Pungo Christian Academy

Student & Parent Handbook

2026-2027 School Year

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Message from the Head of School

Dear Student:

Welcome to the 2026-2027 academic year of Christian education at Pungo Christian Academy. The entire PCA staff and I welcome you to the PCA experience. Our major concern for the school year is that it will be the most meaningful and beneficial one you have ever experienced.

PCA has always been concerned with the development of the total student. Academic programs, as well as programs in athletics, student activities, and spiritual emphasis combine to provide you with a rich learning environment.

Please read this handbook carefully and use it as a reference to understand the goal and policies of PCA. It is prepared with your well-being in mind. PCA is a community, and we can only exist as one when we all work together to establish priorities and to accept responsibilities as members of our community.

I wish each of you a successful year. I look forward to the new year as we work together academically and share experiences in athletics, social activities, and spiritual growth.

Marcy Shavender Sasnett

Head of School

Introduction

The purpose of the Pungo Christian Academy Handbook is to provide the student with a comprehensive outline of the school's operation and its policies. This handbook is to be a guide in understanding Academy standards.

Please read this handbook carefully and keep it as a handy reference throughout the year. The faculty, staff and patrons will use the policies set forth in this handbook as a consistent guide in determining, enforcing, and understanding our standards.

This handbook should be used when an explanation of procedures is needed for enforcing policies in the Student Code of Conduct and in explaining to all interested persons the goal of members of the Pungo Christian Academy family for an inspiring adventure in education.

It is impossible for this handbook to cover all issues that may arise. In those cases, the Head of School and/or Board of Directors will make decisions as needed.

Statement of Philosophy

It is the philosophy of Pungo Christian Academy that each student should receive a comprehensive preparation for life. Enrollment in Pungo Christian Academy is open to all children without discrimination as to race, color, creed or national origin.

Pungo Christian Academy provides an education which inspires the pursuit of knowledge and which develops in each student an understanding of him/herself and the world. The school promotes an atmosphere in which students learn both to value and to seek excellence in intellectual, emotional, physical, and spiritual achievement. It also provides the best possible opportunities for encouraging capacity performance from each student.

Objectives of Pungo Christian Academy

The principal objectives of Pungo Christian Academy shall be to:

1. Provide opportunities for developing knowledge and creative approaches as the foundation for continuing intellectual achievement.
2. Provide learning experiences which will prepare students for successful entrance to and achievement in college.
3. Provide guidance and opportunities for every student to continue his/her education or gain employment appropriate to his/her talents and needs.
4. Provide experiences in self-guided learning through independent study and research.
5. Provide for the development of the individual as a community member who accepts the responsibilities of citizenship and contributes positively to his/her community.
6. Provide effectively for the physical and emotional health of the individual student.
7. Provide opportunities for the spiritual growth of the individual student.
8. Provide opportunities for the physical development of the individual student.
9. Provide learning opportunities which focus on the learner as a person and his/her abilities.

Statement of Biblical Morality

Pungo Christian Academy stands firmly upon the historical truth, claims and moral foundations of Christianity. This includes, but is not limited to, the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that biological sex is both sacred and established by God's design.

Parents and legal guardians, who choose to enroll their children at PCA are agreeing to support these and other basic Biblical values derived from historical Christianity. Parents understand and agree that Pungo Christian Academy will teach these principles and Biblical values.

PCA's Board of Directors urges parents to recognize their scriptural responsibility to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Deuteronomy 6:1-9, Psalms 78:5, 6, Proverbs 22:6, Ephesians 6:4). Pungo Christian Academy operates upon Biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment.

Pungo Christian Academy will accept students who are willing to support the school's Confession of Faith, above-state positions, and student conduct requirements, and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at PCA is contingent upon this same understanding and support by both the student and parents.

Pungo Christian Academy is a religious institution providing an education in a distinctly Christian environment, believing its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bisexual acts, gender identity different than biological sex, promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

Admission to PCA

Enrollment in Pungo Christian Academy is open to all students without discrimination as to race, color, creed, or national origin who can benefit from a challenging academic program and make positive contributions to the PCA community.

- The application link and other information can be accessed on our school website, www.pungochristianacademy.com and completed on FACTS, our student information system (SIS).
- Parents are responsible for overseeing the obtaining of former school transcripts, discipline records, and other pertinent information as needed by Pungo Christian Academy.
- All students wishing to attend Pungo Christian Academy in grades 6 – 12 will be required to meet before the Board of Directors to receive acceptance into PCA. Letters of recommendation are encouraged for students in grades 6 – 12. Any student accepted in grades Pre-K-12th will be placed on a six weeks probationary period. Any inappropriate behavior during that time may result in expulsion. The Board of Directors, at the discretion of the Administration, may require any new student seeking admittance to PCA be drug tested prior to acceptance. Academic testing will be done for students in grades Kindergarten-12th Grade placement will be determined by academic testing and on the recommendation of the tester to administration.
- The membership fee must be paid. Fee waived for PCA Alumni.
- After admission to Pungo Christian Academy, each student's progress will be reviewed at the end of each semester. Students not meeting academic standards will be placed on probation for one semester. If academic standards do not improve, the student will be asked to find an alternate educational facility.
- Additional Kindergarten Information: In the assignment of a child into Kindergarten, a child must have passed the fifth anniversary of his/her birthday on or before December 31 of the year in which the child is presented for enrollment and must be presented for enrollment during the first month of the school year. Any applicant with a birth date after September 15 will be assessed to determine Kindergarten readiness. **Please note that the Opportunity Scholarship will only be available to students who turn 5 before August 31st or meet the requirements outlined by NCSEAA.**

Code of Conduct

The reputation of Pungo Christian Academy is influenced by the behavior of each individual student, parent, and teacher. Each person associated with the school bears a responsibility to act in a manner which will increase our school pride. Guidelines for good citizenship are presented here to remind us that all responsible behavior comes from self-control and mature thinking.

Care of the School

Good school citizenship requires that each student, parent, and teacher do everything possible to make our school a clean and pleasant place in which to learn. Our school pride is reflected strongly in the way in which we care for our buildings and grounds. This upkeep is everyone's responsibility.

The care of our school is a necessary part of our teaching and learning so we can all live, work, and learn in a pleasant physical environment. Disruptive or careless behavior will not be tolerated anywhere on campus. It is our school policy that if school equipment is damaged or broken intentionally or by neglect, the persons responsible are expected to pay for the damage or repair. Intentional damage to the campus will be billed to the individual, the department, or class responsible. Serious instances of vandalism may result in suspension or expulsion.

If a club or class of Pungo Christian Academy wishes to use the facilities for a dance or money raising event, the club or organization will request (in writing) permission to use the facility. The request will include the name of the club or organization, the name of the sponsor (teacher), the date of the event, and the parents who will be present during the event. *Requests must be made in written form at least two weeks prior to the event.* All events sponsored by any club will conclude by 11:00 P.M. All such events will require security provided by the Belhaven Police Department or the Beaufort County Sheriff's Department as well as parental chaperones. Guests attending special events at the school, such as the prom or other school sponsored dance, must be under the age of 21 and in good standing in the community,

Student Conduct

Standards of Conduct and Responsibility

The Board of Directors of Pungo Christian Academy has a responsibility to ensure the right and privilege of an excellent education for each student who is enrolled at Pungo Christian Academy. It is the expectation that each student will act responsibly as a citizen of this school community, conduct himself/herself in an appropriate manner at all times, and respect the rights and privileges of all other members of this school community. Each student will respect the teachers and school staff and abide by the policies, rules, and regulations of Pungo Christian Academy.

In summary, students at Pungo Christian Academy are expected to:

1. Be courteous and always show impeccable manners,
2. Support high academic standards,
3. Maintain a positive learning environment in each classroom,
4. Demonstrate good character, including showing respect for teachers and other students,
5. Respect school property and property of others,
6. Protect the safety of other individuals at the school, and
7. Have religious morals

A student who chooses to disregard policies, rules, and regulations of Pungo Christian Academy will be subject to penalties, suspension, or termination. Each staff member is responsible for maintaining an orderly and productive learning environment in the classroom, on campus, and at all school functions.

Misbehavior is categorized into three levels, with details for each outlined in the accompanying chart.

- Level 1 misbehaviors are disruptive to the learning processes of the school.
- Level 2 misbehaviors are characterized by harm to self, to teachers, or other students and therefore carry harsher penalties. In addition, multiple, severe, and/or extended infractions of Level 1 misbehaviors could also result in a Level 2 classification.
- Level 3 involves situations with drugs and weapons and will result in both severe penalties and notification of law enforcement officials.
- Level 1 and Level 2 misbehaviors will start again with each new year. Level 3 misbehaviors will be in the student's file throughout middle and high school.

Disciplinary Procedures and Responses

I. Initial Response- *Level 1 Misbehaviors (Level 2 or 3 Misbehaviors will escalate to an immediate referral.)*

Most Level 1 misbehaviors should be addressed by the classroom teacher.

Teacher Responsibilities

1. Communicate classroom procedures to all students at the beginning of the school year.
2. Consistently reinforce appropriate behavior and apply penalties promptly when needed.
3. Provide students and parents with a printed copy of classroom rules to be signed (strongly recommended).
4. Provide students with appropriate consequences as necessary for misbehavior.

