year. It is the student's responsibility to register for the ACT. Students may register online at www.actstudent.org.
- **Advanced Placement Tests** allow high school students to earn college credit for specific courses. Students enrolled in AP courses take the applicable AP exam in May. For more information on the AP Program at PCA contact the Guidance Counselor, or for more general information visit the AP Program website at www.collegeboard.org.

Textbook Care

- No writing or marking is to be done in any textbook unless it is purchased in advance for the use of an individual student. To order a personal copy of any textbook, contact the school office.
- Textbooks are to be covered to help minimize damage.
- Students are responsible to pay for damage to any textbook due to abuse or misuse.
- Students are responsible to pay for lost textbooks.

Transfer Credits

- High school credits are accepted for students transferring to PCA from private, public, or homeschool with an official transcript issued directly from the previous school or from a school-approved homeschool association. A course description may be required if the course title is ambiguous.
- Credit is based on one unit for an annual course or an appropriate increment. Grades are converted using the SC Uniform Grading Scale found on page 23.
- In the event only letter grades are available, a predetermined conversion chart will be used to calculate the GPA as per the SC Uniform Grading Scale. Credits from previous schools are listed on the PCA transcript with the issuing school designated. In some instances, a college or athletic organization may request transcripts be provided directly from the institution a student attended prior to enrolling at PCA.

A = 95	B = 85	C = 75	D = 65	F = 51
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Valedictorian and Salutatorian Determination

Valedictorian and salutatorian honors will be awarded respectively to the graduating seniors with the highest and second-highest cumulative high school GPAs based on the SC Uniform Grading Scale found on **PAGE 23 (check)** of this handbook.

Special qualifications for awarding valedictorian and salutatorian honors will be:

- Only grades received in courses taken at PCA or through PCA-approved dual credit courses will be considered. GPA points earned from transfer credits will not be factored into the GPA considered for valedictorian and salutatorian.
- Only elective credits required for graduation (1 physical education, 1 computer, and 1 fine art) will be factored in the GPA for valedictorian and salutatorian. If more than one credit is taken in one or more of these elective categories, the highest grade in each category will be used.
- In order to qualify for valedictorian or salutatorian, a student must be enrolled full-time at PCA for 11th and 12th grades.

10 Point Grading Scale
Effective 2016-2017 School Year

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

7 Point Grading Scale
Effective Prior to 2016-2017 School Year

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
--	WP	0.000	0.000	0.000

Behavior and Discipline Policy

*For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.
Hebrews 12:11*

PCA desires that every student reflect a lifestyle that is pleasing to God. This is part of our mission to foster godly character and academic excellence in a positive environment. Within the partnership between administration, faculty, parents, and students, the discipline policy serves as a constructive component of our school.

Student Conduct On/Off Campus

PCA students are representatives of PCA and our values in the community, therefore, students should handle themselves appropriately whether on or off campus. The administration reserves the right to carry out disciplinary action regardless of the location or time that the conduct takes place.

Discipline System

The below policies will be enforced through a demerit system that will result in the assigning of consequences by the Disciplinary Coordinator with supervision and direction by the Principal.

Disciplinary Procedure

Faculty/Staff who witness a student act in a manner contrary to our behavior policies will submit a disciplinary referral via Blackbaud. The appropriate Disciplinary Coordinator will then assign the consequences using the guidelines put forth below.

Lunch Detention

Lunch detentions are silent and will be served in an assigned teacher's classroom.

After School Detention

After school detentions may be assigned following a disciplinary referral. These detentions are one hour long and take preference over all non-academic activities, including athletic or fine-arts events.

Suspension

Students may be suspended from school for any act that the Administration deems is detrimental to the environment put forth by the mission of PCA. In addition, any student who accumulates 20 points may be suspended from school. The suspension period begins immediately upon notification to the parents by the Principal and continues until the student is allowed to return to school. During the suspension period the student may not participate or attend any co-curricular or extra-curricular activity.

