



*"Strength Through Knowledge"*

# Family Handbook

2024-25

## Handbook Revised July 2024

### Administration

Allyson Carmichael, *Head of School*

Samantha King, *Upper School Administrator/College Counselor*

Kristi Spivey, *Lower School Administrator*

Lon Spivey, *Athletic Director*

Jonathan King, *Assistant Athletic Director*

Will Eskridge, *Chairman of the Board*

### Support Staff

Susan Baker, *Financial Officer*

Heather Grant, *Administrative Assistant, Attendance Clerk*

Eric Carnegie, *Maintenance Supervisor*

### **Mailing Address:**

PO Box 449  
Mullins, SC 29574

### **Shipping Address:**

2903 East Highway 76  
Mullins, SC 29574

**Phone:** (843) 423-1771

**Fax:** (843) 423-0301

**Website:** [www.peedeeacademy.org](http://www.peedeeacademy.org)

# Our Story

Pee Dee Academy was chartered by the state of South Carolina in 1965 and offers the opportunity of an independent school education in grades K3-12. Pee Dee Academy attracts students from not only Marion County but also from Dillon, Florence and Horry counties in South Carolina and several contiguous counties in North Carolina. PDA is designed to function as a college preparatory school, seeking to provide challenging instruction and a safe, patriotic atmosphere based on Christian principles. PDA is designated as an eleemosynary corporation with full tax-exempt status.

## Alma Mater

During the 1970-1971 academic year, a committee of students was selected to help formulate ground rules for the Alma Mater contest. Several entries were received, but the committee felt that more entries would offer a more honest representation. The committee was unable to finalize on any entry and made tentative plans to have the contest again for additional entries, evaluation, and selection. The 1972-1973 Student Council under President Randy Dozier, Class of 1973, moved forward in the selection of an Alma Mater. A new committee of students and faculty was selected. This committee asked students for additional entries. As entries were supplied, the committee evaluated and selected words and music submitted by alumna Ashley Mace, Class of 1971. The melody of the music was taken from the hymn, "Eternal Father Strong to Save ". The new Alma Mater was initiated during the year at pep rallies, basketball games, academic classes, music classes, student assemblies, and graduation. As students became more familiar with the Alma Mater, its impact began to be evident. Our Alma Mater is loved by all and will be enjoyed by many for years to come.

Forever in our hearts and minds.  
Pee Dee Academy brightly shines.  
A home that greets with friendship warm  
Each son who'll n' ere forget her charm.  
Oh, hear our voices thundr'ing strong  
In praise and honor ever long!

Her golden wings so brave and wide  
Fill every soul with Eagle's pride.  
Her head uplifted to the sky  
Instills the pow'r and will to fly.  
Oh, hear our voices ringing clear  
And loud, till all the world can hear!

*-Lyrics by Ashley Mace Havird, 1971*

## Seal

During the summer of 1970, Mr. Tim Barrineau was requested to help design an appropriate seal. He was asked to incorporate the four (4) basic objectives of the Academy (Scholarship, Christianity, Patriotism, and Athletics) into the design. His basic design was adopted by the students after Mr. Irvin Dodge of Marion modified the basic layout and gave color to the design. Mr. Dodge also presented the Academy with a large replica of the seal which is displayed in the high school building. The seal is found on the class ring, stationery and envelopes, certificates of awards, and the Pee Dee Academy diploma.



## School Colors

Royal Blue, Gold, and White

## Mascot

"Golden Eagle"-adopted by the 1971 student body by secret ballot.

## Motto

"Strength Through Knowledge"

## Class Ring

The 1970-1971 Academy's student body selected a ring committee to design a class ring. This committee worked hard and diligently to select a design that would be meaningful, not only to the first graduating class of 1971 but to future graduating classes that would reach that milestone. The ring design was finalized and made official by the student body. A photograph of the ring can be seen in the Academy's general office.

## Board Governance

The Board of Directors is the highest governing body of the school. The Board reserves the right to change, amend, override, or discount any part or all of the rules as outlined herein above provided that the issues that may arise are personally addressed before the Board. The decisions of the Board are final and paramount.

## Accreditation

Pee Dee Academy is a member of, and accredited by, the South Carolina Independent School Association, Inc. (SCISA).

# School Day Operations

## Financial Information

- The annual budget at Pee Dee Academy is set based on anticipated tuition payments.
- Payments are due on the 1<sup>st</sup> of each month.
- Permanent records and official transcripts will be withheld until all fees and penalties are paid in full.
- Please refer to your Enrollment Contract to determine payment options.
- All cash payments for tuition must be brought to the office by an adult.

## Guidance Program

The purpose of the guidance program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We try to achieve these goals in the following ways:

- 1) Help each new student feel at home in the Academy with new teachers and friends.
- 2) Individual conferences are available to each student when he or the counselor deems it necessary.
- 3) The testing program is designed to help students learn as much as possible about their capabilities.
- 4) The counselor welcomes the opportunity to talk things over with any student or parent.

**There will be scheduled summer advisement meetings for each Senior with his/her parent(s)/guardian(s).**

## Student Check In/Check Out Procedures

- Parent/Guardian will send a note, or email, to the front office stating date, time, and reason for check in/check out for their child. Text messages and phone calls will not be accepted for student dismissal. Having a note/e-mail will help with safety, faster communication, and accountability in the check in/check out process. Whenever possible this note should be sent before 8:30 a.m. to Heather Grant ([hgrant@peedeeacademy.org](mailto:hgrant@peedeeacademy.org)) and your student's first period teacher (upper school)/homeroom teacher (lower school).
- ALL students will sign in/out in the upper school office.
- Parents will report to the upper school office when they come to the school. Students being signed in will be sent to class once they have been signed in at the upper school office. If a student is being checked out, he or she will be called to the upper school office at that time.
- Students that drive and have received permission to sign out early must leave the parking lot when they sign out of school.
- Students are not allowed to return to campus prior to 2:10 pm for games, practices, etc. unless they sign back in.

### Leaving School Early

- 1) Without a note from home. If a student feels sick and wishes permission to go home, that student must get permission from the office before calling home. Students should get assignments before leaving and plan to make up tests that they will miss. Transportation must be furnished by the family to leave school early. Parents are encouraged not to make dental and doctor appointments, if possible, during school hours.
- 2) Without permission. If a student leaves school without permission, regardless of sickness or not, a suspension from school will be issued.
- 3) All students will sign out in the office or will be considered cutting. You must also sign in if returning.
- 4) No students may leave the school grounds from the time of arrival until the time of dismissal without specific permission from the Head of School.
- 5) Upperclassmen whose schedules permit may be allowed to come later or be dismissed early if the student remains at school for three full periods. Schedules will not be altered to ensure this is an option for students, but in the event the schedule permits, this will be allowed. Those being dismissed early may not return to campus until time for any after-school event in which he or she may be involved.

### Announcements

- School announcements will be made daily. Students are responsible for making sure they are attentive during announcement time.
- Administration must pre-approve announcements, handbills, or posters before being displayed on PDA campus.
- Announcements for the day should be in the office by 8:00 a.m., the day it should be announced.
- Announcements will be made daily starting at 8:05 a.m.

