



*Student
Handbook
2006 – 2007*

I. General Statements

Pawleys Island Community Church and Academy Belief Statement

1. We believe the Bible is the inspired Word of God.
2. We believe there is one God who reveals Himself in three separate and distinct persons: the Father, the Son, and the Holy Spirit.
3. We believe mankind was created good and upright but, by voluntary transgression, fell and are now separated from God, lost and without hope.
4. We believe Jesus is God in the flesh, fully divine and fully human.
5. We believe that through the shedding of His blood at the crucifixion, Jesus made salvation and His righteousness available to all who will believe, thus bridging the gap between God and mankind.
6. We believe Jesus died, was buried, and bodily rose from the dead (the resurrection).
7. We believe that after the resurrection, Jesus ascended to the Father and is presently engaged in building heaven and interceding for people.
8. We believe Jesus will return to earth to take His Church (those who believe in Him) to Heaven and will judge the world. (It is not necessary that we all believe alike concerning whether He is coming before, during, or after the Tribulation.)
9. We believe salvation comes by repentance for sin and a heartfelt faith in the Lord Jesus Christ, resulting in regeneration of the person. This salvation is entirely by the grace of our Lord, not of works. Works are excluded except as evidence of salvation.
10. We believe water baptism and the Lord's Supper are the two ordinances of the Church.

11. We believe baptism by immersion in water in the name of the Father, Son, and Holy Spirit is a symbol of identification with Jesus in His death, His burial, and His resurrection.
12. We believe the Lord's Supper is a memorial to the death, resurrection, and Second Coming of our Lord Jesus Christ.
13. We believe that all believers should seek, as the early disciples did, to live a life separated from the evils of the world and unto Christ. The Believers standard of conduct should honor our Lord and His Church.
14. We believe the Bible clearly teaches eternal separation from God for the unsaved and eternal glory and service for the saved.
15. We believe the Holy Spirit comes to convict man of sin, regenerate the repentant believer, guide the believer into all truth, and indwell and give gifts to believers as He wills, that they may minister as Christ would to men. It is the Holy Spirit that empowers believers for lives fully devoted to God.
16. We believe God uses doctors, medicines, and other means of healing. God also provides divine healing in the Atonement.
17. We believe each believer is a priest of the Lord and has direct access to the Father through the Lord Jesus Christ.
18. We believe that the Church is the bride of Christ and that the local church is the means that God intends to use to evangelize the world and to disciple the believer.

Mission

The mission of Pawleys Island Christian Academy is to provide academic excellence in a Christian environment. PICA does this by:

- Enabling and equipping children to solve problems, think independently, develop joy in work well done, and interact with the world around them while maintaining a Christian perspective.
- Encouraging children to seek wisdom, joy in learning, and appreciate themselves and others.

- Teaching a love of righteousness, self-discipline, responsibility, respect, and merits of work.
- Providing excellent educational opportunities to prepare children for life.
- Encouraging students and staff to consecrate themselves to God's purpose in their lives.
- Exalting God and seeking His will and His blessings on each student, staff member, and our school.
- Teaching the Bible, the inspired and infallible Word of God, as worthy of study, memorization, and commitment.
- Integrating Biblical principles and character development with strong, aggressive academic and creative arts subject matter in a safe and nurturing environment.

Values

Pawleys Island Christian Academy places high level of value on:

- Excellence- we will strive for excellence in everything that we do. Excellence is defined as “doing the very best with what we have.” We will not demand perfection, but we will expect excellence.
- Individuality- each child will be treated as a unique gift and creation of God. Students will be nurtured to become what God has designed for them to be.
- Grace- we will present the Christian life as one that is grace-filled and rewarding, not law-based and restrictive.
- Character- we will strive to build not only intellect into each student but will build character in them to enable fulfilling and meaningful lives and relationships.
- Parental Involvement-we are called to partner with the parents in the stewardship of their children toward Godliness.
- Biblical values-we are committed to teaching, demonstrating and living authentic New Testament Christianity.

Biblical Principles

One of the basic reasons why parents enroll their children in a private school is to obtain an education based in moral values. Pawleys Island Christian Academy uses the A Beka curriculum beginning in preschool extending thru 8th grade. The hundreds of traditional Christian educational materials produced by A Beka Publishers have been developed and refined over a period of 50 years. A Beka presents a Christian world view and integrates

Biblical principles into every subject. Bible is taught in every grade with the ACSI Bible curriculum. Students in 1st thru 8th grade will be instructed in math from the Saxon Math program.

Structure

The Principal directs PICA in its day to day operation. There is a school board currently comprised of members of Pawleys Island Community Church that serves to help set broad school policies, hiring of the Principal, and oversee finances both in fund raising and in the school budget. Pawleys Island Christian Academy, as a ministry of Pawleys Island Community Church, receives the prayer support, spiritual covering, and Pastoral Leadership that comes from the Pastoral Leadership Team and the Board of Elders.