See chart for possible corrective actions for Level 1 Misbehavior.

Repeated Level 1 infractions: Repeated Level 1 infractions may result in escalation to a Level 2 offence. See Three- Strike Rule.

II. Referral to Head of School

Administrative Actions

1. The Head of School will maintain a file for each student who receives a discipline referral.
2. Parents may view all behavior forms in the **FACTS Family Portal**.
3. The Head of School will:
    - Schedule a conference with the student.
    - Explain the consequences of additional misbehavior.
    - Assign penalties (see chart)
    - Inform parents of the consequences of continued misconduct.
4. Continued misbehavior will be treated as **insubordination**, as rules have been clearly explained and the student has had multiple opportunities to understand proper classroom behavior.
5. The referral will be emailed to the parent, and parents are expected to review the form.

Acceleration of Procedures

- If the behavior is extensive or severe, the school may bypass normal procedures and move directly to more serious consequences.

Three-Strike Rule: Three warnings in classroom- send discipline form and student to the office.

- 1st trip to the office- warning, discipline form
- 2nd trip to the office- parent conference, loss of activities, discipline form
- 3rd trip to the office- sent home for the day, parent conference, discipline form
- 4th trip to the office- sent home for 2 days, parent conference, discipline form
- 5th trip to the office- sent home for 3 days, parent conference, discipline form
- 6th trip to the office- Board review to determine need for long term suspension or expulsion

The Head of School will review the discipline record of the student and conference with the parent and student. Possible penalties may include long-term suspension, withdrawal from class/school, or termination from Pungo Christian Academy.

ANY STUDENT ARRESTED AND CONVICTED OF A FELONY WILL BE EXPELLED FROM PUNGO CHRISTIAN ACADEMY.

Definitions of Consequences

In-School Detention: In-School Detention was implemented to strengthen and enforce student disciplinary measures by requiring those students who violated certain school rules to perform community service.

- Behaviors resulting in Detention after issuance of discretionary warning(s):
  - excessive talking
  - excessive tardiness
  - eating food or candy or chewing gum during class
  - blatant disrespect toward teacher or another student
  - insubordination toward teacher or another school official
  - any behavior which disrupts class, i.e.Profanity; throwing/shooting any object; banging on outside, back doors; intentional breaking of calculators, pencils, pens (or any item loaned to students by teacher or administrator), vandalizing school materials In-School Detention will be held during lunch time.

In-School Suspension: In-school suspension is placing the student in a solitary environment. Every teacher gives the student academic work for the day. Zeros are averaged into all work given and graded during length of In-school detention.

Out of School Suspension: Students will receive zeros on all work given during the duration of out of school suspension.

After School Detention: This is disciplinary action that will require a student to perform community service for the school.

- The following rules will apply to anyone receiving After-School Detention per school year:
    - Students will be assessed a fee of $20.00 per hour for each hour of After School Detention. This covers the fee for paying staff to oversee the detention.
    - Student may not participate in extracurricular activities if the student has (3) After-School Detentions.
    - Student with three (3) in-school detentions will receive two (2) hours of after school cleaning detention for first offense.
    - For every subsequent after-school-cleaning detention earned, the student will double his cleaning time.
    - Student who does not perform cleaning task satisfactorily will be required to repeat the task until it is satisfactory.
    - Student/Parent will be responsible for student's transportation.
    - After-School Detention will be scheduled for certain days of the week
    - Students missing sports games/practice will not be allowed to play according to athletic rules.

Report Card Conduct Grade Policy

If a student receives two (2) N's on conduct during a six weeks from at least two different teachers he/she will NOT be eligible for Honor Roll or Principal's List.

An athlete who receives two (2) or more N's on conduct during a six weeks from at least two different teachers will be ineligible to play for two games but must dress appropriately and sit with the team for home games. These athletes will not travel to away games.

Chart: Categories of Misbehaviors and Range of Penalties

	Misbehavior	**Range of Penalties:** Parents will be notified at an appropriate time and may be asked to attend a conference at the school.
Level 1 Typically handled by teacher	● Dress Code Violations ● Talking/inattention in class ● Communication/electronic equipment ● Disruption in classroom/school building ● Littering after food/drink consumption ● Misbehavior in cafeteria/gym ● Abuse of on-campus driving privileges ● Chewing Gum ● Safety violation in science lab ● Public display of affection on school grounds ● Food/drink in the classroom during class time	● Warning ● Reprimand ● Student conference ● Parent notification ● Detention during lunch or after school that is supervised by either the teacher or administration ● Afterschool work detail ● Loss of privileges ● Completion of discipline referral form
Level 2	● Disrespect/insubordination of teacher/student ● Misuse of Internet, passwords, accessing inappropriate websites ● Multiple infractions of Level 1 misbehaviors ● Skipping class/school ● Vandalism ● Fighting, Assault, Battery ● Bullying/Harassment/Hazing ● Tobacco – Possession/use/distribution ● Alcohol ● Misuse of electronic devices ● Profanity/Gesturing	● Completion of discipline referral form ● Parent and student conference ● Afterschool work detail ● Loss of privileges ● 1-3 days of OSS ● 1-3 days of ISS ● Voluntary withdrawal or expulsion ● Restitution ● Notification of law enforcement officials
Level 3	● Drugs– Possession/ use/ distribution ● Weapons	● 5-10 days OSS ● Parent notification ● Voluntary withdrawal or school expulsion ● Notification of law enforcement officials

Please note that the number of prior warnings and length of discretionary time period is at the discretion of teachers and/or Head of School and Board of Directors.

Honor Violations

Cheating:

Academic dishonesty or academic misconduct is defined to be any action or practice on the part of a student that involves getting credit for work that is not one's own or interferes with another student's ability to complete his/her work. This definition applies to Kindergarten through grade 12. Teachers are responsible to educate students with the various aspects of academic dishonesty and to assign penalties that are appropriate for the action and the grade level of the child. It is therefore expected that stronger penalties will be assigned to middle and high school students in an effort to prevent academic dishonesty on a college level.

The effect of cheating is deleterious to an education system but also has extended ramifications in the workplace and the personal behavior of the child in later years when he has not developed a strong sense of right and wrong.

Punishments for academic dishonesty vary according to the age of the party involved and the nature of the infraction and should be determined by the teacher and the Head of School. Teachers should maintain documentation.

At a minimum, if a middle or high school student is caught giving or receiving any unauthorized assistance on homework, quizzes or tests, that student will receive a zero on that work and will be reported to the Head of School for assignment of four (4) hours of After School Detention. Students will also not be exempt from Spring semester exams. Students in grades 9-12 will not be allowed to serve as Marshals or be recognized as honor students. In addition, parents will be notified on the occurrence of a first offense. On occurrence of a second offense, student will receive three (3) days In-school suspension, four (4) hours of Detention and CANNOT be a member of the school's honor society, the student council, be a class officer, or participate in athletics for that year. If a third offense occurs, the student will be subject to expulsion.

Plagiarism:

Plagiarism is the act of taking credit for another's work. Direct copying from a book, encyclopedia, computer sources or any other source or rephrasing ideas without acknowledging the source constitutes plagiarism. This action is a form of lying and stealing. Plagiarism detracts from the academic process which Pungo Christian Academy fosters. Any student caught plagiarizing can expect a zero on that work, parents will be notified, and he/she will be reported to the Head of School and will receive four (4) hours of After School Detention. Students will also not be exempt from Spring semester exams. Students in grades 9-12 will not be allowed to serve as Marshal or be recognized as honor students. In addition, parents will be notified on the occurrence of an offense. On occurrence of the second offense, student will receive a zero on all work, a minimum of three (3) days In-School Suspension, four (4) hours of Detention, and CANNOT be a member of the school's honor society, the student council, be a class officer, or participate in athletics for that year. If a third offense occurs, the student will be subject to expulsion.

Technology Use and Digital Citizenship Policy

As part of our commitment to preparing students for success in an increasingly digital world, Pungo Christian Academy expects all students to use technology in a safe, respectful, and responsible manner. This includes the use of school-issued devices, internet access, personal devices, digital platforms, and artificial intelligence (AI) tools.

1. **Digital Citizenship**

   All students are expected to demonstrate good digital citizenship by:

   - Respecting the rights, privacy, and intellectual property of others online.
   - Communicating respectfully and thoughtfully in all digital interactions.
   - Reporting inappropriate content, cyberbullying, or online threats to a teacher or administrator immediately.
   - Protecting their own personal information and refraining from sharing private details about themselves or others.

   Students will participate in age-appropriate lessons on digital literacy, media balance, cyberbullying prevention, and ethical technology use.

2. **Computer and Network Use**

   Use of school computers and internet access is a privilege, not a right. Students are expected to:

   - Use school devices and networks only for educational purposes.
   - Log in with their assigned credentials only and never share passwords.
   - Access only appropriate, teacher-approved websites, programs, or apps.
   - Refrain from attempting to bypass content filters or access restricted systems.
   - Avoid downloading or installing unauthorized software or files.

   Violations may result in restricted access to technology, disciplinary action, or loss of device privileges.

3. **Bring Your Own Device (BYOD) Policy – Middle and High School**

   Middle school and high school students are expected to bring their own device (laptop, tablet, or Chromebook) to school each day for educational use.