### Book Bags

- Book bags will not be left in hallways, door openings, or other high-level traffic areas for safety purposes.
- Book bags are subject to random inspection by the administration.

### Computer Lab/Technology

- Computer Labs, I-Pads, and other Pee Dee technology are for the proper use of PDA students, and staff.
- Students will be held accountable for any applicable legal charges for the unauthorized, improper, illegal, or unacceptable use of school technology systems.
- Computer Lab usage falls under PDA technology policies.
- No food or drinks, including water, are allowed in the computer lab and media center.

### E-mail

Parents/ Guardians should check their emails daily for information such as announcements, schedule changes, etc. GradeLink, our student records program, requires all students and parents to have an email address on file with PDA. Email between PDA staff and students/parents will be our 1<sup>st</sup> choice of communication.

**If you have not received an email from Pee Dee Academy by the end of the first week of school, please contact the administrative assistant.**

### Field Trips

- Class/Grade Field Trips will be relevant to the PDA curriculum.
- Group Field Trips will be relevant to the overall education of the student.
- Students are responsible for all academic work missed.
- Field Trips sponsored by PDA are for PDA students only. Siblings of PDA students are not allowed to use transportation provided by Pee Dee Academy to attend Field Trip unless permission is granted from Administration.
- PDA students not in the classes that are going on the field trip are not allowed to participate.
- Parents/Guardians will be notified in a reasonable time frame if fundraising or a financial charge is required for student to participate in a Field Trip.

- Transportation, if needed, will be equal for all students.
- Parents must turn in proper documentation to transport students.
- Students will ride to and from Field Trip with appointed adult.
- Students that choose not to attend a scheduled field trip are required to attend school on the chosen day of the trip. If a student chooses not to attend, then it will be recorded as an unexcused absence.

### First Aid

- Members of the PDA faculty and coaching staff are trained in emergency first aid and CPR.
- Parents are responsible for informing Administration of any medical condition that might require special precautions or emergency attention, including potential allergic reactions to insect bites or stings. In such cases, parents must provide the school with emergency medication and written permission for immediate emergency room care.

### Medications

- Any student requiring medication during the school day must submit a statement to the main office in the high school building.
- All notes must be signed by a parent/guardian and physician for prescription medication.
- The medicine will be kept by assigned school personnel in a locked cabinet. This includes both prescription and over-the-counter medicines.
- An assigned faculty member is permitted to dispense over-the-counter medication only if a parent has given permission on the Medication Form. This will be documented on each child's medical form.

### Fundraising

- The only fundraising activities allowed to take place on PDA campus are those sponsored by a PDA organization and pre-approved by the administrative staff and Board of Directors.
- No outside organizations, groups, or individuals may conduct any type of fundraising on PDA campus without prior approval of the administrative staff and Board of Directors.
- All Fundraising Requests must be submitted by email to the administration at least 30 school days in advance.

### Library Books and Textbooks

- The use of library books and textbooks is a privilege for all students.
- Parents/Guardians are responsible for repair or replacement costs of library books and textbooks that are damaged, destroyed, or lost.

### Parent Involvement and Visitation

Visitation-Parents are always welcome to visit our school. Please sign in and receive a visitor's pass in the main office. Any person wishing to contact a student during classes must receive prior permission from the Head of School. Parents wanting to meet with teachers and administration must email the administrator/teacher to set up an appointment time.

### After-School Student Guidelines

- Lower school students who are not being picked up by 2:20 p.m., must attend after-school daycare. Additional fees will be incurred.
- Upper school students must leave campus by 3:00 p.m. unless they are attending an extracurricular activity or are being tutored. After 3:00 p.m., students will report to a supervised study hall. Additional fees will be incurred.



## Substitute Teachers

When a substitute teacher is assigned to a class, students will follow all PDA behavioral and academic expectations.

## Telephone/E-Mail Messages for Administration

- Students may use the school phone for:
  - 1) sickness
  - 2) change in after-school athletic practice, and
  - 3) any other change in school-related after-school activities.
- Phone calls should be made at the end of class, during break, or during lunch.
- Parents should call to let us know any of the following:
  - 1) if children will be late to school,
  - 2) if parents will be late picking up children at the end of the day,
  - 3) if usual transportation arrangements are to be changed in any way.

## Transporting Students for School Related Activities

Students will be transported to school-related activities through the following methods:

- School-owned buses
- Team parents
- Coaches

It is the responsibility of the teacher, or coach, to make parents aware of how students will be transported.

Students are not allowed to transport other students to school-sanctioned events without prior approval from the administration.

# School Safety

## Safety Points

A comprehensive emergency response plan includes:

- The school will work with local emergency service providers.
- The school conducts various safety drills throughout the year.

**Check-in procedures for visitors on campus:**

- Enter through the gate.
- Sign a guest register in the Upper School building and wear a visitor's badge while on campus.
- Visitors must return to the Upper school office to sign out before leaving campus.
- Visitors are not to go directly to classrooms under any circumstances!

## Parents/Guardians

- Please contact school personnel if you become aware of a dangerous situation that could involve Pee Dee Academy.
- We will treat all information in an appropriately confidential manner.
- Parents should read and review the handbook with their children.

## Emergency Situations

- Information will be posted on television and the school's website. Information will also be sent to e-mails and cell phones (via the Remind app).

- If needed, the school will provide information on how, where, and when parents can pick up their children.
- Be prepared to show identification to pick up your child.
- Law enforcement may oversee when your child can be picked up.

### Other

The following is a sample of what we do to help ensure a safe learning environment for students and staff members:

- Specific procedures for supervision in place.
- Select staff members have first aid and CPR training.
- Surveillance cameras are placed strategically throughout campus.
- Surveillance cameras are monitored continuously throughout the school day.
- Staff members routinely check doors and grounds throughout the school day.
- Law enforcement periodically visits our campus.
- A School Resource Officer will be on campus during school hours.

### Safety Drills

- When a safety drill or an emergency occurs, students must stop whatever they are doing and proceed to the designated areas at assembly points outside the buildings or in enclosed areas of the buildings, depending upon the drill.
- The essential rule during safety drills is that students must proceed to the designated area in a rapid, orderly, and quiet manner.
- Pee Dee Academy practices the following drills: earthquake drill, fire drill, tornado drills, and lock-down drills. Safety issues are addressed in the Pee Dee Academy Crisis Management Plan and all faculty and staff members have a copy in their possession.

### Pets

Pets are not allowed at school. We have some students who are afraid of and/or allergic to animals. This includes sporting events, for the safety and concern of all in attendance at our home matches, meets, and games, please do not bring pets.

## Academics

- Pee Dee Academy utilizes the South Carolina Uniform Grading Scale to calculate GPA and class rank. All courses carrying Carnegie units will be used. All final transcripts will report class rankings.
- Transcripts and report cards will use numerical grades for courses carrying Carnegie units.
- Transcripts and report cards will specify the course title and the level of the course the student has taken.
- Grades in courses carrying Carnegie units will be converted according to the South Carolina Uniform Grading Scale (see below).