To maintain unity and to allow this ministry to function with excellence it is vital that we all understand the proper avenues of communication. Should there be questions concerning the school you should first go to the teacher or if the teacher is not involved, to the principal. The principal and the school staff will be at the “front lines” of everything that is happening with the school and should always be the first recipients of questions or concerns you may have or concerns about the school. If there is not resolution at that level, then the Principal will contact the school board chairman for further counsel toward a solution. Final recommendations may be required from Don Williams, Pastor, for complete resolution.

It is necessary to follow the proper steps to get prompt answers to questions. Going to a school board member, another teacher who is not directly involved, or to other parents with questions will lead to frustration on everyone’s part. Taking the proper pathway of communication, as directed in Matthew 18:15-17, will enable the school to function in unity and to help fulfill the purpose of *academic excellence in a Christian environment*. Please respect Sundays as a day of worship and rest for everyone. Schedule appointments and make school related phone calls to PICA staff during or after normal school hours.

Patriotism

Patriotism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. Each day in Opening Celebration we will be reciting the following pledges. Please help your child to be familiar with these pledges prior to the first day of school.

- Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

- Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

- Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

THE HOME & SCHOOL PARTNERSHIP

We are committed to the success of your child. That success will be based upon the quality of the relationship that exists between you and your child's teacher and the staff of PICA. Like any relationship trust and good communication must be established and maintained so that when issues do arise we can partner together for the good of the child. We believe that as parents, you are the most important influence on the development of your child. As a school we desire to extend that influence and strengthen the development of each student's academic, spiritual, social, and behavioral growth.

As a school, we will take responsibility for what we can directly control regarding the quality of classroom instruction, fair application of school policies, extracurricular activities, and providing opportunities for spiritual growth as a part of your child's school experience.

As a parent, you can assist the school by encouraging your student to comply with what is requested by the school and their teachers. The policies we have established have been carefully designed to anticipate common problems and provide solutions to issues before they arise. When you need

further clarification, please do not hesitate to contact a teacher or the principal.

As a Christian school, we are very interested in seeing each student grow in their personal faith in Christ and develop a lifestyle consistent with biblical principles. To this end we will provide an excellent Christian staff and well designed opportunities for spiritual growth. However, it is the parents who remain the primary influence of spiritual growth for their children. Nothing we can do can override the role of parents in the life of their children. Our partnership is not just for academic development, but spiritual growth. We encourage each family to support the school along with your local church as we join to see your child grow in faith and maturity.

Parental Involvement

The success of Pawleys Island Christian Academy is directly related to the involvement of the parents. Each quarter parents will have opportunity to meet with the staff on a personal basis to evaluate the progress of their child(ren). If there are other meetings that need to take place with the staff we ask that parents call the school and schedule an appointment. We ask that each parent or guardian be willing to volunteer 3-4 hours a month to help with school activities. Your help will be invaluable in some of the following areas:

- Serve on a Parent Committee (buildings & grounds, fundraiser, etc.)
- Assistance in transportation on field trips
- Short term instruction in your particular area of expertise
- Volunteer to help on class projects
- Supplying items on your child's class "wish" list
- Maintenance and improvements of the school grounds
- Consistently pray for the students and staff of PICA

II. Admissions Policies

Admissions Procedure

- 1) Request an application via mail or download from website.
- 2) Make an appointment to visit the school.
- 3) Bring completed application including copies of immunization record, birth certificate, insurance card, custody papers (if applicable), most recent report card and standardized test scores, and bank account information for drafting purposes only. Application fee submitted with completed application.
- 4) Office will then call for an interview (both parents and pupil) with the principal.
- 5) Parents will be notified of acceptance.
- 6) Schedule a time for your child to take an entrance test for diagnostic purposes. Students with a current Stanford Achievement Test score sheet may be exempt from the taking the test.
- 7) Parents and students read the Student Handbook thoroughly.
- 8) Complete and sign Parent Contract.
- 9) Students complete and sign Student Contract (4th grade and above).
- 10) Both parents attend the Parent Orientation meeting on August 17, 2006.

All new admissions are probationary and are subject to review during the first semester.

Non-discriminatory Policy

Pawleys Island Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students of PICA. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Furthermore, PICA does not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

III. Attendance

Attendance

In order for Pawleys Island Christian Academy to maintain high standards, the following policies have been established to discourage unnecessary absences and tardiness during the school year. The school calendar affords many days of vacation. Parents are encouraged to take their vacations and family trips during scheduled school holidays.

All students must maintain regular attendance. This is necessary to successfully complete the daily academic requirements for PICA and to conform to South Carolina attendance laws. Any student who misses more than 10 days of unexcused absences in one school year, may be asked to repeat the entire year. Students must be in attendance for 3 1/2 hours of the day to be counted present.

Excused absences will be granted only for the following reasons unless approved by the principal:

- Sickness or injury of the student
- Bereavement in the family

Upon return to classes after an absence, students should bring a written excuse from parents or doctor.