   - Personal devices brought to school are subject to being searched by administration or staff if there is reasonable cause.
   - If inappropriate, offensive, illegal, or disruptive material is found on a student's device, staff may copy the data for documentation and delete the material from the student's personal device.

- Students must comply with all school technology policies while using their own devices on school grounds or connected to the school network.
- Failure to cooperate may result in disciplinary action and/or the restriction of future BYOD privileges.

4. **Artificial Intelligence (AI) Use**

AI tools can be valuable for learning and exploration when used ethically. The following guidelines apply:

- Students may use AI tools (e.g., chatbots, image generators, language models) only with teacher approval and for academic purposes.
- AI must never be used to cheat, plagiarize, or misrepresent work as one's own. This includes submitting AI-generated essays, assignments, or responses unless explicitly permitted.
- Students are expected to cite AI use when appropriate, just as they would any other source of information.

Misuse of AI tools will be treated as academic dishonesty.

5. **Troll Accounts and Online Misconduct**

Creating or engaging with "troll accounts" — fake, deceptive, or anonymous profiles intended to harass, deceive, or disrupt — is strictly prohibited. This includes, but is not limited to:

- Creating a false account using a fake or misleading name.
- Impersonating students, staff, or public figures.
- Spreading false information, rumors, or offensive content.
- Participating in or promoting online harassment, bullying, threats, or coordinated disruptions.
- Engaging with inappropriate or harmful content under anonymous or false identities.

Such behavior, even if conducted off campus or after school hours, may result in disciplinary action if it negatively impacts the school environment, student safety, or staff well-being.

6. **Unauthorized Photos or Recordings**

Students may not take, share, or obtain photos, videos, or recordings of others without explicit permission. This applies to both in-person and digital environments. Specifically:

- Taking pictures or videos of any student, staff member, or visitor without their knowledge or consent is strictly prohibited.

- Obtaining or using an image of someone from a social media account or other source without permission also violates this policy.
- Sharing or posting such content—whether in private messages, group chats, or public platforms—is a serious offense.

Violations will be addressed at the discretion of the school administration and may result in disciplinary consequences, including suspension of device privileges or further action based on the severity of the incident.

7. **Technology Blanket Statement**

At Pungo Christian Academy, we recognize that technology is evolving at an especially accelerated rate, and it is impossible for us to cover all new technology in this handbook. For this reason, technology rules and expectations may change during the school year as needed.

Consequences for Violations

Violations of any part of this policy may result in disciplinary action consistent with the school's code of conduct, up to and including loss of device privileges, suspension, or expulsion, depending on the severity of the infraction.

We encourage parents and guardians to monitor and guide their child's technology use and to partner with us in fostering responsible digital behavior.

Grade Level Specific Policies

Student Technology Policy (6th Grade)

Classroom Device Guidelines

- **No Required Devices:** Sixth-grade students are **not required** to bring or own a personal technology device (such as a laptop, tablet, or Chromebook) for daily in-person classes.
- **Interactive Reviews & Games:** Teachers may occasionally use online educational games or platforms (e.g., Kahoot, Blooket) for classroom review sessions.
- **Fair Grading Assurance:** Participation in online classroom games is strictly optional. Students will **never** be penalized, deducted points, or have their grades negatively impacted for not having a device or for not completing a review activity online. Alternative, non-digital options will always be provided for students in 6th grade.

Remote & Inclement Weather Preparedness

While daily classroom learning does not require technology in 6th grade, unexpected school closures may happen.

- **Family Recommendation:** We strongly recommend that families have a shared or personal internet-connected device available at home.
- **Inclement Weather Days:** In the event of remote learning or inclement weather days, this device will ensure your student can easily access and complete their remote schoolwork from home.

Student Technology Policy (Grades 7–12)

Daily Device Requirement

- **Mandatory Access:** Students in grades 7 through 12 are **required** to have an internet-connected device with them for use throughout every school day. This means a tablet, laptop, or Chromebooks. Phones are not allowed to be used as an internet-connected device at any time.
- **Family Choice:** Parents are welcome to select and purchase whatever device best fits their family's budget and preferences, keeping the grade-specific recommendations below in mind.

Grade-Specific Recommendations

- **7th Grade Requirement:** Seventh graders **must** use a device with a physical keyboard or an attached keypad accessory, as a standard keyboard is required to complete the mandatory Keyboarding course.
- **High School Recommendation (Grades 9–12):** High school students generally find that a traditional **laptop** (Windows or Mac) is significantly better suited for their coursework than a Chromebook. A full laptop provides smoother compatibility with Beaufort County Community College (BCCC) courses and various online learning platforms utilized in the high school curriculum.

Emergency Loaner Policy

Pungo Christian Academy (PCA) maintains a strictly limited inventory of Chromebooks to loan to students during unexpected emergencies (e.g., dead batteries, forgotten devices, or unexpected repairs). To ensure all students have fair access, the following rules apply:

The 3-Pass Rule & Fees

- **Emergency Passes:** Each student is granted **three (3) free emergency loaner passes** per school year.
- **Daily Loan Fee:** Upon the usage of the 3rd pass, the school will contact the parents. Any subsequent loaner request will incur a **$5 daily fee**, billed directly through FACTS.
- **Late Return Fee:** All loaner devices must be returned by 3:10 PM on the day of the loan. If a device is not returned on time, a **$10 late fee** will be billed through FACTS for each additional day the device remains outstanding.
- **Damage Financial Responsibility:** Students and parents are financially responsible for any physical damage that occurs while the device is in the student's possession. Fees start at a **minimum of $25** and will scale up depending on the actual cost of the technical repair or replacement.

- **Pick-Up and Return Windows**To minimize classroom disruptions, loaner Chromebooks are strictly managed around the following schedule:

Action	Permitted Hours	Location
Pick-Up	8:30 AM – 9:00 AM Middle/High School Break	Resource Classroom
Return	2:45 PM – 3:10 PM	Main Office *or* Resource Classroom

- **Important Note:** Loaner devices will not be distributed or accepted outside of these designated times. The *only* exception to this rule is if a student is officially checking out of school early for the day, at which point the device may be dropped off at the Main Office.

Additional Policies

Family Hours: **Families must work 12 hours or pay $300.00. The work period is from June 1, 2026– May 15, 2027. **Hours entered after May 15, 2027 will not be accepted for this year.** Hours can be logged online via Facts family portal. From your phone app: Go to Volunteer, Add Service Hours, complete form then click Save Service Hours.
****Other than working on the clean-up day, some other ways of earning volunteer hours are working at field day, the BBQ fundraiser, Harvest Festival, Book Fair, or driving 2 or more athletes to away ballgames.**

Electronic Devices: Electronic devices are only to be used during school hours for academic purposes. All use should be supervised by a faculty member. If found being used inappropriately during school hours, the electronic device will be confiscated. This applies to grades Pre-K through 12. Elementary students must keep all electronic devices in their backpacks. They are not to play with them during recess or free time. Electronic devices are to be off during break and lunch and may only be used with the explicit permission of a faculty of staff member. Students are not to be on any social sites or inappropriate sites during school hours. All electronic devices will be confiscated and given back to the parent if being used for any reason other than academic. Please refer to chart for range of penalties.

Please see the Student Technology Policy for more information.

Homework Write-Ups: Students will receive a disciplinary form for every three missing or incomplete homework assignments per class per six weeks. Students receiving three or more disciplinary forms for missing or incomplete homework in the same class will serve a two hour

after school detention. Students will be responsible for paying $20.00 per hour for each hour of after school detention served.

Distractions: Toys such as fidget spinners cannot be used at PCA. All toys, causing classroom distractions, will be confiscated and taken to the office.

Water Bottle Policy: Students are strongly encouraged to use transparent water bottles. If a student chooses to use a non-transparent water bottle, it must be leak-proof and contain only water. If a student is found with any liquid other than water in their water bottle, they will lose the privilege of using a non-transparent water bottle for the remainder of the school year. Failure to comply with this policy after privileges have been revoked will result in a disciplinary referral and may lead to further consequences as outlined in the school's code of conduct.

Lunch Account: If charges on a family's Pre-Pay Lunch account exceed $50.00, the account will be placed on a "financial block" until the balance is paid or additional funds are deposited.

Stealing: Stealing, the act of taking something that belongs to someone else without the knowledge of the owner by a student will NOT be tolerated at PCA. Students should be aware that, in addition to violating the Student Conduct Code, the act of stealing is in violation of state criminal laws and may result in criminal prosecution.

- Any person caught stealing will receive the following:
    - First Offense- Parent conference with Head of School; repay or replace articles or amount stolen; four (4) hours of After School Detention.
    - Second Offense- Repay or replace articles or amount stolen,-three (3) days In-School Suspension; Third Offense-subject to Expulsion.

Vandalism/ Property Damage: Vandalism, the act of willfully or maliciously damaging, defacing, or destroying property will not be tolerated at Pungo Christian Academy. This includes writing your name on desks, walls, ceilings, doors, or any other PCA property. The act of vandalism of school property or the personal property of others located on school grounds will result in monetary restitution to the school and/or those whose property was vandalized. Any person responsible for vandalism will receive the following: Any damage to school buildings, furnishings, or equipment will be charged directly to the student involved. Students will be liable for damage or loss of school property incurred by themselves. Students have the responsibility to lock and secure their personal property. Any loss of personal property is to be reported immediately to the homeroom advisor and to the Head of School. Please see chart for range of penalties.