### Course Changes for Students

Reasons a course change will be made:

- The student has already passed the course.
- The student failed a course needed for graduation and needs to take that course over.
- Administration and parents have a prior agreement.
- Administration has the authority to change a course under certain circumstances.
- Students requesting to drop/add courses must get approval from the Upper School Administrator. Courses that need to be dropped/added must be taken care of by August 23, 2024. Schedule changes will NOT occur after this date. Dual credit courses have different deadlines through FDTC. Students wishing to make changes to dual credit courses must have these changes approved by the Upper School Administrator before the changes are made.



## Calculation of Grade Point Average/Class Rank

Pee Dee Academy utilizes the South Carolina Uniform Grading Scale to calculate GPA and class rank. All courses carrying Carnegie units will be used. All final transcripts will report class rankings.

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

### Junior Marshals

The seven (7) juniors who have maintained the highest-grade point averages will be designated as junior marshals. The chief marshal will be the marshal with the highest-grade point average. GPAs will be calculated at the end of the 1<sup>st</sup> Semester of the junior year.

- Junior Marshals will be announced prior to Spring Break.
- Marshals must have entered Pee Dee Academy by the beginning of their sophomore year.
- All Junior Marshals must attend practices, Baccalaureate and Graduation ceremony.

## Summer School

Pee Dee Academy will not accept summer school credit from public schools in the area or any private school unless previously approved by the Head of School and the Board of Directors following one year of enrollment at Pee Dee Academy. Pee Dee Academy will offer summer schoolwork only when the group interested will financially support the course. Summer school grades will take preference over previous grades in the course. The amount of the fee must be paid in full to Pee Dee Academy before the course.

## Grade Exemption

No student who attends Pee Dee Academy in grades one through twelve will be exempt from a grade. It is the philosophy of the administration that each grade has its academic and social value and that a student exempted from the experience will miss an opportunity offered only once in life. However, this may be waived with the approval of the Board.

## Graduation Requirements (per SCISA Graduation Requirements)

- For students bound for the workforce after graduation or a 2-year Technical College:

English	4
Mathematics	3
Science	3
Social Studies ( <i>One of these must be a unit in American History and a ½ credit in US Govt. and Economics must be earned</i> )	3
Physical Education (PE)	1
Computer Science	1
Electives ( <i>one must be a fine art</i> )	9
<i>*Two units of the same foreign language may be substituted for two of the following three units: one unit of science, one unit of mathematics, or one unit of social studies.</i>	

- For students who are planning on attending a 4-year public/private college or university:

English	4
Mathematics (Algebra 1, Geometry, Algebra 2)	4
Science (Phys. Science, Biology, Chemistry, or Physics I and/or)	4
Social Studies (American History, World History, Govt/Econ)	3
Foreign Language ( <i>2 units of the same</i> )	2
Physical Education (PE)	1
Computer Science (IT Fundamentals)	1
Electives ( <i>one must be a fine art</i> )	8

*Starting with the Class of 2027, students will be required to complete a unit in Financial Literacy for graduation.*

## Grade Promotion

The school administration team and teacher will determine kindergarten retention on an “as needed” basis. Parents will be notified at the third nine-week mark if their child is in danger of being retained and will be asked to come in for a conference. If student performance has not improved a second conference will be held with the parent, teacher, and administration team.

Promotion from grades one through eight (students who fail one or more subjects) will be determined individually.

For grades 9-12, to be promoted to a higher grade, a student must have the following minimum academic units at the end of the year:

From Freshman to Sophomore:	4 units
From Sophomore to Junior:	9 units
From Junior to Senior:	15 units
To Graduate:	24 units

## Academic Probation

Students may be placed on Academic Probation at the discretion of the Head of School.

## Dual Credit Courses

Pee Dee Academy Dual Credit Policy Effective Class of 2021:

**Dual Credit:** Courses taken for high school and college credit.

**If a student chooses to take courses for Dual Credit, the student must do the following:**

- Choose courses that will not replace Pee Dee Academy courses without prior approval from the administration. All required courses for graduation must be taken at Pee Dee Academy.
- Understand that courses taken during high school that are eligible according to the conditions above may be reported on the transcript. For courses taken during the fall of the senior year, the courses with the highest average will be reported (up to the approved number of courses). However, once a course appears on a transcript that is mailed with a college application, it will not be removed. Parents and seniors will approve the transcript before it is mailed with college applications during the fall of the senior year.
- Students receive high school and college credit for dual credit courses. To receive full credit, students must adhere to Pee Dee Academy attendance requirements to receive credit in courses on their transcript from PDA. Exceptions to this must be approved by the administration.

**If a student chooses to take courses for Dual Credit, the student must understand the following:**

- Students may take as many classes for college credit as they would like.
- Pee Dee Academy will only accept three courses per fall and spring semester to be reported on the student's high school transcript. These must be approved courses that appear on the student's PDA class schedule.
- Pee Dee Academy will only accept these three courses per semester to be included in the student's high school GPA.
- *\*Teacher Cadet is a year-long dual credit course offered through Francis Marion University. Due to the length of this course, it does go towards the student's GPA, but it cannot replace any of the three dual credit courses per semester that go toward class rank.*
- Students and parents will sign a Dual Credit/Dual Enrollment Contract before registering for college classes.
- Any requests for exceptions to this policy should be made in writing to the Head of School. Any exceptions will be made at the Head of School's discretion after consultation with the board of directors.
- Parents are responsible for paying for dual credit courses that students enroll in. Students must stay up to date with published dates from the institution when they are enrolled in dual credit courses.

## Exam Exemption Policy

**First Semester.** All students in grades 7-12 will take first-semester exams. The only exceptions are seniors enrolled in semester-long courses.

**Second Semester.** All students in grades 7-11 will take second-semester exams. Last semester seniors may be exempt from an exam if they are passing the course (meeting the academic and attendance requirements) at the time of exams. Seniors with excessive tardies (over 5 per nine weeks per class) will be required to take second-semester exams in their classes.

## Extra Help

- Students at Pee Dee Academy have access to extra help.
- Extra help is usually scheduled before/after school Monday-Thursday or during the school day at the convenience of the teacher.

- Extra help is not a viable option for those who do not pay attention in class or for those who do not do their assigned homework.
- Extra help is NOT the same as tutoring. Extra help is provided by all teachers to answer specific questions, clarify instruction, or review material covered in class.

### Homework Policy

- Homework is to be done by the student and should not be shared with other students unless approved by the teacher.
- Homework assignments are the student’s responsibility and should be submitted promptly.
- There may be consequences for failure to complete homework.

### Make-up Work

- The student is responsible for getting notes and announcements from the class missed.
- The student is responsible for any material given during the absence including homework, quizzes, tests, projects, etc.
- The student is responsible for knowing of any future assigned homework, test, quiz, project, etc.
- If a student knows that they will be absent ahead of the day or days missed, the student is responsible for collecting all assignments for homework, tests, quizzes, projects, etc. before this absence.
- All make-up work should be completed by the deadline given by the teacher.
- If work is not completed by the deadline, a student may earn a zero.
- Please note that individual teachers may have specific policies that the student should adhere to.