If the parents know their child is going to be absent, the parent's should pre-arrange a request for absence from the Principal at least one week in advance. If the prearranged absence is approved, all missed work must be obtained from the teachers, completed, and turned in not more than one week after the student's return. The student may also work ahead and complete assignments before the prearranged absence.

School Hours

Preschool (K3 and K4) hours are from 8:00 to 11:30 each day. Kindergarten thru 8th Grade classes are from 8:00 until 2:30 daily.

After Care

Preschool children dismissed at 11:30 a.m. may attend our “Lunch Bunch” and “Late Stay” Programs. Kindergarten thru 8th grade students may go to “Late Stay” for adult supervision after the 2:30 dismissal. These will be times for students to relax, have a snack, complete homework, and play.

“Lunch Bunch” \$10.00 per day; \$40.00 per week

“Late Stay” \$10.00 per day; \$40.00 per week

Combined “Lunch Bunch” and “Late Stay” \$75.00 per week

Siblings are half price.

Tardy Policy

Being punctual is an important character quality. To be late essentially robs others of their time. School will start promptly at 8:00 each morning. Students are expected to be ready to begin their day at that time. Three tardies in a one semester time period will result in one unexcused absence. Two unexcused absences resulting from persistent tardiness in a one semester time period will require a conference with the Principal to discuss a solution to the problem.

Inclement Weather

In case of inclement weather resulting in advanced emergency school closing, Pawleys Island Christian Academy will follow Georgetown County’s announcement for early dismissal, delayed openings, or school closure.

Drop-off and Pick up Procedures

Students may be dropped off anytime after **7:45 am** and must be picked up by **2:40 pm**. Children who have not been picked up by 2:40 will be escorted to the “Late Stay” after school care program to be supervised until their transportation arrives. A \$5.00 charge for the first half hour will be assessed to the parent. After 30 minutes you will be charged the full amount for “Late Stay”. Parents should **not** use drop-off and pick-up time for parent conferences, no matter how short. Teachers have entire class responsibilities and students need the teacher’s full attention. Please send communication in the form of a note or call the office to set up an appointment with the teacher.

Children should not be picked up early except in the case of a family emergency. Please schedule doctor and dentist appointments after school hours.

Safety-child pick-ups

Only the parent/guardian may determine who may pick up the student from school. A list is to be on file if others are not authorized to pick up the student or if certain family members are not authorized to pick up the student. If custody agreements are in effect, the school can only be responsible for blanket permissions and/or restrictions; for example, the school cannot keep track of "Alternate Fridays Only" permissions. Children will be released to non-custodial parent with a court order or with the custodial parent. A copy of any such court order shall be kept on file in the school office.

Children should never accept a ride from a stranger. Caution your children to their restrictions on accepting rides with strangers and others without your specific permission.

If it is necessary for another person to take a child out of school, a phone call or note should be given. No child will be released during school hours unless the parent makes a request to the office. If a parent needs to pick up a child during school hours, they must first report to the office for a sign-out. A parent must never go directly to the classroom.

Telephone Calls

The telephone is a vital instrument in the operation of the school. Calls other than emergency will not be permitted. Students should be prepared for the events of the day when arriving on campus. Students should be responsible to make prior arrangements for lunch, homework, appropriate clothes and uniform, school supplies, and rides home and all other activities that will take place after the academic day is over. If athletics require an after school practice, students must come prepared with an appropriate change of clothes.

Students may not bring cellular phones and pagers to school. Any pager or cellular phone will be taken by the school staff and returned to the parent after a parent-staff conference.

School Visitors

Parents are encouraged, and occasionally may be required, to visit their student's class throughout the year. Please make arrangements prior to the day of the visit and sign in at the school office. All visitors to the school should comply with PICA dress standards. Parents and visitors should never enter the class without first checking in at the office. Students may not bring friends or relatives with them to school. Younger siblings with their parents must be supervised by the parent at all times.

Withdrawing from school

If parents were considering withdrawing their child, we would like the parents to contact the school principal before the decision is made. After meeting, if the decision is made to withdraw the student, a "Withdrawal Form" must be signed by the parents. Student records may not be released to parents but must be requested by the transferring school on appropriate letterhead with the parents' permission.

Any school property (sports uniforms, library books, etc.) must be returned to the school.

Any financial obligations must be paid in full, including tuition for the last month and any additional days attended. Parents who have prepaid tuition will be reimbursed for the months not attended, after completion of the withdrawal procedure. Curriculum and registration fees are non-refundable. State code allows schools to withhold grades and credits for nonpayment of fines, fees or tuition.

IV. Student Conduct Policies

The intention of the policies established by the administration of PICA is to foster student self-discipline, respect for authority and personal integrity. Students are encouraged to accept responsibility for their conduct and willingly comply with what is requested. When it becomes apparent that either the student is unwilling to comply or has resisted previous efforts to change behavior, then the level of seriousness and consequence will rapidly escalate.

PICA desires to be in cooperation with the home and will expect parents to support and reinforce the conduct expectations for its students. When issues

arise, parents will be notified and their help and support will be requested to make the necessary changes in the conduct of their children.