Tobacco/ Nicotine Products/ E-Cigarettes/ Vapes/ Juuls/ Nicotine Pouches: It is the responsibility of Pungo Christian Academy to adhere to the General Statutes of North Carolina. PCA is required to provide for the health and welfare of students under its care; therefore, it must respond through appropriate action to the practices and behaviors that are detrimental to healthful living. There will be NO TOBACCO PRODUCTS of any form used by any student at Pungo Christian Academy at any time while on the school campus or while being transported by

school-provided transportation. This includes other educational or extracurricular functions in which students are participating or are under direct supervision of a school staff member. Faculty and staff are not allowed to use tobacco products on campus. Please refer to the chart for the range of penalties. Conduct off campus can be reviewed.

Bullying: Bullying will not be tolerated at Pungo Christian Academy. As fellow Christians, we should always strive to encourage each other and provide encouragement and praise to our fellow classmates. Any behaviors considered anything less than encouraging will be considered bullying. Bullying is considered a Level 2 infraction and can be punished by a disciplinary form to out of school suspension depending on the severity of the bullying. Discipline will be at the sole discretion of the Head of School. Severe cases of habitual cases of bullying will be referred to the Board of Directors.

Weapons: Although our students have been trained since an early age to respect and handle knives, firearms and other weapons properly, weapons are prohibited on school grounds. In addition, any item that can be reasonably classified as a weapon is also prohibited at any school activity, function, or event before or after school hours or during any time when the student is subject to the authority of school personnel. This covers parking lots and the same applies for adults as well. Please refer to chart for range of penalties. Any visitors to PCA are not to have any weapons on his/her person or in vehicles.

Knives: Knives or any type of sharp blades are NOT to be brought on school property or off school grounds if during a school function, school activity or event before, during or after school hours or during any period of time when the student is subject to the authority of school personnel. Please refer to chart for range of penalties.

Use of Telephone: Students will not be allowed to make general calls from the office during school hours. Emergency calls can be made from the secretary's desk only. Students will not be called from classes to answer a call unless it is an emergency. Messages will be taken by the secretary and given to the student during break or lunch. Please do not call the office to talk to students during the school day unless it is an emergency.

Cell Phone Policy: Cell phones must be off and turned into the office during the school day or left in private vehicles. If any cell phone is seen by any faculty or staff member (on, off, silent, or vibrate) it will be confiscated. This policy begins when a student steps into the building and is in place until after the 3:00 pm bell rings. The teacher, who confiscated the cell phone, will provide the office with a discipline form including the details of the phone confiscation. Parents will be notified the cell phone has been confiscated. The following procedures will be followed for cell phone return.

- First Offense – Phone will be returned to a parent once the $50.00 fine has been paid. A discipline form will be placed in student's file.
- Second Offense – Phone will be returned to a parent once the $50.00 fine has been paid and the student has served two hours of after school detention and

has paid the supervising staff member $40.00. A discipline form will be placed in student's file.

- Third Offense – Phone will be taken and held until next scheduled Board meeting and student will be referred to Board of Directors. A discipline form will be placed in student's file.

School officials reserve the right to review the history of the cell phone use after confiscation to verify use during the school day.

Smart Watches and Smart Glasses Policy: Smart Watches and Smart Glasses must be off and turned into the office during the school day or left in private vehicles. If any Smart Watches or Smart Glasses are seen by any faculty or staff member, (on, off, silent, in school mode, or vibrate) they will be confiscated. This policy begins when a student steps into the building and is in place until after the 3:00 pm bell rings. The teacher, who confiscated the item, will provide the office with a discipline form including the details of the confiscation. Parents will be notified the item has been confiscated. The following procedures will be followed for return.

- First Offense – Smart Watch/ Smart Glasses will be returned to a parent once the $50.00 fine has been paid. A discipline form will be placed in student's file.
- Second Offense – Smart Watch/ Smart Glasses will be returned to a parent once the $50.00 fine has been paid and the student has served two hours of after school detention and has paid the supervising staff member $40.00. A discipline form will be placed in student's file.
- Third Offense – Smart Watch/ Smart Glasses will be taken and held until next scheduled Board meeting and student will be referred to Board of Directors. A discipline form will be placed in student's file.

School officials reserve the right to review the history of the item's use after confiscation to verify use during the school day.

Search and Seizure: Authorized school personnel may search a student, student devices, student lockers, (including desks and other storage areas provided for student use on school premises) or student automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search to be turned over to the proper legal authorities. On the other hand, if an item is in plain view and school personnel asks the student to hand it over, this is not a search. Since the student has no reasonable expectation of privacy in this situation, having exposed the item to public view, the school personnel may legitimately demand that it be turned over.

Substance Policy

Drugs and Alcohol (Controlled Substances):

Pungo Christian Academy is committed to providing the optimal educational experience and safe environment offered by caring and competent faculty and staff members for all students. In order to assist parents, the primary educator for their children, and to establish a safe, alcohol and drug-free environment, screening of all students grades seven (7) – twelve (12), for alcohol and unlawful controlled substances, is hereby adopted for the 2012-2013 academic school year and years to hence follow. The goal for Pungo Christian Academy is to educate students in an environment free from any influence of alcohol or controlled substances.

This policy is to be both proactive and punitive. It is a policy directed at student conduct, and as such, its primary aim is that of deterring teens and young adults enrolled at Pungo Christian Academy from beginning or continuing alcohol or controlled substance use and abuse and to steer them into a treatment and education program whenever appropriate.

Attendance at Pungo Christian Academy is not a right, but a privilege. Certain responsibilities come with the privilege. Pungo Christian Academy holds students, parents, guardians, and any individuals having direct care of students to a high code of behavior in areas that affect the well-being and safety of all students. Accordingly, all students, grades seven (7) – twelve (12), parents, and guardians are required to consent to participation in all aspects of the policy as a condition of the student's enrollment at Pungo Christian Academy.

The use, possession, sale or purchase of any unlawful controlled substance or controlled substance is in violation of Federal Law and/or the laws of the State of North Carolina, and Pungo Christian Academy's Alcohol and Drug Policy including, but not limited to the following: Alcohol, Cocaine, Opiates, Phencyclidine (PCP), Marijuana, Steroids, Barbiturates, and Methamphetamines.

Controlled Substances are prohibited at Pungo Christian Academy or at any Pungo Christian Academy event unless a valid, proper written medical authorization previously provided to the administration is in the student's confidential cumulative file.

A refusal to submit to or attempt to falsify a test required by the policy will be deemed as a positive test and a controlled substance use violation, with the accompanying consequences as set forth in the policy. Test sampling and references about unlawful controlled substances may be referred to as "Drug" throughout this policy.

The components of our Drug policy are based on education, intervention, and responsibility.

Pungo Christian Academy shall offer, and each student shall receive educational instruction regarding the physical and psychological effects of alcohol and controlled substance use and abuse. Such instruction shall consist of classes and/or other educational presentations throughout the academic year, at such times and in such manners as the Head of School shall

determine. Additionally, such education shall be available to all Pungo Christian Academy school faculty and staff members. Pungo Christian Academy faculty and staff shall receive training in the aspects of recognition and intervention when observing or confronted with a violation of the Policy.

Any use, possession, or purchase of any alcohol substance by any Pungo Christian Academy student is a violation of this Policy. Furthermore, it is a violation of this Policy for any Pungo Christian Academy student to have any amount of alcohol in his/her body while at Pungo Christian Academy or at any Pungo Christian Academy event unless a valid properly written medical authorization previously provided to the administration, is in the student's confidential cumulative file.

Alcohol:

Random Testing: Screening for alcohol shall be conducted at Pungo Christian Academy utilizing a procedure whereby on random dates and events throughout the school year, selected by the Head of School, a number of students as determined by the Head of School, shall be selected randomly from a pool consisting of the total Pungo Christian Academy student population in grades seven (7) – twelve (12) or by some other random method chosen by the Head of School. The testing shall be conducted by collecting a breath sample for analysis utilizing an Intoxilyzer device in accordance with the manufacturer's protocol for said device. Consequently, it is possible that a student may be tested more than once a year. Conversely, it is also possible that a student may not be tested at all.

Reasonably Based Testing: A Pungo Christian Academy student present on Pungo Christian Academy school property or at a Pungo Christian Academy school event reasonably appearing to be under the influence of alcohol shall be escorted to the administrative offices or other appropriate area where the student shall provide a breath sample for analysis by an Intoxilyzer device in accordance with the manufacturer's protocol for said device. In making the determination that a student may be under the influence of alcohol, a Pungo Christian Academy faculty or staff member or other individual in the presence of a Pungo Christian Academy student may consider the student's conduct, his/her physical appearance, eye abnormalities such as; redness, glassiness, or blood-shot appearance, odor of alcohol on their body or breath, slurred speech, altered physical coordination, or any other factor that would reasonably lead to making such a determination. The student shall consent to being escorted to the administrative offices and to providing breath samples as required by the policy. The lower of two readings shall be considered the amount of blood-alcohol concentration for that individual. The Intoxilyzer printout reflecting the blood-alcohol concentration, the consent form (s) obtained for alcohol testing, and all paperwork associated with obtaining breath, hair, saliva or urine samples shall become part of the Pungo Christian Academy student's confidential cumulative file, in the event the Head of School determines a breath, hair, saliva or urine sample for alcohol testing is required.