### Report Cards

Report Cards are published on GradeLink after each nine-week school period. Report cards will be available on GradeLink for parents to view. Hard copies will be available upon request.

### Standardized Testing Program

Testing Program	Grades Tested	Time of Year Test is Conducted
ASVAB (Military)	12	As needed for individuals pursuing a future with the military. Conducted by an armed forces recruiter.
PSAT-NMSQT	8-11	Conducted during the Fall of the Year. Eighth grades can qualify for SC Junior Scholar Program and 11 <sup>th</sup> graders can qualify for the National Merit Scholars Program.
SAT School Day	11-12	11 <sup>th</sup> graders will test in the Spring 12 <sup>th</sup> graders will test in the Fall
MAP	1-11	Students will be evaluated in the Fall and Spring of the year to measure learning growth in math and reading.
CogAt	2, 4, 8	Conducted in the Spring

### Transcripts

Before transcripts can be released for an enrolled student, all accounts must be current. This includes tuition, athletics, fundraising, arts, classroom balances, uniforms, textbooks, etc. All requests for transcripts must be made through the guidance office.

## Academic Awards

### Academic Letterman Ceremony

To be invited to the Academic Letterman Ceremony, students in grades 9–12 must have a 4.30 or higher GPA (for the first three nine-week periods of the current year. Students in grades 7–8 must have a 93 numerical average for the first three nine-week periods of the current year.

### Headmaster's List and Honor Roll (At the End of Each Quarter)

Headmaster's List. A student must have a 93 or above in all subjects for nine weeks to be eligible for the Headmaster's List.

Honor Roll. A student is eligible for Honor Roll if they have a grade of 85 or above in all subjects for the nine-week grading period.

### Headmaster's List and Honor Roll (End of Year Awards)

*These guidelines have been made to be more challenging for our students.*

#### **For Grades 7-12:**

Headmaster's Certificate. A student must make Headmaster's (93 or above in all subjects) for the first three nine weeks during the school year to be presented with a Headmaster's Certificate. Therefore, if a student makes Headmasters once or twice in a year, and Honor Roll the other nine weeks, they will receive an Honor Roll Certificate, not a Headmasters. The student must make Headmasters during the first through third nine weeks to receive the Headmaster's Certificate.

Honor Roll Certificate. A student must make the Honor Roll (85 or above in all subjects) for the first three nine weeks during the school year to receive the Honor Roll Certificate.

#### **For Grades 1-6:**

Headmaster's Certificate. A student must make Headmaster's List (93 or above in all subjects) at least three times during the school year to be presented a Headmaster's Certificate. Therefore, if a student makes Headmaster's once or twice in a year, and Honor Roll the other nine weeks, they will receive an Honor Roll certificate, not a Headmasters. The student must make Headmasters at least three nine weeks to receive the Headmaster's certificate.

Honor Roll Certificate. A student must make Honor Roll (85 or above in all subjects) at least three (3) times during the school year to receive the Honor Roll Certificate.

*Students who enroll in the middle of the school year, records from their previous school with their grades at PDA will be reviewed to determine eligibility for receiving a certificate.*

### Qualifications for Senior Academic Honors:

Class rank will be determined at the end of each semester beginning with fall semester 9<sup>th</sup> grade through spring semester 12<sup>th</sup> grade. Class rank will be ordered based on cumulative GPA. The highest GPA will be ranked #1.

#### Valedictorian and Salutatorian.

The class valedictorian will have the highest GPA at the end of the senior year.

The salutatorian will have the second highest GPA at the end of the senior year.

Students receiving these awards must have entered Pee Dee Academy by the beginning of their sophomore year and have taken the most rigorous courses offered at PDA. In the event of a tie for Valedictorian, there will be co-Valedictorians and no Salutatorian. If there is a tie for Salutatorian, there will be a Valedictorian and co-Salutatorians. The Valedictorian and Salutatorian will be announced at the end of the senior year.

### Honor Graduates

Honor graduates are those graduating seniors who have maintained an average of 4.30 on the SCUPS for all high school work.

### PDA Honor Society

To be a member of the Pee Dee Academy Honor Society, a student must have a cumulative 4.30 GPA through the first semester of the sophomore year and must maintain this average throughout the remaining semesters of his/her high school years. Each member should have a good character, possess qualities of leadership, and display a commendable attitude. Each Pee Dee Academy honor graduate will be given special recognition at graduation by having an asterisk placed by his/her name and wearing a gold cord and tassel. Also, honor graduates will have a gold label placed on their diplomas distinguishing their honor. The PDA Honor Cord will be the only cord/stole allowed to be worn at graduation.

## Attendance Policy

The school year consists of 180 days for students. These 180 days include all short days and exam days. Each day is important. Pee Dee Academy will operate under these attendance guidelines.

- 1) Lower School students will be allowed 10 unexcused absences per year.
  - After 3 continuous absences with no communication with the school, the parent must contact the Head of School for the child to be re-admitted to class.
  - After the 10<sup>th</sup> unexcused absence, a student will repeat his or her grade unless otherwise approved by the Board of Directors.
- 2) The upper school has individual periods, with attendance taken in each class. No more than 10 unexcused absences will be allowed in classes bearing 1.0 credits, and no more than 5 unexcused absences will be allowed for those bearing 0.5 credits.
  - After 3 continuous absences with no communication with the school, the parent must contact the Head of School for the child to be re-admitted to class.
  - After the final unexcused absence has been reached, the student will repeat that course unless otherwise approved by the Board of Directors.
  - The South Carolina Department of Motor Vehicles PDLA form to obtain a driver's license will not be signed if a student has excessive absences.
- 3) If a student is out of school for a portion of the day and a test or deadline is scheduled, the student is responsible for talking to the teacher before they leave school.
- 4) It is the responsibility of the student to contact the teacher to make necessary arrangements for make-up work. Make-up time and tests will be after school.
- 5) When parents feel it necessary to take a child (children) out of school for reasons other than sickness or a doctor's appointment, arrangements should be made with the Head of School and teacher several days before the scheduled absences. Teachers will be glad to give advanced assignments and the student is expected to return to school with assignments completed. Missed tests will be taken according to the stated policy (see #4 above).

### Absences

A) Excused Absences. Only a doctor's note serves to excuse an absence unless it has been otherwise cleared by the administration.

B) Absentees and Extra Curricular Activities.

Practice or playing on any school day will depend upon attendance. Three (3) full periods of school will be necessary. A student will not be allowed to play or practice if he/she goes home early for sickness. If a player comes in late and the excuse is sickness, the player is not eligible to play or practice that day. Well-visits to the doctor or family emergencies such as funerals will be excused for play and practice. A student who leaves school



early because of sickness will not be allowed to engage in extra-curricular activities that afternoon or evening (for example, cheerleading, pageants, sports, etc.) Students will be excused for deaths in immediate family or doctor's excuse.

C) Unexcused absences

- 1) An automatic zero will be recorded for each class, provided a grade is issued for that day to students for work due or done in class.
- 2) The zero can be removed with make-up work unless the absence is a suspension.
- 3) Each individual teacher will have individual policies on how, when, and where work is to be done.