Implementation of Discipline - Teacher

Teachers will handle minor behavior infractions in the classroom. They may use a variety of methods to aid a positive environment of learning. Should a student continue a behavior that he/she has been warned against, the teacher can decide that administrative intervention is warranted. In this case, the teacher will complete a disciplinary referral via Blackbaud due to classroom behavior. The Principal will review the incident and determine a path forward that will be assigned by the Disciplinary Coordinator.

Implementation of Discipline - Administration

In the event a student is observed acting in a manner contrary to school policy, the following section explains how PCA deals with misbehavior and the resulting consequences. Consequences are based on a point system with more severe infractions earning more points. (*Students will begin each semester with zero points*).

Furthermore, this system is meant to help students become aware of and accountable for their behavior. The Principal and teachers have the flexibility to counsel students and demonstrate grace in any situation.

Actions Resulting in an Accumulation of Points

Level 1: *A student will be given 1 point (for 1st offense) or 2 points (for each subsequent offense) for the following infractions.*

- Excessive talking, disruptive behavior, inattentiveness
- Chewing gum, eating in hallway, eating in class without permission
- Minor dress code violations such as: untucked shirts, non-PCA sweater/jacket, torn clothing, short skirt, etc. (guidelines found in *Dress Code Policy* section)
- Disruptive hallway behavior (running, yelling, horseplay/roughhousing, kicking doors open, etc.)

Level 2: *A student will be given 5 points (for 1st offense) or 10 points (for each subsequent offense) for the following infractions and an email will be sent home via **Blackbaud**.*

- Repeated (3 or more) Level 1 infractions of the same offense
- Disobedience
- Disrespecting those in authority, peers, or property
- Violating dress code (not in chapel dress, unnatural hair color, inappropriate free-dress attire, etc.)
- Unapproved use of electronic devices during school hours between 8:00 AM – 3:00 PM. In addition, the student will pay a fee for the cell phone violation (guidelines found in *Student Conduct Policy* section)
- Leaving designated areas (including carpool) without permission
- Linger in undesignated areas without permission
- Lying
- Use of inappropriate language or gestures
- Failure to report for an assigned detention

Level 3: *A student will be given 10 points (for 1st offense) or 20 points (for each subsequent offense) for the following infractions and an email will be sent home via **Blackbaud**.*

- Fighting
- Emotional abuse (verbal or written: through gossip, exclusion, social media, pranks, etc.)
- Physical abuse (continual/excessive poking, slapping, pinching, pulling hair, tripping, etc.)
- Bullying (repeated emotional/physical abuse toward same person)
- Inappropriate physical contact/PDA (personal displays of affection such as holding hands, long embraces, kissing, sitting on lap of someone of opposite sex, etc.)
- Cheating/plagiarism/dishonesty
- Stealing

Level 4: A student will be given **20 - 30 points** for the following actions. These are considered severe and may result in immediate suspension or possible dismissal.

- Repeated violations in any category which shows a hardened heart and no desire to improve behavior
- Defiance of authority, blatant disrespect of any person
- Negative attitude and/or negatively influencing others
- Leaving campus without permission
- Drinking alcohol, smoking, using illegal substances, promiscuous/immoral behavior, illegal behavior
- Possessing illegal/prohibited items on campus such as e-cigarettes, cigarettes, drug paraphernalia, etc.
- Posting of illegal behavior, foul language, inappropriate/immoral material or activities, etc. on any social media
- Vandalism
- Possession of a weapon
- Being arrested

Consequences According to Points Accumulated

Silent lunches and detentions are to be served when assigned. It is not up to the student or parent to decide when a student is to serve. Failure to comply will result in a parent meeting with the Principal and possibly the Headmaster to determine further action.