Controlled Substances: Any use, possession, or purchase of an unlawful controlled substance or controlled substance by any Pungo Christian Academy student is a violation of the policy. Furthermore, it is a violation of this policy for any student to have any amount of a controlled substance in his/her body while at Pungo Christian Academy or at any Pungo Christian Academy school event unless a valid, properly written medical authorization previously provided to the administration is in the student's confidential cumulative file.

Random Testing: Screening for the use of any unlawful controlled substance or controlled substance shall be conducted at Pungo Christian Academy utilizing a procedure whereby on random dates and events throughout the school year a number of students, as determined by the Head of School, shall be selected randomly from a pool consisting of the total student population, grades seven (7) – twelve (12), of Pungo Christian Academy. The random method for selection is at the discretion of the Head of School. Consequently, it is possible that a student may be tested more than once a year. Conversely, it is also possible that a student may not be tested at all.

Reasonably Based Testing: When it reasonably appears to a Pungo Christian Academy faculty or staff member, (or other individual that is in the presence of a Pungo Christian Academy student), who is present on Pungo Christian Academy property or at a Pungo Christian Academy school event while appearing to have a controlled substance in his/her body, the student suspicioned to be under the influence of a controlled substance shall consent to being escorted to the administrative offices or other appropriate place where the student shall provide a saliva, hair or urine sample for testing by the designated testing organization, in the event the Head of School determines a sample is required. In making the determination that a student may be under the influence of a controlled substance, a Pungo Christian Academy faculty or staff member or other individual in the presence of the student suspicioned to be under the influence of a controlled substance may consider the student's conduct, his/her physical appearance, eye abnormalities such as; redness, glassines, or blood-shot appearance, odor of body or breath, slurred speech, altered physical coordination, or any other factor that would reasonably lead to making such a determination. The consent form obtained for drug testing and all paperwork associated with obtaining hair, saliva, or urine samples shall become part of the student's confidential cumulative file in the event the Head of School determines a sample for drug testing is required.

Pungo Christian Academy shall employ the services of an independent organization qualified to conduct such drug testing for the purpose of coordinating and analyzing suitable hair, saliva or urine samples. Breath, hair, saliva or urine samples may be obtained at Pungo Christian Academy; however, the right to have off site sampling obtained is reserved and is at the discretion of the Head of School.

Notification of Test Results:

Alcohol: The Head of School shall provide the student and his/her parent(s) or guardian(s) written notification of a positive result immediately. The Intoxilyzer printout of all test results shall be maintained in the student's confidential cumulative file.

Controlled Substances: The Testing Organization shall notify the Head of School of each test result. When results are received, the student and his/her parent(s) or guardian(s) will receive written notification of positive test results within three (3) days after obtaining the results. The notification shall include the name, address, and telephone number of the Testing Organization that handled the sample.

Responsibility:

First Violation: Upon a first violation of the policy, the student and his/her parents or guardians shall be required to meet with the Head of School and/or Board of Directors to determine an appropriate course of action. The student will be required to receive an immediate assessment by a substance abuse professional approved by the Head of School. The student and his/her parents or guardians must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding the student's plan of treatment. The student shall be subject to a ten (10) day suspension, at the expense of the parents or guardians, and will be prohibited from participating in extra-curricular activities for the remainder of the school year.

The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be expelled from Pungo Christian Academy. Upon completion of necessary treatment, the student shall submit to follow-up testing which shall consist of mandatory, monthly, testing for a period of three (3) months. If a student tests positive during this period, he/she will be expelled from Pungo Christian Academy.

All costs associated with assessment, treatment, and follow-up testing shall be borne by the student and/or the student's parents or guardians.

Second Violation: Upon a second violation of the Policy, the student will be expelled from Pungo Christian Academy.

Confidentiality: Pungo Christian Academy will make reasonable attempts to keep information regarding alcohol and drug tests, and any resulting disciplinary actions, confidential.

Appeal of Alcohol or Controlled Substance Tests Results:

If the student, (or his/her parents or guardians), is of the opinion the alcohol or drug test results are erroneous, the student's parents or guardians must notify the Head of School in writing. Such notification shall also set forth whether the student's parents or guardians intend to request that a second test sample be obtained. When the student's parents or guardians request a second test sample be obtained, such request shall be made by the parents or guardians directly to the Testing Organization. The second test must be taken within three (3) days of the student's receipt of the written notification of the initial positive test sample result. The cost for the second test sample shall be borne by the student and/or his/her parents or guardians. If the second test sample results vary from the first test sample results, the Head of School and the student from whom the sample was taken and his/her parents or guardians will discuss what further action shall be taken. The date the student and/or his/her parents or guardians receive written notice shall be counted for the purpose of calculating the three (3)-day period; however, Saturdays, Sundays, and Holidays shall not be counted. Test samples will be obtained on the next business day. For example; if the notice is received on a Thursday or Friday and the repeat test sample is not obtained on Friday, Monday will be considered the third (3rd) and final day to have the repeat test sample obtained.

Retention of Records:

Documentation pertaining to each student's random screening for drug usage will not be made part of the student's permanent record. All documentation generated in connection with the Policy shall be kept in a separate confidential file.

Sale, Distribution, or Possession:

Any student caught selling, distributing, or in possession of alcohol, unlawful controlled substances, or controlled substances on Pungo Christian Academy property or at any Pungo Christian Academy event will be immediately expelled from Pungo Christian Academy.

Attendance Policy

Policy for Tardiness to Homeroom and/or Class: Pungo Christian Academy requires punctuality to school and to classes as it recognizes being on time is an important habit. All students are expected to be in their classrooms with their books/materials and ready to begin class on schedule. It is not appropriate for students to ask to leave the room after the class begins to get books and materials. Bathroom breaks should only be allowed in emergency situations.

Middle School and High School Procedure::

1. Students who come to school late MUST report to the office.
2. The classroom teacher will maintain a record of tardies for each course or class. Every three (3) tardies will be recorded as a tardy/absence (TA). These absences will count in the attendance requirement to get credit for the class/course.
3. Whenever a student exceeds the ten-day limit for absences, the student has failed the course.
4. Students who receive three unexcused tardies in homeroom will result in one hour of after school detention. Parents of the student are responsible for the $20.00 per hour after school detention fee.
5. Three unexcused tardies in a class will result in a discipline form and lunch detention. Habitual unexcused tardies will lead to increased hours of after school detention and loss of activities.
6. Excused tardies will only be given for: illness or injury, quarantine, death in the immediate family, medical or dental appointment, court and administrative procedures, religious observances, educational opportunity, and work.

Elementary School Procedure

Lower school teachers will begin instruction at the scheduled time in the morning. If an elementary school student is tardy, it delays the instruction for all students. Tardies, therefore, will be monitored. Students with excessive tardies will be referred to the Head of School. If a student is tardy, the parent will be notified of any work that was missed; and the parent will be responsible to ensure that the work is made up by the student. Excessive tardies are strongly discouraged because (1) it is disrespectful to the teachers, (2) it does not help teach students good habits, and (3) it can impact learning and academic progress over time.

Discipline: A note from a parent does not automatically make a tardy excused. The decision to excuse the reason for tardiness will be made by the Head of School. It is necessary for a student to be in class for at least half of the period to receive credit for being present. If a student is present in the class less than half the period, the student will be counted absent for that class. Students with more than 3 tardies per six weeks will

miss recess and/or enrichment time as deemed necessary by teacher and administration.

Attendance:

Pungo Christian Academy encourages regular attendance. Research indicates the amount of learning is correlated to the amount of time spent "on task" by students. Students are expected to be in school except during times of illness or family emergencies. Early dismissal of a student for reasons not related to school activities is discouraged since it will result in a class absence. Special school-approved field trips and activities, including sporting events, are designated in the management system as a SCHOOL EVENT but are not considered part of the 170 days. Seniors and juniors are allowed three days to visit colleges. These days do not count in the 170 days of required school attendance and will be designated as COLLEGE DAY on the attendance software.

Students have the responsibility to obtain assignments from the teacher, a classmate, or the website ahead of time, when they are absent. Students and parents are ultimately responsible to ensure schoolwork is completed on-time and deficiencies are resolved. If schoolwork is not made up, the grade will be penalized. Teachers are responsible to monitor and record absences. The teacher should make contact with the parent in cases of excessive absences, defined as more than three per grading period or six total, and also make the Head of School aware of the situation.

Upon a student's return to school after being absent, the student must report to the office and present a written excuse from his/her parent or legal guardian. This should be done the morning of the student's return to school. The school secretary will tell the student they may report to class after she has marked them tardy in FACTS. The teacher should make sure that the student was marked as tardy in the system. If a written excuse is not received upon return to school, an "unexcused" absence will be issued with no exception. When absent, it is the student's responsibility to have his/her parents attest to the absence in writing. An unexcused absence will be recorded if a written parental reason is not presented within 24 hours of the student's return to school.