Tardies

Students reporting to homeroom/first period after the 8:05 a.m. bell will be considered tardy and will be required to report to the office for an admission slip.

**Grades 7-12.** Each student will be allowed five unexcused tardies per nine weeks. When a student has gone over the limit of 5, they will be required to serve a twenty-five-minute morning detention. Failure to serve the detention will result in additional consequences.

**Perfect Attendance Recognition.** Perfect attendance is defined as no tardies, no dismissals, and no absences of any kind (excused or unexcused) unless the absence is due to school business.

College Visitation

- Seniors and juniors can use 2 school days that will not count towards the 10-day attendance policy. Parents may send a request to the Upper School Administrator that more days be excused for long-distance college visits.
- The Upper School Administrator must be informed in writing at least 3 school calendar days prior to the scheduled visit. If visits are taken without prior approval, they will not be excused.
- Students should also inform teachers at least 3 school calendar days before the scheduled visit.
- Students are responsible for all the work missed during this visit.

## Student Code of Conduct

The Pee Dee Academy Code of Conduct is not intended as an exhaustive list of misconduct. As a result, Pee Dee Academy reserves the right to discipline a student for any conduct the school deems inappropriate even though it is not specifically mentioned in this Code. **At Pee Dee Academy, students are expected to conduct themselves in an orderly and courteous manner with proper respect for faculty, students, and school property.**

All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development. The nature and severity of sanctions are based on the following:

- Severity of incident
- Past behavioral patterns
- Student Maturity
- Emotional state of student when incident occurred.

If possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counseling. However, Pee Dee Academy will maintain a firm and uncompromising position on inappropriate behaviors.

A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself or herself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself or herself to avoid implication.

Parents and students have the right under the School Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing to a higher authority.

## **Off Campus Behavior**

While Pee Dee Academy has no direct supervision over students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior.

During times that students are outside of school operations and school-related activities, they are not under the direct supervision of the school and are not subject to the consequences of the Pee Dee Academy Code of Conduct. However, as part of their agreement to enroll children in school, parents have agreed to support the school in its educational endeavors to accomplish our vision, mission, and goals. As students always represent the school, their behavior outside school operations and activities may reflect on the overall effectiveness of the school. As a result, the school has the responsibility to hold students accountable under certain circumstances.

## **Staff and Student Communication**

The quality of students at Pee Dee Academy allows the faculty and administration to rely on reasoning to encourage appropriate behavior. As a result, our primary consequences are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behavior.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school. Also, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students while avoiding embarrassment. When teachers feel additional assistance is needed, they are to refer students to administration.

## **Parent/Teacher/Administrator Communication**

Our belief is that the primary source of guiding student behavior should be the parents. Our mission for maintaining appropriate student behavior is to form a partnership between the student and parents allowing the parents to handle as many issues as possible. It is our responsibility to ensure that we maintain an optimal academic environment for all our students. If necessary, parents will be contacted through certified letters, e-mails, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences may be necessary.

## **Suspension**

A suspension is a denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. A suspended student will receive a zero for any missed assignments or test during the period of suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. This includes athletic practices. Teachers and coaches will be informed of any suspensions.

## **Expulsion**

Expulsion is the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits Pee Dee Academy from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school to correct inappropriate behavior of our students and support our mission to promote a positive learning environment.

## **Campus Expectations**

- Students are to address adults in a respectful manner.
- During assemblies, students will be attentive, courteous, and respectful always.
- No weapons, guns of any make (rifle, shotgun, pistol, toy guns, etc.), knives, and explosives, are allowed on the Pee Dee Academy campus, including student vehicles.
- No alcohol, illegal drugs, or drug paraphernalia is allowed on campus, including student vehicles.

- Graffiti will not be tolerated on school property and will be viewed as vandalism. Students will be responsible for all costs incurred to clean up vandalism or replace damaged equipment.
- Students must adhere to the Dress Code.

### Discipline Consequences *(Also see Appendix A)*

Student discipline records will be inputted into GradeLink as situations occur. Individual teacher classroom management prevails until a faculty member decides that results are not forthcoming. Administration intervention will follow.

**Minor Offenses.** A few examples of a Minor Offenses are the following:

*Cell Phone/Electronic Device Policy Violation, Class Disruption, Profanity, Inappropriate Gestures, Not Following Teacher/Staff Directions. This is not intended to be an exhaustive list.*

**Possible Consequences:** Consequences could include teacher warning, parent notification/conference, behavioral intervention, detention, suspension.

**Major Offenses** are those which require the immediate attention of Pee Dee Academy Administration because of the severity of the violation.

*These behaviors include, but are not limited to the following: Alcohol, Assault, Bomb Threats, Bullying, Improper Social Media Posts, Disrespect to PDA Staff, Drugs, Fighting, Hazing, Leaving School Without Permission, Tobacco Products including Vaping, Serious Inappropriate PDA, Sexual Harassment, Theft, Vandalism, Technology Misuse, Weapons*

**Possible Consequences:** Consequences could include parent conference, behavioral intervention, suspension, or expulsion.

Parent(s) must accompany student and meet with administration upon student return from suspension.

Administration has the authority to bypass Consequence Procedure if a Safety Issue is involved, which may include but not limited to, Weapons, Drug Possession/Sale, Alcohol, Assault, Sexual Harassment, Social Media Posts or Bomb Threats.

### Honor Code

A system of honor is essential for members of a community to work together in an atmosphere of trust. A personal sense of honor ensures that students can think for themselves, trust others, trust themselves, and grow in self-esteem. Many students have come to believe that their grade, not their learning is the key to success. As a result, cheating, copying, and other forms of academic dishonesty could become commonplace. To reduce the likelihood of such behaviors, an Honor Code has been instituted to redirect the students' energies toward learning. To promote personal honor and integrity, Pee Dee Academy students are expected to live by an Honor Code and to uphold the tradition of honor throughout their years at PDA. Living in an atmosphere of mutual trust and respect is a privilege not to be violated and not to be taken for granted. To sustain these values and preserve this atmosphere of trust, each student (grades 7-12) is expected to abide by the Honor Code.

**A Pee Dee Academy student will not lie.**

**A Pee Dee Academy student will not steal.**

**A Pee Dee Academy student will not cheat.**

**A Pee Dee Academy student will not tolerate those who do.**

### Definition of Cheating

A student is considered in violation of school policy on cheating when he or she participates in any of the activities included in, but not limited to, the list below:

- Copying or receiving another formation on an examination, or any portion of an examination beforehand or passing information on any portion of an examination to other students.
- Using any information, regardless of how it is obtained, for fraudulent purposes. Example: storing information on a calculator, writing material on hands, etc.
- Securing information on an examination beforehand.

- Passing information on an examination to another student.
- Using a chatbot or other form of artificial intelligence to generate an assignment.
- Willfully falsifying data and presenting it as one's own research or work. Teachers will decide whether to include the following as cheating in his/her individual classroom and will make this known to the students as part of the rules of the class.
  - Copying homework or any class assignments from whatever source or allowing other students to copy one's own work.
  - Using Cliff's/Sparks notes or other literary commentaries, if not allowed by teacher.
  - Not citing research, quotes, or any other information.