Conduct issues are divided into three categories: Minor Procedural Issues, Major Procedural Issues, and Moral Issues. Each level has a graduated level of warnings and consequences. The following is a definition of those categories and a partial list of infractions. The principal will make the final determination as to the level of the infraction and the suggested consequences for such infractions.

MINOR PROCEDURAL ISSUES

These are issues related to the proper day-to-day operation of the school and the student's compliance with what is asked of them or stated in the handbook. Although, these issues are not considered as serious as some others, when they are repeatedly violated they will become Major or Serious Conduct Issues.

A partial list of examples is as follows.

- Tardy to school or class
- Dress code violation
- Assignments not completed on time
- Inappropriate classroom behavior; talking, out of seat, failure to follow directions
- Personal display of affection (PDA)
- Boisterous or loud behavior
- Off-limits (failure to be in their assigned place during the school year)
- Bringing cell phones, CD players, radios, MP3 players to school is not permitted.

MAJOR CONDUCT ISSUES

These issues are more serious and are usually related to classroom misbehavior, lack of proper respect for authority or the repeated failure of the students to demonstrate a willingness to support the learning environment of PICA.

A partial list of examples is as follows.

- Classroom Disturbance affecting the ability of the teacher to effectively teach other students
- Repeated procedural violations
- Skipping school or class
- Rude behavior to other students

- Hurtful speech towards others
- Crude, vulgar or profane speech
- Failure to comply with the direct instruction of a staff member
- Cheating or plagiarism
- Abuse or misuse of the internet

SERIOUS CONDUCT ISSUES

These issues are considered sufficient to end a student's enrollment at PICA. Due to the seriousness of these issues the Academic Review Committee will determine the consequences for violations.

A partial list of examples is as follows.

- Use of alcohol, tobacco, drugs or any controlled substance
- Sexual misconduct (verbal, written, or physical), or possession of pornography
- Willful destruction of personal or school property
- Blatant disrespect for authority
- Theft
- Threats of or actual physical harm to others
- Repeated violations of minor and major conduct issues
- Demonstrated unwillingness to cooperate with PICA and become a positive influence on others

When the above behaviors are exhibited, one or more of the following consequences will be applied.

MINOR PROCEDURAL ISSUES

- Verbal Warning and referral
- Detention (60 minutes after school)
- Saturday School (Two hours on Saturday morning and a fee of \$15)
- In-school suspension
- Behavioral Warning Status

MAJOR CONDUCT ISSUES

- Saturday School (Three hours and a fee of \$25)
- In-school suspension (1-2 days)
- Out of school suspension (1-3 days)
- Classified ineligible for extracurricular activities (1-2 weeks)
- Behavioral Probation Status

SERIOUS CONDUCT ISSUES

- Immediate suspension from PICA (3-5 days)
- Ineligible for extracurricular activities for at least 3 weeks
- Not invited to return the following year
- Immediate withdrawal from PICA

The principal of PICA has the responsibility to determine the level of consequence for the misconduct of students. Upon his referral, the Academic Review Committee will review student behavior, which is classified as a “Serious Conduct Issue.” Their decision will be binding on all parties.

Not Invited Back Policy (NIB): Students who over time demonstrate an unwillingness to grow and mature within the mission and purpose of PICA will be asked to not return for the coming school year. Students are evaluated in January and February with notification to parents being made prior to re-enrollment in March. Students notified as NIB will have March, April, and May to demonstrate a significant improvement in the issues, which caused them to be NIB.

- Students may be classified as NIB if they are in violation of a Serious Conduct Issue at any time during the school year.
- A student may be classified as NIB only once during his or her entire PICA career.
- Students who are withdrawn due to NIB may not re-attend PICA for one school year after they are withdrawn.

24-7 Policy: Students who are enrolled at PICA are expected to maintain the expectations of PICA and conduct themselves in a way that reflects properly upon the school. Students who participate in or facilitate the use of alcohol, tobacco, drugs or any controlled substance will be subject to disciplinary action upon their return to school. Students who portray themselves in an unwholesome manner on internet “chat” websites will also be subject to disciplinary action upon return.

Personal Display of Affection (PDA): Students are to refrain from holding hands, embracing, kissing or showing outward signs of affection to other

students of PICA or students or friends from other schools while attending PICA or any PICA function or athletic event. Exclusive “boyfriend and girlfriend” relationships are discouraged among elementary and middle school students.

Off-Limits: Students who fail to arrive at their assigned activity in excess of 15 minutes of the start time of that activity will be considered off-limits unless permission has been granted by someone in authority.

Skipping Class/School: Students without permission failing to arrive at their scheduled activity will be considered to be skipping. If students leave campus without permission to do so, they will be considered to be skipping the school day, even if they return later in the day.