- **5 points** – Student serves a silent lunch with a teacher. Parents notified of the consequence via Blackbaud email.
- **10 points** – Student serves detention with the Disciplinary Coordinator after school on a set date for detention that is non-negotiable. Parents will be notified of the consequence via Blackbaud email.
- **15 points** – Student serves 2 detentions with the Disciplinary Coordinator either before or after school and is referred to the Principal for a conference. Parents will be notified of the consequence via Blackbaud email.
- **20 points** – Student serves a minimum one-day suspension and has a conference with his/her parents and the Principal. The student will be unable to participate in extracurricular activities for two weeks following the parent conference. Return to active status will require that no more points be accumulated during the two-week inactive period. If deemed necessary, the student may be placed on a performance plan.
- **25 points** – Student serves a minimum two-day suspension and has a conference with his/her parents and the Principal. The student will be unable to participate in extracurricular activities for two weeks following the parent conference. Return to active status will require that no more points be accumulated during the two-week inactive period. If deemed necessary, the student may be placed on a performance plan.
- **30 points** – Student and parents meet with the Principal and the Headmaster to determine the student's future at PCA. At this point, the student may be placed on a performance plan or be dismissed.

Drugs & Alcohol

ECBC/PCA is an alcohol and drug-free campus. Therefore, the possession, use, or distribution of alcohol or illegal drugs on the ECBC/PCA campus is strictly prohibited and will result in disciplinary action by the school and referral to law enforcement authorities. Students of PCA are to refrain from the possession and use of alcohol, tobacco, or drugs, both in and outside of school. Any PCA student found to be in violation of this policy will be subject to legal consequences and/or disenrollment from PCA. Therefore, the conduct of students on or off campus, during breaks, vacations, summer break or weekends is subject to school discipline.

- The PCA Administration reserves the right to require a drug or alcohol test from any student at any time to ensure the safety of school employees and students. The request for a drug or alcohol test may be random or based on a reasonable suspicion of use/distribution of illegal substances. Student confidentiality will be maintained throughout the testing process. PCA administration, in cooperation with ECBC, may conduct random on-campus searches for illegal substances. PCA reserves the right to invite the Mt. Pleasant Police Department or any appropriate narcotics search group onto the campus for the purpose of searching for drugs and alcohol. Should the parents and/or student refuse to submit to any required searches/tests or in any way interfere with the process; the student will be subject to immediate disenrollment from PCA.
- The purpose of drug/alcohol testing a student is to identify a problem that may be present in order to assist parents in dealing with possible substance abuse behavior.
- No PCA student will consume alcohol, tobacco, or any unauthorized controlled substance or encourage any other student to consume them. The use of tobacco, electronic cigarettes, or alcohol off campus, even with the knowledge or consent of parents, is considered to be a violation of PCA policy and will result in disciplinary action.
- No PCA student is to own, use, or distribute drug paraphernalia. Such activity constitutes a violation of the intent of the PCA substance abuse policy and will result in disciplinary action.
- Any student who hosts/organizes or attends a party/gathering where alcohol and underage drinking are present or provides any alcohol/illegal substances for a party/gathering will be subject to disciplinary action by PCA and possible disenrollment from the school.
- PCA administration reserves the right to inspect student lockers, personal vehicles, and personal possessions such as bags and electronic devices. Failure to submit to such inspection may result in disciplinary action or disenrollment from PCA.

Students and parents are expected to cooperate fully with the PCA administration when conducting inquiries into student behavioral issues. Furthermore, failure to tell the truth during an inquiry could result in disciplinary action and possible disenrollment from PCA.

Electronic Device and Cell Phone Usage

Students may not use or carry cameras, laptops, iPads, Kindles, iPods or other electronic devices during school hours without authorization. Cell phones/Apple watches (and similar) must be ***powered off and kept in the student's locker or book bag from 8:00AM - 3:00PM***. A cell phone/Apple Watch will be confiscated if it rings, vibrates, or is visible (even in a pocket) during the school day.

Violations of this policy will result in the accumulation of conduct points. In addition, the following fees are assessed to attain any confiscated cell phones/Apple Watches or similar devices:

- First offense – student can pick up phone from the Principal after school and must pay a \$10 fine.
- Second offense – parent, not student, can pick up phone from the Principal after school and must pay a \$25 fine.
- Third offense – parent, not student, can pick up phone from the Principal after school and must pay a \$50 fine.
- Due to conduct points being assessed for each offense, further confiscations will lead to suspension and possible dismissal as this continued action demonstrates a defiance of authority.