### Definition of Stealing

Stealing is taking the property of another without right or permission, and with intent to keep or make use of wrongfully.

### Definition of Lying

Lying is to tell an untruth to a school official; an assertion of something known or believed by the speaker to be untrue with intent to deceive.

### Consequences

All offenses are carried over from **year to year** and are attached in the permanent record.

### **CHEATING:**

- 1st offense- Zero on all material involved. Parent notified in writing. Probation in Honor Society (If a student is not in Honor Society, probation will begin whenever the student becomes eligible to be in the Honor Society.)
- 2nd offense- Zero on all material involved. Three-day suspension. Parent notified in writing. Dismissal from Honor Society
- 3rd offense- Expulsion

### **STEALING:**

- 1st offense- Suspension from school
- 2nd offense-Expulsion

It is the desire of Pee Dee Academy that the spirit of the Honor Code may continue to grow and become a significant force in the life of every student. For such a system to be effective, every member of the Pee Dee Academy family must believe in and support the Honor Code. The office will keep an official record of all infractions. Offenses are carried over from year to year, and deletions can be made only by the Board of Directors.

### Cellphone/Electronic Device Policy

- Students may possess a cell phone if they comply with PDA administration and staff rules.
- Staff members have the right to set guidelines for cell phone use in their classroom setting for instructional purposes. This is at the **sole discretion of the faculty member and must only be used for academic purposes. Each teacher has the right to collect cell phones during instructional time to eliminate classroom disruptions.**
- Students should not be caught using a cell phone during the day without permission from the faculty or staff.
- PDA faculty and staff are not responsible for cell phones.
- Students who post videos or pictures on social media that were made at school or at a school-sponsored activity that are considered inappropriate may face possible disciplinary action. If an issue arises at school regarding a social media post or text made off campus, students may be disciplined accordingly.
- Students may not use cell phones during school-wide emergencies or emergency drills unless instructed by a PDA staff member.

*Possession of personal cellphones/electronic devices by a student at Pee Dee Academy is a privilege that may be forfeited by any student not abiding by the terms of this policy. It is recommended that students not bring personal cellphone/electronic devices to school. Students shall be personally and solely responsible for the security of their personal cell phones/electronic devices.*

*Pee Dee Academy shall not assume any responsibility for theft, loss, or damage of personal cellphone/electronic devices, which includes occurrences where the student's personal cellphone/electronic device has been confiscated for violations of this policy.*

#### **Cellphone/Electronic Device Use Policy Definitions:**

Cellphone: (also known as a mobile phone, cellular phone, or smartphone) –a mobile electronic device that engages in telecommunications including voice calls, text messaging/short message service and/or email. Cellphones also may include features like complete internet access, games, multimedia messaging service, instant messaging service, digital audio players, cameras, radios, and global positioning systems. Any device that engages in these functions is included in this policy.

Electronic Device:-any portable apparatus that involves user interaction such as cell phones, cameras (regardless of whether it operates electronically, mechanically, or otherwise and regardless of whether images are recorded by using digital technology, film, light-sensitive plates, or other means), computer, laptops, and any other device that is capable of transmitting, receiving, or recording messages, images, sounds, data, or other information by electronic means or that, in appearance, purports to be a cellphone, cameras (regardless of whether it operates electronically, mechanically, or otherwise and regardless of whether images are recorded by using digital technology, film, light-sensitive plates, or other means), computer, laptop, or such other device. Electronic Device includes but is not limited to Apple Watches, Apple AirPods, iPod, iPad, iPad mini, mp3 players, music players, electronic games, toys, radios, CD players, cameras, Bluetooth earpieces, and other devices, electronic tablets of any make and model, and electronic readers of any make and model.

Possession/Usage: Student at Pee Dee Academy are permitted to possess their personal cellphone/electronic devices during school hours so long as their personal cellphone/electronic devices are not used, seen, or heard.

All personal cellphones/electronic devices must be in lockers, book bags or purses and always powered off during school hours.

Pee Dee Academy will follow a **“See It/Hear It/Take It”** procedure. Students abusing this policy will have their personal cellphone/electronic devices confiscated and will face disciplinary action.

Miscellaneous: The recording of students in private areas, such as bathrooms, locker rooms, dressing areas, classrooms and offices at any time is strictly prohibited. Such use violates this policy and may also violate State and Federal criminal laws. Students participating in field trips, extracurricular activities and athletic events must contact their teacher, chaperone, or coach for rules involving the use of personal cellphone/electronic devices during field trips, extracurricular activities, and athletic events. Teachers, chaperones, and coaches will establish their own rules and consequences involving the use and or misuse of these devices.

#### **Bullying and/or Hazing**

Pee Dee Academy is committed to a safe and civil educational environment free from harassment, intimidation or bullying for all students, employees, and volunteers, Administration defines bullying as a pattern of behaviors, not an isolated incident.

- Harassment, intimidation, or bullying means any intention that:
  - Physically harms a student or damages the student's property.
  - Verbally intimidates/harasses a student.
  - Uses electronic means to intimidate/harass a student.
  - Has the effect of substantially interfering with a student's education.

- Is severe, persistent, or pervasive so that it creates an intimidating or threatening environment.
- Has the effect of substantially disrupting the orderly operation of the school.
- Individual teacher classroom management prevails until a faculty member decides that results are not forthcoming. Administration intervention will follow.
- It is important for administration/staff to be informed as soon as possible when bullying occurs so this matter may be addressed. **We cannot address it if we do not know.**

### **Fighting, Assaulting, or Causing Personal Injury**

No student shall participate in a fight, assault, or attempt to cause physical injury to any student, school employee, or other person on PDA campus or school-sponsored function/activity.

### **Public Displays of Affection**

Public Display of Affection between students is not allowed on the PDA campus or at any school function/activity. Serious inappropriate or sexual misconduct is considered as a Major Offense at PDA.

### **Pregnancy Policy**

A student who becomes pregnant and the biological father must immediately leave Pee Dee Academy. After the birth of a child, both students may petition the Pee Dee Academy Board of Directors to seek re-admittance. This rule also applies in the event the impregnated student is not a PDA student, but the father is.

### **Sexual Harassment**

No student, staff member, or other persons on PDA campus shall be subject to sexual harassment. Any student, staff member or other person who believes that he or she has been sexually harassed while on PDA campus or involved in a school related activity/function should report this incident to administration promptly.

- Sexual harassment may include any of the following behaviors:
  - Sexual comments
  - Sexual humor or jokes
  - Offensive notes, drawings, or pictures
  - Sexual propositions, insults, or threats
  - Insulting sounds or gestures
  - Unwelcome or offensive touching of body
  - Display, viewing, or reference to pornographic materials.
  - Any form of sexual assault or threat of sexual assault.

### **Student Search Policies**

Pee Dee Academy reserves the right to search for a currently enrolled student while at school while participating in a school-sponsored activity, or while representing Pee Dee Academy.