Cheating and Plagiarism: Students are to submit original work and are not to copy from other sources unless it is properly noted. Students are not to secure answers to quizzes, tests, or daily assignments from other students and submit that work as being their original work. Both the student submitting the assignment and the source of that information will receive equal consequences. While taking a quiz or test students must not give any indication that they are receiving help or assistance in any form from another student before or during the taking of the quiz or test. Possession or the use of crib sheets (cheat sheets) will result in a zero (0) for the assignment, quiz, or test.

Internet Security Policies: Students may use the computers provided in the classrooms and computer lab for research or completing assignments. Access to the WEB is a privilege, which should be respected and not abused. Any use of electronic media, e-mail or the Internet for illicit or improper purposes will result in immediate consequences.

- Students are not permitted to download files from the Internet.
- Students are not permitted to send or receive e-mail via school computers.
- Students are not permitted to load files on a computer, insert a CD or floppy.
- Students are not permitted to play computer games on school computers.
- Students are not permitted to alter computer settings or in any way alter the proper operation of the computer or its peripherals.

- Students are not to eat or drink near the computers.

Closed Campus Policy: All visitors to PICA must sign in at the principal's office and receive a visitor's pass. Visitors to the campus are not allowed to visit with students, enter classrooms or interfere with the daily operation of the school without permission of the principal.

- Students from other schools will not be permitted to visit PICA students during the day nor pick them up after school without written permission from the student's parent.
- Former students, alumnus and guests are invited to attend chapel provided they receive a visitor's pass.
- The principal reserves the right to deny permission to be on campus for any reason he deems reasonable when it is in the interest of PICA and its students.

Contraband (things not to bring to school): Students are not to bring cell phones, cameras, CD players, MP3 players, DVD players, personal lap top computers, electronic games, personal music CDs or printed material which is not directly related to subject assignments. Lighters, matches, pen knives, or any item that might be construed as a weapon may not be brought to school.

AFTER SCHOOL DETENTION

Detention is a 60-90 minute period after school in which the student is confined because of violating school procedures or policies. Detentions may be assigned for a variety of reasons and must be served the following school day. Failure to serve detention will result in additional detentions and/or Saturday School.

SATURDAY SCHOOL

Saturday School is a two or three hour detention program for students who have violated specific school policies, have five or more unexcused tardies to class, or have demonstrated an unwillingness to properly respond to authority.

Student guidelines for Saturday School are as follows:

1. Students must be in their seats no later than 8:00 a.m. An additional 15 minutes and three dollar fee will be added for every five minutes a student is late to Saturday School.
2. Students are to dress in school uniform, according to the dress code.
3. Students must remain in Saturday School until they are dismissed, provided they arrive on time and display proper behavior. They will be given a five minute break during the morning.
4. Students are required to pay \$15.00 for a two hour Saturday School and \$25.00 for a three hour Saturday School to the teacher in charge prior to the start of Saturday School. These funds are used to compensate the teacher on duty.
5. Parents may request a one-time postponement for a scheduled Saturday School if requested no later than Friday afternoon by 2:30 p.m. This one-time postponement can be used if a student is involved in outside extra-curricular activities or other family reasons. Additional postponements will not be given.
6. **Students who fail to report to Saturday School without notification will be suspended from school for one day.**

OUT-OF-SCHOOL SUSPENSION

During an out-of-school suspension a student may not be on campus or attend a PICA event on or off campus. All assignments given on the day(s) of the suspension are due when the student returns to school. Quizzes and tests will be taken on the day the student returns to school as well. Students participating in extra curricular activities may be removed from the activity for four weeks or longer when a suspension is given.

DISCIPLINARY ACTION

Students are required to adhere to standards that provide a safe, orderly environment that is conducive to a high level of learning. We believe Christian love is at the heart of all discipline and the responsibility and authority to discipline comes from God. Students are expected to set a good example, to be respectful and responsible and to practice self-discipline and self-control at all times. PICA reserves the right to ask for the withdrawal of any child who is unable to adjust to the Academy's classroom environment within a reasonable amount of time, or requires more than his/her share of the teacher's time.

Failure of students or parents to adhere to school policies is grounds for dismissal.

Any discipline problem, which the teacher and administrator believe requires immediate action, will result in a call to the parent or guardian. The child will be held out of the class until the parent or guardian can be reached. The parent or guardian can then administer corporal punishment or take the child home. Re-admission will require a meeting with school staff.

Conflict Resolution for Parents

Even in the best run schools there will be problems that lead to conflicts with the school staff. It is important that these be handled politely and promptly. The following steps are based upon the Biblical model set forth in Matthew 18.

In Matthew 18, the Lord Jesus Himself gives us a model for resolving conflict. Matthew 18 outlines for us the process by which we should seek peace and resolution with one another. Parents, staff members, and even students are encouraged to submit to this procedure. We encourage the one or ones that receive an offense to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, seek forgiveness.

In situations where there may be a difference of opinion between two people, the attitude should be one of submitting to one another in love. In cases that are unable to be resolved on a one-to-one basis, the Principal may seek resolution with a third party, or if necessary on behalf of the offended party. In all cases, we strongly encourage the handling of problems in a professional, charitable manner.