Any absence that can be predetermined for any part of the day, such as dental or medical appointments, must be cleared in advance through the Head of School's office and a pre-excused form must be completed. Pre-arranged absences must be requested at least 72 (seventy-two) hours in advance. Parents may request a pre-arranged absence via email or written note to the office. All make-up work must be completed within 72 hours of the student returning to school. Parents are encouraged to email teachers for work that will be missed.

Athletes: It is the student's responsibility to turn in work before they leave for games and it is their responsibility to get any work for the class they are missing.

Excused Absences: For clarification of what constitutes an excused absence, the state recognizes the following: illness or injury, quarantine, death in the immediate family, medical or dental appointment, court and administrative procedures, religious observances, educational opportunity (Head of School's prior approval required), and work (Head of School's prior approval required). Written excuses need to explain the reason for absence. Students in grades K-12 will be allowed two unexcused absences (regardless of time of day) per year. Work made up from these absences will be accepted and no zeroes given. Any additional absences deemed unexcused by the state will result in zeroes. A note from parents must be given to the office within 24 hours of the absence to change an unexcused absence to an excused absence. Upon absence being changed to excused, zeroes will be removed.

The academic day for students is from 8:50 a.m. to 3:00 p.m. Students are expected to be at school and in class during that time. No student is to leave school or not attend class without "checking out" through the office. In order to "check out", a written notice from a parent is required. Students will not be able to use the phone unless deemed an emergency by school administration.

Upon arrival at school, students may go to their homeroom with teacher's permission and if the teacher is present. Students may also go to the cafeteria and sit quietly and visit or study if arriving prior to 8:30 am. Students in Pre-K through 5th grade must go to "Before School" prior to 8:30 a.m.

In the case of illness or any other need to leave campus, students are first to report to the office.

Students in grades 6-12, by NC State Law, cannot be absent more than ten (10) times from any one course. Students who miss one course more than ten (10) times cannot pass that course without special permission from the board and possibly summer school.

Elementary School Procedures: Elementary students cannot be absent more than 20 days. Students with more than 20 absences will have to prove (extenuating) circumstances to the Board of Directors in order for the student to be promoted to the next grade. Students in grades K-5 are encouraged to attend school regularly. Absences will be monitored and noted on the report card. Students in grades K-5 who have permission to sign out and leave school early will be considered absent if they miss more than 50% of the school day (more than 3.0 hours).

Middle and High School Procedures: Students in grades 6-12 who have permission to sign out and leave a class early will be considered absent if they miss more than 50% of the class time.

Notification by Parent for Absences

1. When an absence is anticipated, the parent should make the school office aware of it. The student should tell the teachers and get assignments.
2. <u>If the absence is not anticipated, the parent is asked to notify the school before 9:00 a.m. If the school is not notified, they may call the parent to confirm an absence.</u>

3. If the school was not notified before or on the day of the absence, it is required the student bring a note from the parent specifying the reason for the absence when he returns to campus. Absences will be designated on the grading software.

Medically-Related Extended Absences: When medical conditions force extended or periodical absences, it is recommended the parent call the school officials and apprise them of the situation and work out a plan to get assignments and make-up tests.

To prevent transmission of contagious diseases, a child will not be permitted to attend school if it has been less than 24 hours since any of the following symptoms: (1) fever of 100.0 or above, (2) vomiting, or (3) diarrhea. If the child does come to school without having the necessary time after the symptoms, the parent will be asked to return to pick up the student.

Students leaving school with ailments such as headaches, toothaches, physical injuries, or food/environmental allergies may return to school the next day at their physician's or parent's discretion.

Skipping School, Cutting Classes, Unauthorized Leaving School: Leaving campus without permission is considered the same as skipping school. Once a student is on the school campus, he/she must not leave until he/she has signed out. This includes the time between arriving on campus in the morning and the time the school day begins. In order to sign out of school, the student must have a written excuse from his/her parent. No student who attends school during any portion of the school day shall leave the school grounds prior to the end of the school day without good reason sufficient to constitute an excused absence.

Any student who leaves the school campus without permission will receive a minimum of one day of In-School Suspension, at the cost of the parents, and loss of school related activities for three (3) days. The cost to parents will be $50.00 per day.

No student shall fail or refuse to attend an assigned class, including assigned field trips, without good reason sufficient to constitute an excused absence. If a class field trip provides transportation and a student does not attend the field trip, it is considered an unexcused absence.

Prearranged Absences for Reason Other than Illness

It is recognized that, on occasion, students and parents may need to make a request for students to be absent from school obligations for reasons other than medical appointments, illness, or emergency reasons. Most of those absences are known in advance. Such absence requests are to be made by the parent to the Head of School via email or written request. A student will be issued a prearranged absence form to be completed by his/her teachers so the student and parent will know exactly what schoolwork will be missed. Missed work is due upon returning to school. It is understood that generally in such absences the student is responsible for making up work missed without the obligatory assistance of a faculty member or instructor.

All prearranged absences must be submitted in writing to the Head of School at least 72 hours in advance via email or a note to the office.

Assignments missed may be turned in for credit either prior to or immediately following the absence. If a test is scheduled the day of a student's return, the student must take the test. Make-up tests missed while absent will be administered at the convenience of the teacher, but within a 72-hour period. It is imperative, therefore, that careful attention be given to the request for such absences in order to ascertain exactly what work the student can afford to miss and the student's academic status in particular classes.

Student Life and Safety

Student Driving:

Driving a vehicle on campus is a privilege, not a right. Driving on campus requires the realization that a highly congested traffic area is in use daily and hourly by people, particularly small children. This requires common sense, courtesy, caution, patience, and alertness in driving. Student drivers who ignore these factors in their driving on campus at any time are subject to serious disciplinary action. Students are to enter and leave the campus according to the correct manner and use the correct driveway (enter by the west and exit by the east). Students must use the concrete driveway. Students may not drive behind the school. Students must leave the parking area once they park their cars and are not to return to the parking area without permission from the office until school is dismissed for the day. Students who have the privilege of driving cars to and from school are expected to comply with the following reasonable rules which are for the protection of the entire student body:

1. Cars are to be parked in designated student parking lot.
2. Licensed cars/trucks must remain in normal driving areas, not on playgrounds or athletic fields.
3. Any vehicle driven on campus must be driven by a person who has a valid driver's license or learner's permit.
4. 4-wheelers or golf carts are NOT allowed on Pungo Christian Academy property at any time unless driven by a licensed driver. They must remain on driveways or in the parking lot.
5. No reckless or negligent driving, including but not limited to speeding, "scratching off", driving with students not wearing seat belts, driving with students sitting outside the car, is allowed on campus. "Hot-rodding" leaving/entering school driveways before or after school is not allowed.
6. Students are not to go to the parking area or cars unless permission is granted by administration. Students need to bring all pertinent items with them when they arrive at school: computers, change in clothes, uniforms, etc. Permission will be granted only for an emergency.

7. Students are not to loiter in parked cars before or after school. Upon arriving at school, all student drivers and passengers MUST leave the parking areas and enter the school building.
8. Cars are not to be left on campus for an extended time or overnight.
9. Students taking part in activities after school are not to move cars until the activity is over and they have left school.
10. Students are not to use cars for errands during school time unless permission is granted by the administration.

Student Parking:

All student vehicles are to be parked in the front parking lot. The front of the school is reserved for visitors, faculty, and staff parking. No weapons can be left in student's vehicle while on campus.

Students and/or passengers of student's cars are not to be in the parking lot during school hours, including time between classes, break or lunch periods.

The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property, including a visual inspection of the interior of any automobile through the window of the automobile. The interiors of student vehicles may be searched whenever school personnel have reasonable suspicion to believe illegal or unauthorized materials are contained inside.

Lockers:

Each student in grades 6-12, if needed, has the privilege of having a locker. Students are expected to respect this school property by keeping their lockers free of writing, decals, trash, etc.

Student lockers, desks and other storage areas provided for student use on school premises are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers, desks, or other storage areas. Students are also responsible for whatever is contained in lockers, desks, and other storage areas issued to them by the school. Periodic general inspection of any lockers may be conducted by school personnel for any reason at any time without notice, without student consent, and without a search warrant. Maintenance costs and repair of lockers caused by vandalism or carelessness will be borne by the student.

Rules for Overnight School Trips: Student must maintain a 77 average each six weeks. A student may not fail more than one subject per six weeks. Student must have a signed medical form and release form by parent. Each room will have an adult chaperone or adjoining room. Students who break the PCA Code of Conduct on overnight trips may be sent home at the chaperone's discretion but at the expense of the parents.

Policy for Solicitors: No one is allowed on the school grounds or in the school building to solicit or to request signatures for a petition unless authorized by the Head of School. No student may sell any items on campus.

Policy for Campus Visitors: All visitors to the school will report to the office on arrival. Visitors that go to classrooms should be approved by the administration and should register in the office. School personnel will assist a parent if he/she is picking up a student or with other situations.

Medical Care and Intervention of Students: You may come to school and give the medication to your child at the appropriate time(s). You may request school personnel to administer medication to students in K-12th grades; however, you must comply with the following:

- The school must have documentation on file signed by the parent.
- Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given.
- Over-the-counter drugs must be received in the original container and will be administered according to the written instructions.