****A parent needing to contact a student must leave a message for the student with the school office.*** A parent should not expect a student to answer a phone call or text message during the school day as cell phones are to be powered off. Any student needing to call a parent during the school day must do so from a phone offered in the school office. If a student is caught using a cell phone during the day to contact a parent, the phone will be confiscated.

BUILDING AND PROPERTY POLICY

Vehicle Regulations

Driving and parking on the ECBC/PCA campus is a privilege. It is a student's responsibility to be aware of state and local laws specific to the safe operation of any motor vehicle. Every student who is driving must possess a valid driver's license. A learner's permit is valid only when the driver is accompanied by an adult 21 years-of-age or older who has a minimum of one year driving experience. A student is not to drive in excess of 10 MPH in the parking lot. Students who violate the traffic laws and school policy will be in jeopardy of losing the privilege of driving/parking on the ECBC/PCA campus and may incur additional consequences.

- Students are to park along the tree-lined area furthest from the front entrance so as not to interfere with carpool and parking for those conducting church business.
- Reckless or careless driving will not be tolerated.
- Students are not permitted to go to their car during the school day unless permission is granted from the Administration.
- No stickers or plates containing writing, pictures, or symbols that promote a philosophy contrary to the philosophy of PCA or ECBC shall be displayed on any car.
- Use of a cell phone is prohibited while driving on campus.
- Violation of any of the above regulations may result in a disciplinary action and/or a student not being able to drive on ECBC/PCA property for a specified period of time.

Lockers & Locks

Each student in grades 6-12 is assigned a locker and combination lock. No changes are to be made without permission from the Administration.

- Report any lock or locker problems to your homeroom teacher.
- The PCA office will replace lost locks for a fee of \$5.00. Students are not permitted to replace school issued locks with personal locks on any assigned locker.
- The school reserves the right to open and inspect lockers at the discretion of the Headmaster and/or Principal.
- No writing, pictures, and/or symbols may be displayed inside or on any locker which does not promote the philosophy of PCA or ECBC.
- Any damage or destruction to locks/lockers will result in immediate disciplinary action.

Food & Drink Policy

A student is responsible for disposing of his/her own trash and cleaning up any litter created by any project in which he/she is engaged. Gum is not allowed at any time during the school day. Food can be eaten in the classroom only when special permission is given by the teacher. ***No food or drink (besides water) is allowed in the hallways.*** Students are to treat the ECBC/PCA building and facilities with the utmost care and respect.

DRESS CODE POLICY

*Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.
1 Timothy 4:12*

PCA has established a dress code to ensure that students maintain a neat and well-groomed appearance while at school and while attending field trips and other off-campus activities. Students are to dress appropriately and modestly in accordance with the below guidelines. The PCA Dress Code Policy is effective when parents in partnership with PCA ensure their children are dressed properly. PCA is responsible to inform students and parents when the attire of a student deviates from what is expected and required by the PCA Dress Code Policy.

Dress Code Violations

Violating the dress code will result in the accumulation of conduct points. The point values can be found in the *Behavior and Discipline Policy* section under Level 1 and Level 2.

Violation of dress code on FAM Days will require a parent to bring the student an appropriate change of clothes. Should a change of clothes be required, the student will be unable to participate in FAM Days for the remainder of the semester.

DRESS CODE FOR GRADES 6-8

Obtaining

Uniform items for Grades 6th-8th must be purchased through Stagecoach (Shoppes at Seaside Farms).

Address:

1968 Riviera Drive, Mt. Pleasant, SC
(843) 884-7913

Other Purchasing Options:

1. Land's End Schools has certain items available for purchase (PCA school code: 9000-97544).
2. Items can also be purchased at PCA during the gently-used uniform sale which is usually held in late July.