Sunday is a day of worship for all. Please use Monday through Saturday to resolve conflicts. Church service times are neither the time nor the place to discuss sensitive PICA issues.

Please refrain from bringing in unnecessary parties into the conflict. The temptation to talk with others about the problem is great, but it is not God's way.

Guidelines:

The parent meets privately with the staff member to seek resolution of the problem with a spirit of reconciliation. If the problem persists, the parent meets the staff member and school Principal to seek resolution, again in the spirit of reconciliation. If the problem continues, the case is presented to the School Board, or its designated representatives, to call upon the parties involved to work out a solution. All decisions of the Board are final.

Honor Code

The students of Pawleys Island Academy are expected to uphold the highest standards of moral character and behavior. Scriptures teaches us in Colossians 3:17, “Whatever you do in word or deed do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” Our Honor Code states:

1. PICA students will maintain the highest degree of integrity while taking tests or completing daily assignments.
2. PICA students will use appropriate language that honors God.
3. PICA students will respect the property of other students and the teaching staff.
4. PICA students will maintain purity in their speech and actions.
5. PICA students will speak the truth to the teaching staff.
6. PICA students will treat others with respect in word and deed.

Examples of infractions to the Honor Code:

- Lying to teaching staff
- Stealing from students or teaching staff
- Cheating on tests or scoring procedures
- Using inappropriate sexual references or behavior
- Using foul language
- Using physical violence

The Student Conduct Policies discussed earlier addresses consequences for infractions to the Honor Code.

Dismissal of Students

Pawleys Island Christian Academy reserves the right to refuse any application, or dismiss any student, at any time, for unacceptable academic work, behavioral conduct, or any other reason it deems necessary. Behavior requiring referral to the administrator is taken very seriously. If tuition were

paid annually, it would be refunded on a pro-rated basis upon dismissal from the first day of the month.

V. Policies and Procedures

Testing

New students entering Kindergarten will be given a Kindergarten Readiness Test. Students entering grades one thru eight will take a diagnostic test in Math and Language Arts. This test enables the administration to determine whether a child is ready to enter the grade that he or she has been promoted to at his or her previous school.

Students will take the Stanford Achievement Test and Otis-Lennon School Ability Test each spring. Parents will receive results of these tests prior to summer recess.

Medical Guidelines

No staff member will be allowed to administer any medicines without parental authorization in writing. All medicines must be kept and administered in the school office.

Any outbreaks of chicken pox, measles, lice, etc. will be monitored and communicated appropriately. If children have a fever they cannot attend. Children can return after being free from fever for 24 hours. Pawleys Island Christian Academy will refer to the DHEC School Exclusion List and Childcare Exclusion List as criteria for excluding a child who is ill from school attendance. DHEC Exclusion list will be available at the Parent Orientation meeting.

Lost and Found

All articles found at the school are sent to the lost and found center to be reclaimed after school. Periodically, students are notified that all found items will be on display to be claimed. Any items remaining after this will be donated to charity or sold. **Parents are encouraged to put their child's name on all clothing and personal items that are brought to school.**

Lunch

Students may order a hot, nutritious lunch which will be provided by Piggly Wiggly Monday thru Friday. The menu will appear on an order form that your child will receive prior to the beginning of each month. Fill in the desired days you wish for your child to purchase a lunch. Add the total due and send a check (No cash please) along with the monthly order form back to school with your child. Orders arriving after the 28th of each month will not be processed and your child will have to bring a lunch instead. Lunches will cost \$3.50 per meal which includes milk. Milk may be purchased for 25 cents on a daily basis Monday thru Friday for those students who bring their lunch from home. There will be no reimbursements if your child misses school on a day lunch was ordered. A microwave and a refrigerator are available for use. **It is imperative that staff is notified of any student food allergies.**

Communications Folders (Yellow)

Maintaining open communications with homes is vital. A periodic written communication from the administration to the parents helps maintain good communication between the school and the home.

Periodically letters, statements, bulletins, and other notes will be sent home in a special home communications envelope. Benefits include:

- 1) Both parents read every letter.
- 2) Student dependability is built.
- 3) Fewer letters are lost or misplaced.
- 4) Parents can communicate back to the staff through the return of the folder.

Teachers check the yellow folders each morning and consequences may occur if folders are consistently not returned.

Fire and Tornado Drills

Emergency fire drills and tornado drills are held to acquaint the students with evacuation procedures. The buildings are equipped with fire alarm systems and fire extinguishers are placed throughout the buildings.

Field Trips Several class and/or field trips will be scheduled through out the year. Each trip is carefully scheduled according to age and/or interest, in anticipation of 100% participation, keeping costs to a minimum.

A field trip release form will be issued for each field trip. We will also need a “blanket” release form to be kept on file for each student. Should a student leave a release form for a field trip at home, a member of the school staff will contact the parents and receive verbal permission for their child to participate. The “blanket” form will then be used. This will keep a parent or student from having to go home and retrieve the permission form.