Class Invitations: Students in Pre-K through twelfth grades who distribute invitations at school for a party that will be given in the home should ensure that all students in the class are invited. Otherwise, arrangements need to be made to mail invitations or distribute them at some other location. If all students are not invited, please talk to your child about the importance of not making others feel left out for not being invited.

Public Displays of Affection: While it is certainly appropriate to give a friend and/or classmate a handshake, a pat on the back or a quick hug, it is not appropriate to engage in the following behaviors at school: Romantic display of affection as exhibited by kissing, extensive hand holding, romantic embraces or other romantic displays, kicking, or hitting members of any person is prohibited.

Any public display of inappropriate touching, “piggyback” rides, slapping any person on the buttocks, etc. is prohibited. As with proper dress, any faculty and/or staff member has the right and responsibility to require students to adhere to guidelines. Please refer to chart for range of penalties.

Lunchroom Privileges: Seniors are allowed to order out one day per week. One senior will call in and pick up lunch for the senior class with permission from their parent and the office. Seniors will not be allowed to leave as a class for lunch unless given special permission. This is a Senior privilege and all underclassmen must bring their lunch from home or order what is provided by the cafeteria. Seniors will not be allowed to bring lunches to underclassmen. **Underclassmen are not allowed to order out or bring in food from any outside source. They must order from the lunchroom or bring their lunch that morning.** Lunch orders should be placed in FACTS daily by 8:00am.

Dress and Grooming

Dress and Grooming Policy: Pungo Christian Academy believes that appearance and personal grooming are important parts of character development and discipline. Students are expected to dress in a manner that reflects modesty, cleanliness, and respect for the academic and spiritual environment of the school.

General Guidelines

- Students must come to school clean and neatly groomed.
- Proper shoes are required; bare feet are not allowed.
- Clothing must not be torn, excessively soiled, or ragged, including jeans.
- Clothing must be age-appropriate, and may not be revealing, provocative, indecent, vulgar, obscene, or disruptive to the educational environment.
- Clothing may not display or promote alcohol, tobacco, drugs, violence, profanity, or inappropriate behavior. Clothing may not promote or reference alternative lifestyles or be of sexual or disruptive nature.
- Hats, caps, sweatbands, bandanas, and sunglasses may not be worn inside any building during the school day.
- Pants, shorts, and skirts must be worn at the waist—sagging is not permitted.
- Undergarments must not be visible under any circumstances.
- Students are not allowed to bare midriffs, wear backless tops, spaghetti straps, halter tops, or tank tops.
- Students must comply with acceptable hair conditions including being combed and clean, being neat, not covering eyes, ears, or collar. Facial hair must also be kept neat and clean at the discretion of administration. No Mohawks. Natural hair color only.
- Girls may wear earrings, but no other body piercings are allowed. Tattoos must be covered if deemed inappropriate by the administration.
- For student athletes on game days, girls must wear dress pants, dress shorts, skirts, or dresses of an appropriate length with an appropriate top. Boys must wear khaki pants or dress shorts, a collared dress shirt and a tie. Shirt tails must be tucked in and the tie must be tied. Student athletes who are not properly dressed by lunch on game days will not be allowed to play in that day's athletic event. During warm months, boys may substitute a collared Pungo polo shirt for the "dress shirt and tie". The polo shirt must also be worn tucked in.

Shorts and Skirts Policy: To maintain modesty and consistency, the following rules apply to shorts (boys and girls), dresses and skirts:

- Shorts, dresses, and skirts must be no shorter than the length of a U.S. dollar bill (approximately 6 inches) above the top of the kneecap.
- The measurement is taken from the top of the kneecap to the shortest visible part of the garment, including slits, scalloped hems, or decorative cutouts.
- This rule must be met from both the front and back views while the student is standing upright.

- Tight-fitting or excessively form-fitting garments are not allowed. Students are not allowed to wear biker pants/ shorts or overly tight pants, skirts, shorts, or dresses. If leggings or other form-fitting pants are worn, the top or shirt must provide full coverage. Tops must cover the buttocks completely in the back and extend beyond the front pelvic area in the front when standing or sitting.
- Rolling the waistband to shorten the garment is prohibited.

Hats and Accessories

- No hats or caps are permitted in the hallways, classrooms, offices, lunchroom, gym, or library during school hours.
- Any staff member may confiscate a hat. Return is at their discretion.

Special Event Dress Code

- For banquets, closing ceremonies, and other formal school activities, the following dress code takes precedence:
    - Boys: Dress shirt, slacks, dress shoes
    - Girls: Dress, skirt, or slacks and blouse, dress shoes
- Field trip permission slips will specify appropriate dress for the day. Students must be dressed appropriately or they will be unable to participate in field trip.
- An established committee will be responsible for the approval of clothing for special events such as Homecoming Representatives. If dress does not improve for banquets, this committee will approve these outfits in advance of special events.

Additional Information for Dress Code

The administration will handle all variations of dress and grooming on an individual basis. Any faculty and/or staff member has the right and the responsibility to require students to adhere to guidelines. Grooming is as much a matter of personal discipline and concern for others as is preparation for classes and academic performance. Students deemed not fulfilling the obligations might be refused participation in any function both on and off campus.

If shorts, skirts or dresses are too short or too tight and continue to be worn, the privilege will be revoked on an individual basis. The Board of Directors voted that if facial hair is worn by males it must be well groomed. If not kept neat, the privilege will be revoked on an individual basis.

Parents – Please adhere to these dress and grooming rules when visiting the campus.

Students who do not comply with the dress code will be asked to change into appropriate clothing. Repeated violations may result in disciplinary actions, including loss of privileges or detention, as outlined in the Student Code of Conduct.

Chart of Penalties for Dress and Grooming

First Offense	Any faculty member who observes a student out of compliance with the dress code policy will inform the student that he/she is to report to the office at the end of that class. A list of dress code offenders will be maintained in the office. The student will be required to wear scrubs provided by the school. If the student has another change of clothing, he will be allowed to change out of the school t-shirt/house dress at the next break or lunch period. NO CLASS TIME WILL BE USED TO CHANGE CLOTHES. The faculty member will document the infraction of the dress code on a pink disciplinary form and give it to the administration.
Second Offense	1. Students will be required to wear scrubs. 2. Discipline form will be completed and given to school administration. 3. Parents will be called.
Third Offense	1. Students will be required to wear scrubs. 2. Discipline form will be completed and given to administration. 3. Parents will be called. 4. Student will serve one hour of detention after school and pay $20.00.
Fourth Offense	1. Students will be required to wear scrubs. 2. Discipline form will be completed and given to administration. 3. Parents will be called. 4. Student will serve one day of ISS and pay $50.00. 5. Student will be required to wear mandated school uniform for the remainder of the school year.

General Information

Emergency Procedures

911 will be called at the discretion of school administrators

Accidents: Report any accidents immediately to a faculty or staff member who can assist with the problem. In the event no adult is present at the scene, please notify the school office immediately.

Fire: In case of fire, the alarm will sound. Students and adults should exit and assemble in accordance with instructions posted in each classroom. All personnel should remain in the area designated until instructions are given by the Head of School. The "all clear" signal will be given by the ringing of the normal bell only after building areas have been checked. Because of the seriousness of this situation, orderly conduct is necessary. A monthly fire drill will take place during the school year.

Tornado: The school will be alerted if a tornado is sighted anywhere in the area. The school office will notify key personnel, to alert them, even though evacuation procedures may not be necessary at the time. Classes and regular activities (except outdoor activities) are to continue until an evacuation order is given. Should evacuation become necessary, close doors, open windows, turn out lights, and take cover in the area designated.

Inclement Weather: In the case of sleet, snow or hurricane predictions, PCA families will receive notification through parent alert, email and Facebook if school will be delayed or closed. Please DO NOT call the school or school officials. Parents may also receive information in this manner should inclement weather begin after opening of the school day. A parent alert and an email will be sent to all PCA families as soon as a decision has been made.

Lockdown: In case of a lockdown, lockdown procedures will be followed. There will be a lockdown drill each semester. Parents will be notified via email following all lockdown drills. The lockdown procedure can be found in all classrooms and the office.

Academics

Policy for Grading: A teacher has the responsibility for developing a fair and consistent procedure for grading students. Teachers are responsible for posting their grading system and explaining it to students and parents. Teachers are to update grades, at a minimum, of once per week on FACTS. Teachers will base classroom instruction and assessment on a standard course of study and/or set of objectives and will differentiate to provide learning experiences for the range and the ability of the students they teach. Grading will reflect achievement of competencies. By North Carolina law, the Head of School has the final authority to grade and

classify students. If a situation with a student warrants review, the Head of School will meet with the teacher to discuss grade average and any necessary changes.

- Students have the responsibility to prepare for quizzes and tests and understand that low grades will impact course averages. They should be knowledgeable of the grading procedure for the class and the formatting of the test. Preparation for a quiz or test may differ depending on how the questions will be stated.
- It is the student's responsibility to schedule with a teacher an appropriate time to make up any quizzes and/or tests missed as a result of an excused absence. All tests should be made up within 72 hours of absence.
- Students with Individualized Education Plans (IEP) will receive specified accommodations. Annual reviews will be held for all students with specified accommodations.