Student Outerwear

Only outerwear displaying a PCA Logo may be worn during the school week with the exception of FAM Days.

Girls (6th – 8th Grade)

General

- Uniforms must be in good condition (no holes or rips, stains, excessive fading, etc.).
- Jewelry must be simple and tasteful. Excessive or non-religious symbolic jewelry is not allowed.
- Makeup use is discouraged. If used, it must be a neutral palette and tastefully applied.
- Hair must be neat, clean, well-groomed and not cover the eyes. Hair styles are not to be extreme or distracting so as not to draw undue attention to the wearer and hair must be natural in color (no different colored streaks or tips). Ombre hair color must be natural-looking in its shade and in its progression.

Daily

- Navy houndstooth check skirt (choice of box pleat or kilt).
- Skirts can be no shorter than 2 inches above the top of the knee. A credit card will be used to measure appropriate length from the top of the knee. Skirts are not to be rolled. If a skirt is too short, the hem must be let down to meet the requirement.
- Navy-colored shorts must be worn under skirts and should not be visible.
- White or blue short- or long- sleeved interlock knit shirt with PCA logo. Shirts must be fully tucked in and loose-fitting
- Only PCA outerwear with PCA logos may be worn inside the building.
- Shoes must be closed-toe and have a back to hold the heel (no crocs or flip-flops).

- Socks are to be solid in color (navy, white, cream, gray, or black). Tights are to be solid in color (navy, white, cream, or gray, *not* black).

Chapel

- White, collared blouse with straight-cuffed sleeves. Wearing a white, cotton camisole under all white shirts is required. Shirts must be fully tucked in and loose-fitting.

Boys (6th – 8th Grade)

General

- Uniforms must be in good condition (no holes or rips, stains, excessive fading, etc.).
- Wrist watches and rings are the only jewelry permitted.
- Hair is expected to be neat, clean, well-groomed, cut above the collar and not cover the eyes. Hair should not be longer than the middle of the ear and cannot be dyed or streaked.
- Hats or hoods are not to be worn inside the building.

Daily

- Gray pants/walking shorts with a conservative, solid-colored belt in neutral color (brown, black, navy, white)
- White or blue short- or long-sleeved polo shirt with PCA logo. All shirts must be fully tucked in.
- Only solid, white undershirts may be worn under white polos. PE shirts can be worn as undershirts under navy polos.
- Only PCA outerwear with PCA logos may be worn inside the building.
- Shoes must be closed-toed and have a back to hold the heel (no crocs or flip-flops).
- Socks are to be solid in color (navy, black, gray, or white).

Chapel

- Gray pants/walking shorts with a conservative, solid-colored belt in neutral color (black, brown, navy, white)
- White, button-down oxford short- or long-sleeved shirt. Shirts must be fully tucked in.
- Only solid white undershirts may be worn under Oxford shirt.
- PCA uniform tie (palmetto trees and moons) must be properly tied and sized correctly.

All-Students (6th – 8th Grade)

PE Uniform

- Gray t-shirt with PCA logo
- Solid navy sweatpants or athletic shorts with PCA logo
- Any PCA outerwear with PCA logo
- Non-marking athletic shoes with good traction and socks must be worn on PE days.
- To be worn during PE class only

DRESS CODE FOR GRADES 9-12

Obtaining

Uniforms for Grades 9-12 must be purchased through Dennis Uniforms at www.dennisuniforms.com.

Student Outerwear

Only outerwear displaying a PCA Logo (except for hoodies) may be worn during the school week. Students may wear hoodies only on FAM Days & Eagle FAM Days (must display a PCA Logo on Eagle FAM Days).

Girls (9th – 12th Grade)

General

- Uniforms must be in good condition (no holes or rips, stains, excessive fading, etc.).
- Jewelry must be simple and tasteful. Excessive or non-religious symbolic jewelry is not allowed.
- Makeup cannot be excessive. It must be a neutral palette and tastefully applied.
- Hair must be neat, clean, well-groomed and not cover the eyes. Hair styles are not to be extreme or distracting so as not to draw undue attention to the wearer and hair must be natural in color (no different colored streaks or tips). Ombre hair color must be natural-looking in its shade and in its progression.