Parents will be notified of full details prior to each trip. Parents may also be requested to help with transportation and act as chaperones. Absence from school on day of field trip is considered unexcused. Any parent with a valid reason for holding their child from this educational experience should notify the school in writing prior to the field trip so that an alternative assignment may be given.

Birthdays and Special Occasions

Parents are welcome to send cookies or cupcakes to share with their children’s friends on birthdays or special occasions. Please let your child’s teacher know in advance that you will bring a treat. This treat will be served during lunch time for Kindergarten and above. Please be sensitive to all classmates’ feelings when sending invitations for parties. If you are unable to accommodate all of your child’s classmates for a party, please use the postal service or other means to send the invitations. Children may hand out invitations at school when all of their classmates are included. Children may change into clothes appropriate for the occasion after school when all of their classmates are included.

Care of Property

Students are expected to take pride and appreciation in the appearance of the school buildings. Writing on desks, walls, books, etc. is prohibited. Chewing gum will not be permitted on school grounds in order to protect the school furniture and carpet. Students will be required to restore, replace or pay for damaged property or equipment at the Principal’s discretion.

Eligibility for Extra-curricular Activities

Students competing in interscholastic sports, cheerleading, or twirling, must maintain a grade of C or better in every core subject in order to participate in practices or games. Eligibility will be reviewed at each interim report and end of each grading period. Students may not participate in games or practice if they have not been present in school that day.

Eligibility for Scholarship

Students who have been awarded scholarships must maintain a grade of C or better in every core subject. Eligibility will be reviewed at each grading period. Scholarship students who fail to maintain a C or better in every core subject will be placed on academic probation. If grades do not improve the scholarship may be revoked.

ACADEMIC POLICIES

Report Cards

Report cards are issued at the end of each grading period. Students will receive four report cards a year. In addition, interim reports will be issued four times a year at the midway point of each quarter. Dates when interims and report cards will be issued are on the school calendar. Final report cards will be handed out on the last day of school. Report cards will be withheld for any unpaid tuition or fees and unreturned textbooks or athletic uniforms.

Grade Computation (Third through Eighth Grade)

Major Grades such as tests, major reports, and projects will be valued at 100 points. Students will have no less than four major evaluations per subject per quarter. (70%)

Quizzes are short specific measures of the student's knowledge designed to encourage students to study and be prepared for class. At quarter's end the quizzes are averaged together and converted to a 100-point scale. (20%)

Daily Assignments are given to help the student master concepts presented by the teacher in class. Students should complete every assignment to the best of their ability. Assigned work not completed in class is considered homework. Assignments are checked in class and students are encouraged to correct errors.

Daily assignments are graded according to the teacher's policy. At the end of the quarter, daily assignment grades are averaged together and converted to a 100-point scale. (10%)

Extra Credit work is available for all students to improve their quarter grade. Extra credit can be earned by submitting additional research papers, book reports, special projects or demonstrations. Three percentage points are the maximum extra credit points that can be earned in one grading period. There is no extra credit available in Math. The maximum grade that can be given for any daily assignment, quiz, test, or quarter grade is 100.

Quarter grades are computed by averaging tests, quizzes, and daily assignments. If you have questions about how grades are computed, please contact the teacher.

Academic Probation

Students who receive two "Ds" or one "F" on their report card in one grading period, or do not meet the eligibility standards for extracurricular activities or scholarships will be placed on academic probation. Parents will be required to meet with their child's teacher to discuss strategies for improvement. Students will be required to receive 2-3 hours per week of tutoring in the subjects of their deficiency. Academic probation will remain in effect until the next report card is issued.

GRADING SCALES

Middle School: A+ 98-100 A 95-97 A- 93-94
B+ 90-92 B 87-89 B- 85-86
C+ 82-84 C 79-81 C- 77-78
D+ 74-76 D 72-73 D- 70-71
F 69 or below

3rd -5th Grade: A+ 98-100 A 94-97 A- 90-93
B+ 88-89 B 84-87 B- 80-83
C+ 78-79 C 74-77 C- 70-73
D+ 68-69 D 64-67 D- 60-63
F 59 or below

Dress Code

The school board is responsible to create a dress code that deals with clothing, hairstyles, and other areas of personal appearance that affect school life and the personal and academic growth of its students. PICA's dress code is an important tool in fulfilling and communicating its vision and purpose. A dress code provides opportunity to teach principles of Godly living, and to build character in students. It helps create a sense of school identity and community, and encourages academic excellence. It also communicates to the public regarding the character of the school. Students are not to wear any type of clothing, jewelry, or hairstyle that is distracting, unclean, unsafe, immodest, or otherwise disruptive to the educational process in a Christian environment, at the sole discretion of the principal. The Board supports the administration and staff in the interpretation and enforcement of that code.