Grading Scales:

Pre-K	**Kindergarten**	**Conduct Grades**	**1st- 12th Grades**
E: Excellent Progress S: Satisfactory Progress W: Working on Skill NA: Not Assessed	M: Mastered S: Satisfactory Progress N: Needs Improvement NA: Not Assessed	E: Excellent S: Satisfactory N: Needs Improvement U: Unsatisfactory	A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: ≤59

Procedures for Reporting: The school year at Pungo Christian Academy is 180 days which is divided into six grading periods, each of about thirty days. Dates for the end of each grading period, each semester, and each interim report period are specified on the school calendar. Report cards are issued at the end of each grading period. Grades can be found halfway through the reporting period updated in FACTS Family Portal.

Students have two (2) school days to acknowledge report cards in FACTS Family Portal.. Students who do not return signed report cards will receive lunch detention everyday report card is not returned.

Honor Rolls- Grades 1-12

Pungo Christian Academy applauds high achievement and therefore provides recognition to students each six-weeks whose grades meet the criteria for Honor Roll.

- A Honor Roll: Grades of A in all courses
- A-B Honor Roll: Grades of As and Bs in all courses

Graduation Requirements

Units	Program Area
4	English (English I, II, III, IV) or required CCP requirements
4	Mathematics (Algebra 1, Geometry, Algebra II, plus an additional course)
3	Science (1 unit in Biology, 1 Physical Science, and Earth/ Environmental Science)
4	Social Students (1 unit each in American Government, US History, World History, and Economics & Personal Finance)
1	Health & Physical Education
1	Computer Applications
7	Electives
28 Units	Total Graduation Requirements

Promotion Requirements Class of 2026 & Beyond

- 7 minimum units to move to grade 10
- 14 minimum units to move to grade 11
- 21 minimum units to move to grade 12

CCP Program Requirements: Students participating in the CCP program must attend PCA classes 60% of the time.

- PCA students will take all required classes for graduation through PCA.
- Juniors will be allowed to take the same two classes in the fall (English 111 and Spanish 111). In the spring, they are allowed to take up to three classes (English 112, Spanish 112, and Psychology 150). These are the only five classes that will count in the PCA GPA and count towards class rank. Juniors can take additional classes in their own time frame if they choose, but additional classes will not be recognized on their PCA transcript and will not be considered in PCA GPA.
- Seniors will be allowed to take a maximum of four classes per semester. If a Senior takes more than four classes per semester, only the four classes that are predetermined will count towards PCA GPA and class rank. These classes must be a minimum of three hour classes but can be chosen according to professional goals.
- ACA class will be offered in the Fall of Junior year.

Community Service: It is the policy of Pungo Christian Academy for students to be involved in community service that will build character and understanding of society's needs. Students are encouraged to find projects of good quality that will make a difference or impact in the community, but projects must be preapproved by the Guidance Counselor or the Head of School. Therefore, students are required to document a total of forty hours of community service during the four years of high school as indicated by the following chart. Students may bank five hours per year.

	# of Hours	Total Hours
Freshman Year	10	10
Sophomore Year	10	20
Junior Year	10	30
Senior Year	10	40

Transfer students can request a prorating of the requirement.

Students must complete the Community Service hours documentation in FACTS which will specify the date, the location of the service, the time served, the name of an official at the location with a telephone number for verification. A form can be found online or through the Guidance Counselor. The following is recommended for Community Service:

- Boy's and Girl's Club, Relay for Life, Habitat for Humanity, Hospice, Salvation Army, Fire/Rescue, Red Cross, Volunteer at local hospitals, Vacation Bible School, and Martha's Project.

Penalty: Students who fail to complete the mandatory hours of community service for any given year lose the privilege of participation in extra-curricular activities the following year until the requirements are satisfied. Seniors must complete all community service requirements prior to graduation. SENIORS MUST GIVE ALL DOCUMENTATION TO THE GUIDANCE COUNSELOR BY MAY 1st OF GRADUATION YEAR.

Baccalaureate and Graduation

In order to participate in Baccalaureate and Graduation Exercises, a senior must meet all of the following requirements:

- All community service hours must be completed and turned in on the proper forms by May 1 of the senior year.
- Academic requirements for graduation must have been met by the last day of school.

- All financial obligations to the school must be satisfied prior to the Baccalaureate Exercise.
- Students are required to participate in Baccalaureate and Graduation Exercises. Students who do not participate in Baccalaureate will not be allowed to participate in Graduation.

Graduation Marshal: The top students from each class with grade averages of at least 90 will be selected as graduation marshals. Any student who meets the academic requirement for Marshal but who has been accused and found guilty of academic dishonesty on a first offense will not be allowed to serve as a Marshal for that academic year. On a second offense of being accused and found guilty of academic dishonesty, the student will not be allowed to be a Marshal during enrollment in grades 9 through 11, regardless of the academic record.

Valedictorian and Salutatorian: Grade 12

The senior with the highest GPA, with a minimum requirement of 90, will be selected valedictorian of the class. In cases of a tie with the GPA, the average of all courses will be the tie-breaker. The student with the second highest GPA, with a minimum requirement of 90, will be selected salutatorian of the class. Any student who meets the academic requirement for Valedictorian or Salutatorian but who has been accused and found guilty of academic dishonesty on a first offense may not be allowed to serve as a Valedictorian or Salutatorian for that academic year.

A student who transfers to Pungo Christian Academy must be enrolled no later than the end of the first six weeks of the eleventh grade to be considered for honors such as valedictorian, salutatorian, or Honor student. Likewise, students entering after 9th grade must be enrolled two years before they can be considered for graduation marshal.

Senior and Junior Beta Club: Grades 6-12

The National Beta Club is an academic honor organization that believes in “leadership through serving others.” The Junior Beta Club is composed of students from grades 6-9 and the Senior Beta club is composed of students from grades 10-12. Requirement: 90 average to qualify for induction into Beta Club plus be in good social standing in the school.

Exam Policies

Summative exams are important in the learning of essential concepts. Students should prepare for exams on a daily basis by taking good notes, doing homework, and studying for quizzes and tests.

At the end of each semester, middle and upper school examinations will be given to all students in grades 6-12. Exams shall count 15% of the semester average.

Exam Exemption: Grades 6-12

Students in grades 6-12 can be eligible to be exempt from taking second semester exams each year. Exemption will be granted based on the following provisions:

- The student has a 90 average or better in that class in grades 6-12.
- The student has no more than 10 excused or unexcused absences in that class.
- The student has not been assigned any ISS/OSS during the school year.
- The student has not had any Honor Violations (including cheating or plagiarism infractions) from any class during the school year.
- The student has not received more than three (3) Discipline Referral Forms
- If exempt, the first semester exam will be averaged twice in FACTS.

Summer School Policy

- Required if grade is below 60 or absences exceed the limit:
    - Middle/High School: more than 10 absences in the class
    - K–5: more than 20 absences in the class
- Students may not be eligible for summer school if they exceed the allowed absences **AND** make below a 55 in the class.
- Cannot attend summer school two years in a row
- Must be in good standing with the teacher and have a teacher recommendation
- Not eligible if three or more homework-related discipline write-ups

Handbook Signature

We have read and understand the rules and regulations of Pungo Christian Academy as well as the consequences of violating the rules and regulations.

Please return to school office by the first day of school.

_____ _____

Student's Signature Date

_____ _____

Parent's Signature Date

Consent Form Required of Parents and Guardians

I/We have read the Pungo Christian Academy Policy for Alcohol and Drug Testing ("Policy") for all students Grades 7-12.

I/We understand that Pungo Christian Academy may request a sample pursuant to the guidelines established in the Policy.

I/We agree to defend and indemnify Pungo Christian Academy, its employees, board members and agents, against any demands or claims of any type whatsoever (including cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Policy, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at Pungo Christian Academy is conditioned upon the execution of this consent form.

I/We understand that a violation of the Policy will result in discipline, up to and including the student being expelled or requested to withdraw.

I/We agree to abide by the terms of the Policy, including the provisions for obtaining an immediate assessment from a substance abuse professional should our son/daughter test positive as defined by the Policy. Furthermore, I/We agree to cooperate with the plan of treatment that is recommended for our son/daughter.

I/We understand that refusal to sign this consent form renders our son/daughter ineligible for attendance at Pungo Christian Academy.

Student's Name: _____

_____ _____

Signature or Parent or Guardian Printed name of Parent or Guardian

Date: _____ Date: _____

Consent Form Required of Students

I have read the Pungo Christian Academy Policy for Alcohol and Drug Testing ("Policy") for all students Grades 7-12.

I understand that Pungo Christian Academy may request a sample pursuant to the guidelines established in the Policy.

I agree that Pungo Christian Academy is not responsible if test results are erroneous and hereby release Pungo Christian Academy, its employees, board members and agents, against any demands or claims of any type whatsoever (including cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Policy, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at Pungo Christian Academy is conditioned upon the execution of this consent form.

I understand that a violation of the Policy will result in discipline, up to and including being expelled or requested to withdraw.

I agree to abide by the terms of the Policy, including the provisions for obtaining an immediate assessment from a substance abuse professional should I test positive as defined by the Policy. Furthermore, I agree to cooperate with the plan of treatment that is recommended.

I understand that refusal to sign this consent form renders me ineligible for attendance at Pungo Christian Academy.

Student's Name _____ Date: _____

Signature of Student _____