- Property belonging to the student that can be searched includes student-driven automobiles, equipment, clothing, personal effects, bags, purses, coolers, cases, or other containers.
- Only the Head of School and Lower/Upper School Administrators will search.
- Pee Dee Academy also reserves the right to engage in random searches.
- Pee Dee Academy may utilize searches using trained dogs that are accompanied by a qualified dog trainer handler.
- A refusal of a search may be grounds for suspension/dismissal.

### **Alcohol, Substance Abuse, and Tobacco/Vaping Policies**

No student shall possess, use, transmit, or be under the influence of an alcoholic beverage on PDA campus or any PDA function/activity.



No student shall possess, use, transmit, or be under the influence of any alcohol, narcotic, or hallucinogenic drug, including amphetamine, barbiturate, or marijuana, etc. on the PDA campus or any PDA school-sponsored function/activity.

The possession, use, consumption, distribution, or sale of alcohol or controlled substances, tobacco/vapes, or having controlled substances in one's system without medical authorization during school hours, on school property, or while a participant or spectator at a school-sponsored event, or at any time when the student represents the school, will result in disciplinary action which may include expulsion.

### **Trespassing**

Students are not allowed on PDA campus when suspended. Parents, guardians, or any other person who has been banned are not allowed on PDA campus or at a PDA activity/function.

### **Weapons**

No student shall knowingly possess, handle, or transmit any knife, razor, ice pick, explosive, machete, pistol, rifle, shotgun, pellet gun, metal knuckles, or any other object that would reasonably be considered a weapon on PDA campus or at any PDA school sponsored function/activity. It is a violation of PDA Policy for any person except a state, county or municipal law enforcement officer or personnel authorized by school officials or by laws of the state of South Carolina to carry on school property or to any school event any firearm or any other item that may be construed to be a weapon that may be used to inflict bodily injury or death on another person. Any person who violates this provision by carrying a firearm or any other type of weapon that may be used to inflict bodily injury or death to another person onto school property or to any school event will be expelled for one calendar year from the date of the violation. After one year, the person who committed the violation may petition the PDA Board of Directors to be readmitted to the school. The PDA Board of Directors may modify the one (1) year expulsion only in rare cases where there is extraordinarily strong and convincing evidence that the intent of this policy, which is the safety of everyone at PDA, was not violated. However, if a student has a FIREARM on his person meaning and including, but not limited to, in the individuals clothing, book bag, purse or locker while on school property or at a school event or if a student takes a FIREARM into any of the school buildings, then the one-year expulsion CANNOT be modified. No provision of this policy is intended to override laws of the state of South Carolina that apply specifically to weapons on school property. All students and parents should make the necessary provisions to ensure that students do not have any type of weapon on their person, or their vehicle, book bag, gym bag, locker, clothes, etc. that would lead to a violation of the weapons policy. Furthermore, all parents and students are encouraged to read all applicable state laws regarding the carrying of weapons on school property.

### **Other Illegal Activities**

A student shall not engage in:

- Any conduct on PDA campus or at a PDA function/activity that violates any law of the United States, the state of South Carolina, or any other state/country in which the conduct occurs.
- Any conduct that is detrimental to either the maintenance of good order, safety, or discipline or the general welfare of students and staff at Pee Dee Academy.

### **Dress and Appearance Code**

Students will be expected to keep themselves well-groomed and neatly dressed at all times.

- Shirts advertising alcoholic beverages or those with obscene or questionable printing on them will not be permitted.
- No body piercing adornments will be allowed except earrings for girls (only in the ears).
- Should students have tattoos, the tattoos must remain inconspicuous and not visible on any exposed skin.
- No pajama pants or bedroom slippers will be allowed unless an exception has been made by the administration.
- Hats and caps may not be worn at school during the normal school day. This includes in the gym and outside during the normal school day unless an exception has been made by the administration.
- If in doubt, please don't wear it.

**Girls in Kindergarten through grade 3:** Dresses, long pants, and walking shorts are permitted.

**Boys in Kindergarten through grade 3:** Long pants and long shorts are permitted.

### Girls in grades 4 through 12:

- 1) Dresses, slacks, and dress jeans are permitted. Excessively ragged jeans or those with holes are not permitted.
- 2) No short-shorts, jeans with holes/rips, or extremely "low-ride" jeans are permitted. Skirts and walking shorts are permitted but must be no shorter than the length of the extended arm, hand, and fingertips at a normal standing position.
- 3) No halter tops, spaghetti straps, tube tops, blouses, or shirts that reveal the mid-section in the front or back will be permitted. (This means while sitting, reaching, or bending as deemed acceptable by the administration.) Tops that are revealing in any way will not be tolerated. Sleeveless tops must have a shoulder seam of three inches.
- 4) Undergarments are considered as necessary attire. However, no bras, bralettes, or other lingerie-like undergarment shall be visible. Visible cleavage is inappropriate and unacceptable.
- 5) No sunglasses are to be worn in the school building.
- 6) No body piercing adornments will be allowed except for earrings only in the ears.
- 7) Leggings may be worn, however, a shirt or other top worn with leggings should reach fingertip length in a normal standing position for the entire circumference of the item.

### Boys in grades 4 through 12:

- 1) Long pants and long shorts are permitted. Jeans are also permitted if they are neat and clean with no unnecessary holes or rips.
- 2) Shirrtails intended to be worn outside the pants may be worn out. (Example: T-shirt with athletic shorts, polo shirt with jeans). No excessively long shirts may be worn outside the pants. Dress shirts must be tucked in.
- 3) Hair should be neat and clean.
  - a) Hair may be worn over the ears. Sideburns and side hair may be the same length. No rat tails are permitted.
  - b) While in a standing position with a conventional collared shirt on, the hair on the neck cannot be longer than the top of the collar
  - c) Only accepted hair colors will be black, brown, blonde, or natural red.
- 4) A clean-shaven face is required.
- 6) No sunglasses are permitted in the school building.
- 7) No earrings on school property or at any school function are permitted.
- 8) No excessively baggy pants are allowed.

**The administration reserves the right to determine what meets dress code or not.**

### Penalties for Dress Code Offenses:

- |  |  |
|--|--|
| <b>1<sup>st</sup>-Student Warning:</b>             | Warning form signed by Student/Teacher; student required to change clothes.                |
| <b>2<sup>nd</sup>-Parent Notification:</b>         | Referral form signed by Student/Teacher/Parent; the student is required to change clothes. |
| <b>3<sup>rd</sup>-One Day Suspension:</b>          | Referral form signed by Student/Administration/Parent; student required to change clothes. |
| <b>4<sup>th</sup>-Three-day Suspension:</b>        | Student/Parent/Administration Conference   |
| <b>5<sup>th</sup>-Possible Expulsion from PDA:</b> | Student/Parent/Administration Conference   |

## Parking Privileges and Student Drop Off/Pick Up

### Parking Lot/Driving on Campus

PDA is not responsible for damage to vehicles or theft from vehicles parked on campus.