Daily

- Khaki, Navy, or Langley-Hipstitched plaid Dennis skirt can be worn and must be no shorter than **2 inches** above the top of the knee. A credit card will be used to measure appropriate length from the top of the knee. Skirts are not to be rolled. If a skirt is too short, the hem must be let down to meet the requirement.
- Khaki or navy Dennis pants/walking shorts. Pants/shorts with belt loops must be worn with a neutral-colored belt (black, brown, navy, or white).
- White, navy, or light yellow Dennis polo with PCA logo can be worn with any of the skirts/pants/shorts.
- Tops must be completely tucked in at all times.
- White, long-sleeved Dennis oxford with PCA logo can be worn on non-chapel days.
- Shoes/sneakers should complement the uniform. Sandals can be worn as long as there is a back or back strap to hold the heel. Heels should be no higher than 2 ½ inches. No flip-flops or mules are allowed.
- Socks are to be solid in color (white, cream, navy, or black). Tights are to be a solid in color (white, cream, or navy, *not* black).
- Outerwear must display updated PCA logo (see *Student Outerwear 9th-12th* above).

Chapel

- Dennis plaid Langley-Hipstitched pleated skirt
- White, long-sleeved Dennis oxford shirt with PCA logo to be worn completely tucked in.
- Shoes must complement the uniform such as Sperry's, flats, leather loafers, Wallabees, etc. (no athletic shoes, Converse, Vans, etc.). Sandals can be worn as long as there is a back or back strap to hold the heel. Heels should be no higher than 2 ½ inches. No flip-flops or mules are allowed.
- Socks/tights are to be a solid, neutral color (white, cream, navy) to complement uniform.
- Optional sweater vest with PCA logo can be worn over oxford as well as the ¼-zip fleece top.

Boys (9th – 12th Grade)

General

- Uniforms must be in good condition (no holes or rips, stains, excessive fading, etc.).
- Wrist watches and rings are the only jewelry permitted.
- Hair is expected to be neat, clean, well-groomed, cut above the collar and not cover the eyes. Hair should not be longer than the middle of the ear and cannot be dyed or streaked.
- Hats or hoods are not to be worn inside the building.

Daily

- Khaki or navy Dennis pants/walking shorts with a neutral-colored belt (black, brown, navy, white) must be worn.
- White, navy, or light yellow Dennis polo with PCA logo can be worn with pants/shorts. Shirts must be completely tucked in at all times.
- White, long-sleeved Dennis oxford with PCA logo can be worn on non-chapel days.
- Shoes should complement the uniform. No flip-flops or mules are allowed.
- Socks are to be neutral in color (white, navy, or black).
- Outerwear must display updated PCA logo (see *Student Outerwear 9th-12th* above).

Chapel

- Navy Dennis pants with neutral-colored belt (black, brown, navy, white)
- White, long-sleeved Dennis oxford shirt with PCA logo to be worn completely tucked in.
- Navy and gold wide-striped tie from Dennis (traditional or bowtie)
- Dress-type shoes (no athletic shoes, Converse, Vans, etc.) that complement the uniform such as Sperry's, leather loafers, oxfords, Wallabees, etc. No flip-flops or mules are allowed.
- Socks are to be neutral in color (white, cream, navy) to complement uniform.
- Optional sweater vest with PCA logo can be worn over oxford as well as the ¼-zip fleece top.

All-Students (9th – 12th Grade)

PE Uniform

- Gray t-shirt with PCA logo
- Solid navy sweatpants or athletic shorts with PCA logo
- Any PCA outerwear with PCA logo
- Non-marking athletic shoes with good traction and socks must be worn on PE days
- To be worn during PE classes only

FAM DRESS DAY REGULATIONS FOR GRADES 6th – 12th

6th – 8th Grade

FAM Days

6th – 8th Grade students are not allowed to participate in FAM Days unless awarded by the Principal (if awarded, see guidelines for FAM Days in the 9th – 12th section below).