Christian parents are responsible to teach Biblical principles of how our dress and personal appearance express our heart and affect our community life. It is understood that there is no one dress code that will please all parents. However, by enrolling their children, parents obligate themselves to support the dress code PICA has adopted, and amended from time to time at the school board's sole discretion. The attitude of parents is the primary factor in the attitude of students toward the dress code. This dress code will be successful if parents support the spirit of what it is intended to achieve.

All children will be required to wear a uniform As shown on the approved list available through Lands' End. Ordering information is available through Lands' End at www.landsend.com/school or 1-800-469-2222. Our preferred school number is 9000-8605-9.

The dress code shall include, but not be limited to the following criteria. The school board reserves the right to modify, amend, or change the dress code at its sole discretion at any time.

- 1) Hair is to be clean, well groomed and out of the eyes. No abnormal colors will be accepted.

- 2) Hats are not part of the school uniform and should not be worn during school hours.
- 3) No facial, tongue, or body piercing is allowed on male or female students. Girls may wear a maximum of two small earrings in each ear. For safety reasons on the playground, no hoop earrings are allowed for fifth grade and below. Boys may not wear earrings. Girls and boys may wear a maximum of one necklace and one bracelet.
- 4) Make up should be natural, not obvious.
- 5) Clothing should be clean and mended. Pants must be worn at the waist; no sagging is allowed. If pants have belt loops, a belt must be worn. Belts are to fit the waist with no long tails hanging. Belts are to be brown, navy, khaki, red or white.
- 6) Shirts are to be tucked in at all times.
- 7) Girls may only wear red, white, navy or khaki hair accessories.
- 8) Tattoos are unacceptable.
- 9) Tennis shoes must be white, red and white, navy and white or a combination of red, navy and white. Tennis shoes must match and be worn with socks. Socks should be white, red, navy or khaki and must be visible. Clogs, crocs, sandals, riding boots or cowboy boots are not acceptable. Brown hiking boots may be worn in the cold months. Shoes are not to be written on or colored by students or others. Black athletic shoes are not approved.
- 10) Tee shirts are allowed under polo's, but must be white, red or navy. Uniform shirts must be kept on all day, including after school hours, if on campus. Tee shirts alone are unacceptable.
- 11) Clothing should be worn in a modest fashion. No tight fitting or short skirts or shorts that are unduly attention getting or provocative.
- 12) If a school event requires a swim suit, all girls 3rd grade and above must wear a dark t-shirt that entirely covers the suit.
- 13) All uniform clothing must be Land's End approved items or uniform items approved in prior years. Parents are expected to support and enforce this requirement. Teachers will report violations to the Principal who will notify the parents of the violation. Second offenses will result in a Parent/Principal conference. Third offenses will result in the parent coming to the school to take the child home to change or bring in approved items for the child to change.
- 14) All after school practices require modest dress and will be at the discretion of each coach. Shorts with writing on the back or that are rolled at the waist to make unacceptably short will not be allowed. No midriff type of shirts will be allowed.

15) Students must remain in uniform while on campus unless those participating in extracurricular activities require different clothing.

VII. Financial Policy

Tuition payments are divided into ten monthly installments beginning in August and ending in May. All tuition payments will be conducted via EFT (Electronic Fund Transfer). Drafts from your designated account will be done on the 15th of each month or the first business day after the 15th should it fall on a weekend or holiday. Checks may be used if you wish to pay for the entire year or for a semester at a time, otherwise payment by electronic funds transfer is **mandatory**. A \$35.00 charge will be added to your account for any NSF reports. Other fees (testing, registration, and curriculum) can be made by check to Pawleys Island Christian Academy.

Registration Fee:

\$150 due with application (refundable only if the school denies application)

Curriculum Fee:

All curriculum fees are due July 15th and will be drafted from your account on that date if you have not already made payment.

Preschool: \$100.00

K5 thru 5th: \$325.00

Middle School: \$375.00

Tuition: Members of Pawleys Island
Community Church

General Public

1st Child: \$330/Month

\$365/Month

2nd Child: \$300/Month

\$330/Month

All other: \$275/Month

\$300/Month

Preschool: \$210/month

\$210/month

VIII. School Year

The school year will consist of two semesters, each being approximately 18 weeks long, divided into two nine week periods. Report cards will be issued the week following the conclusion of each grading period.

IX. Honor Roll

At the end of each nine-week grading period, eligible students are listed on the Principal's Honor Roll and Honor Roll. Principal's Honor Roll recognizes all students who received all A's. Honor Roll includes students who receive all A's and B's.

X. Promotion and Retention

The decision to promote or retain a child will take place at the end of the school year. Parents, teacher(s), and the Principal will have input into the decision. If a consensus cannot be reached, the Principal will make the final decision. Throughout the school year the teacher will communicate with the parents through interim reports, report cards, and parent-teacher conferences as to how the student is progressing. The decision to promote or retain will be dependent upon many factors with the most important factor being the child's ability to function at the next grade level.

The PICA School Board reserves the right to change any policy or procedure at any time and at its sole discretion after reasonable notice to parents.