Eagle FAM Days

6th – 8th Grade students are able to participate in all Eagle FAM Days. Eagle FAM Days will take place on every Wednesday and at any other time when awarded by the Principal during the school year. On Eagle FAM Days students are able to wear PCA athletic or spirit shirts. The shirts may be worn with uniform pants/shorts/skirts, khaki shorts of appropriate length, or jeans (no jeggings, leggings, tight jeans or jeans with holes/tears). Shoes worn on Eagle FAM Days must have a heel or back strap. Flip-flops are not allowed. A student can elect to wear the PCA uniform instead, however, if they do they must adhere to the full dress code guidelines outline above.

9th – 12th Grade

FAM Days

Fam Days will take place on the first Monday of every month for the 9th – 12th grades and at any other time when awarded by the Principal during the school year. Attire must follow PCA FAM Day guidelines that are outline below. Any

student in violation of these guidelines will be asked to change into the PCA uniform and will lose the privilege to participate in any FAM Days for the rest of the semester.

Fam Day Guidelines:

- Girls' dresses/skirts/shorts must be no shorter than 2 inches above the top of the knee. Skirt/dress hems will be measured using a credit card from the top of the knee.
- Leggings/jeggings/form-fitting pants must be worn with a tunic top that falls below the derriere so that it is completely covered.
- Blouse/dress straps must be at least 3-finger widths wide; no spaghetti straps. Sheer blouses must be worn with a camisole underneath.
- Undergarments and midriff cannot be visible when sitting, standing, or raising arms above head. Proper coverage must be maintained to ensure modesty.
- Heels cannot be higher than 2 ½ inches. Shoes must have a heel or back strap and flip flops are not allowed.
- Gym shorts, running shorts, sweatpants/suits, pajamas, and casual clothes such as these are not allowed.
- Jeans are not to be torn, ripped, or have holes.
- T-shirts are not to advertise bands, alcoholic beverages, tobacco products, or otherwise. They are not to display wording that is questionable, sexual in nature, or symbols that are not Christian.
- Violation of dress code on FAM Days will require a parent to bring the student an appropriate change of clothes. Should a change of clothes be required, the student will be unable to participate in FAM Days for the remainder of the semester.

Eagle FAM Days

Eagle FAM Days will take place on every Wednesday and at any other time when awarded by the Principal during the school year. On Eagle FAM Days students are able to wear PCA athletic or spirit shirts. The shirts may be worn with uniform pants/shorts/skirts, khaki shorts of appropriate length, or jeans (no jeggings, leggings, tight jeans or jeans with holes/tears). Shoes worn on Eagle FAM Days must have a heel or back strap. Flip-flops are not allowed. A student can elect to wear the PCA uniform instead; however, if they do they must adhere to the full dress code guidelines outline above.

GENERAL DRESS CODE REGULATIONS FOR GRADES 6th – 12th

Field Trip Attire

Chapel uniform must be worn to concerts and plays. The daily uniform must be worn on all field trips unless instructed otherwise by administration or faculty. Chaperones are expected to wear appropriate and conservative attire.

Game Days

Athletes, including cheerleaders, in grades 9-12 may wear team (non-sleeveless) jerseys with PCA uniform pants/shorts/skirts only one time per week (on the first game day of the week). For students in grades 9-12, if game day falls on Friday, boys must wear the blue chapel pant with chapel-appropriate shoes; girls must wear the chapel skirt with chapel-appropriate shoes. If the team's game jersey is not within the acceptable dress-code guidelines, then a unified team t-shirt may be worn by the players. 6-8 grade students may participate only if they are on the varsity roster for that particular sport.

PCA Student Gender Policy

Palmetto Christian Academy believes that every child reflects God's design as male and female (Genesis 1:27) with a biologically defined gender that is not subject to personal interpretation. Therefore, the terms male and female are not interchangeable. Scripture is clear as to this reality and does not permit an individual to interpret sexuality outside the definition of Scripture. Therefore, PCA does not permit students who define their sexual identity in contradiction to the ECBC or PCA statement of faith or with the scriptural teachings on sexuality to attend PCA or remain members of the PCA student body.

Marriage is ordained by God to be between a man and a woman. Such a marriage provides the foundation for raising children and for the flourishing of humankind.

Sexual activity between a man and a woman, in any form, outside of marriage is in contradiction to the clear teachings of Scripture and is inconsistent with a Christian lifestyle.

PCA, in partnership with Christian families, provides students with a nurturing environment where they receive a Christ-centered education that emphasizes godly character and academic excellence so that they can develop a Christian worldview which helps them to fulfill their calling to the glory of God.

PALMETTO CHRISTIAN ACADEMY RESPONSIBLE ELECTRONIC USE FOR STUDENTS

An electronic device refers to the following: desktop computer, laptop, iPad, tablet, Kindle, Nook Book, cell phone, Apple Watch (or similar), camera, any device that can access the internet, etc.

I have access to the Internet and electronic devices supplied to me by PCA so that I can:

- expand my learning.
- communicate with others about what I am learning.
- research topics for class projects.
- create projects that highlight my learning.
- learn how to be a responsible and productive digital citizen.

I am responsible for knowing the following:

- I am responsible for using electronic devices for school purposes during school hours.
- I cannot use any school equipment without proper authorization and supervision.
- I am responsible for all sites that I access online using PCA's electronic devices or my own.
- I am responsible for obeying all copyright laws. I do not have permission to use the school logo or other school-owned content on social media or my personal posts.
- I do not have the right of privacy when accessing the Internet while at school.
- When communicating electronically, I should ask myself: Is it safe? Is it kind? Is it respectful? Is it appropriate?
- I do not have the right to take, publish/post photographs or video of other people at school as it may impact their individual rights of privacy.
- Bullying or harassing anyone through the use of electronic devices is wrong and violates the PCA School Handbook.
- Even though filters are implemented to prevent access of inappropriate sites/information, no filter is foolproof. I must protect myself by knowing how to close a window or click on the back button to exit any material/sites that are inappropriate.
- All software installations on computers must be approved by the Technology Department.

As a responsible and productive digital citizen, I agree to do the following:

- I will follow all school rules and laws when using electronic devices at school.
- I will not change any **default** settings (including backgrounds) on PCA computers.
- I will not damage equipment or upload **any** files without teacher permission.
- I will not damage files, delete files, or access someone else's files.
- I will not share my password with anyone.
- I will not search for or try to access any obscene, harmful, or inappropriate material.
- If I accidentally access inappropriate material, I will close the window and tell a responsible adult. (It is important to tell an adult as a history search of the device may lead to you being the person who accessed the material which may result in undeserved consequences.)
- I will not post or send hurtful, offensive, or inappropriate material.
- I will follow rules of network etiquette and I will be polite when communicating with others electronically. I will not use foul language or access messages from others who use foul language.
- I will not use others' work without permission or without citing their work according to copyright laws.
- If I am not sure how to do something or whether something is approved for me to access, I will ask a responsible adult.

Violations of this agreement will result in disciplinary action according to the Student Handbook.

HANDBOOK AGREEMENT

My parents and I have read, discussed, and agreed to follow the Palmetto Christian Academy School Handbook for the 2017-2018 school year.

_____	_____	_____
Student Name (Printed)	Student Signature	Grade Level
_____	_____	_____
Student Name (Printed)	Student Signature	Grade Level
_____	_____	_____
Student Name (Printed)	Student Signature	Grade Level

As the parent/legal guardian of the student(s) listed above, I understand agree to all regulations and statements made in the PCA 2017-2018 Student Handbook.

_____	_____
Parent Signature	Date



PALMETTO CHRISTIAN ACADEMY

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