- Any student who drives must pay an additional fee for an assigned parking spot. They must also park in their assigned spot each day. Students will be assigned parking spots using a lottery system. Students must park in their assigned spots during school hours. Failure to adhere to this may result in loss of driving privileges. Exceptions must be approved by the administration.
- All vehicles must be parked with front-end first and in the assigned lot space.
- Parking lots are not accessible to students during school hours unless permission is granted by the Administration.

- The speed limit on the PDA campus is 5 MPH.
- **Speeding, unsafe, or reckless driving will result in loss of driving privileges. Traffic patterns are established for safety reasons. Students not using the proper gates to enter/exit or following the established traffic patterns may have their driving privileges revoked.**
- Playing loud music in vehicles on campus is not allowed.
- Student vehicles must not be moved to another campus area during the school day.
- All vehicles parked on campus are subject to be searched by administration or law enforcement.
- No firearms, explosives, weapons, illegal drugs, or alcoholic beverages of any kind are allowed in a vehicle on campus. Violation of this policy is punishable by suspension, possible expulsion, and legal charges.
- All gates will be locked 30 minutes after a school event ends (sports, pageant, etc.)
- Administration reserves the right to revoke driving privileges.
- Students must leave the parking lot when they sign out of school.
- Students are not allowed to return to campus prior to 2:10 pm for games, practices, etc. unless they sign back in.
- Students are not allowed to loiter in the parking lot at any time.

### Student Drop-Off and Pick-Up

Procedures for **drop-off** are as follows:

- Students are to exit the vehicle from the right, unless a parent is going to get out of the car and assist a student exiting from the left.
- Students then will proceed to the proper destination.
- If there is a need to park the car and come inside, it is imperative that parents pull into a parking place so as not to block line traffic.

Procedures for **pick-up** are as follows:

- Students will load from the right side only.
- Do not pull out and attempt to leave in the left lane.
- Driver may leave when car in front moves forward.
- If a child has forgotten something or there is a need for you to come inside a building, pull forward and park along the fence.
- Drivers must never leave a parked or running vehicle unattended in the pick-up line.

## Special Events, Activities and Clubs

### Prom

- Students who wish to bring a student from another high school must have a student recommendation sheet signed by the student's current principal.
- If the guest is not currently enrolled in high school, they must not be over the age of 20. They will be required to have a permission form signed by their employer or pastor and may require a background check.
- All junior class members are required to support all activities related to the prom such as fundraising, planning, and set up/clean up.

### Student Council-Eligibility, Election, Duties, Officers (See Appendix B)

Information will be provided to the PDA student body through the distribution of the "Constitution of the Student Council of Pee Dee Academy."

## Senior Class Responsibilities

The class wills and history will be written and read by a member of the Senior Class whose academic average falls within the top thirty percent of the class, beginning with the freshman grades up through and including the first semester of the Senior year. Rough copies are to be handed in by May 1<sup>st</sup>. Final copies are to be approved by May 9. All copies are to be typed, duplicated, stapled, and ready for distribution at 7:00 a.m. on the last day of senior class.

Deadlines are as follows:

April 1	Class Poem
May 1	Class History and Wills (draft)
May 9	Class History and Wills (final copy)
Class Day	Valedictorian Address Due for Approval

## Student Elections

Student Council. (Refer to Student Council Constitution, Article I and Section 1)

Homecoming Queen. Each senior football player is to select one girl from grades 9-12 for the competition. Only senior girls are eligible to become the Homecoming Queen. If there is only one senior girl without a senior sponsor, she will be allowed to ask a junior football player to sponsor her. If there are not at least four senior football players, all senior players and all junior players will be eligible to sponsor a candidate for queen. Only senior girls may be Queen, but any girl grades 9-12 may be Maid of Honor.

## Annual Dedication and Honor

The annual dedication is handled by the Patriot Yearbook Staff members under the direction of the sponsor. Candidates for recognition must be selected from active faculty and staff members or immediate past Pee Dee employees, or part of our extended family.

## Miss PDA Pageant

### Honors

- **Wee Miss** (K4-K5): 6 girls from each classroom--short pageant dress
- **Wee Master** (K4-K5): 6 boys from each classroom---the pageant will not have the Wee Master category if there are not at least 5 boys who are interested.
- **Little Miss** (1<sup>st</sup>-3<sup>rd</sup> grades): 3 girls from each classroom
- **Miss Elementary** (4<sup>th</sup>-6<sup>th</sup> grade): 3 girls from each classroom
- **Young Miss** (7<sup>th</sup>-9<sup>th</sup> grades): 3 girls from each homeroom
- **Miss PDA** (10<sup>th</sup>-12<sup>th</sup> grades): 3 girls from each 10<sup>th</sup> grade section, 3 girls from each 11<sup>th</sup> grade section and any senior girl

### Guidelines

- All elementary contestants will be chosen by "lottery."
- A winner in any of the above-mentioned categories is not eligible to compete again in the division of pageant honor.

# Athletics

## General Athletic Guidelines

Pee Dee Academy's philosophy can best be described by the Vince Lombardi quote: "Winning is not a sometime thing: it's an all the time thing. You don't win once in a while; don't do the right thing once in a while; you do them right all the time.

Winning is a habit. Unfortunately, so is losing." Pee Dee Academy's athletes have as their objective to win—fairly, squarely, decently, by the rules, but to win!

Pee Dee Academy's athletes are to conduct themselves with respect for their opponents, coaches, fellow teammates, fans, property and equipment, officials, and the sport and event they are competing in. Representing your school as an athlete carries a great deal of responsibility on and off the field or court.

- Respecting oneself involves positive habits of good hygiene and physical conditioning which includes no drinking of alcoholic beverages and no smoking. Each coach feels strongly about these guidelines and will be specific about penalties concerning violation of these rules.
- Every player must turn in a SCISA Agreement for Participation Form, SCISA Warning of Inherent Risk Form, and current SCISA Physical Form.
- Head coaches may choose to go over their team rules at a parent meeting.
- Uniforms purchased by Pee Dee Academy will be issued and recorded by *Head Coach or Athletic Director*. Uniforms are the property of PDA. They must be turned in after the last game of the season by the assigned date from the coach. Athletes who lose their uniform will be required to pay the equivalent value of a new uniform.
- Dress codes will be determined by the Administration and each coach will be expected to follow these established guidelines.
- Missing a scheduled practice, despite the reason, must be made up under the direction and supervision of the coach responsible. Make-up practice guidelines and procedures will be specified at the onset of each sporting season.
- The athletic facilities of Pee Dee Academy are for the use of our athletes and former athletes only under the direction of the Pee Dee Academy coaching staff. The facilities are open under the direction and supervision of the coach in charge. Don't bother coaches for keys to the facilities on weekends or other times when practices are not scheduled.
- Each sport has a designated head coach. This individual is responsible for the involvement of himself and his assistant coaches in carrying out the practice and game schedules, coaching decisions, student participation, and the honorable conduct of himself and his assistants.
- Athletic contests involving Pee Dee Academy teams will be under the jurisdiction of the SCISA, their honor code and regulations. All major contests will be governed and directed accordingly. Officials will be used that are authorized by the Association at each contest. Questionable calls by these officials should be questioned by the coaches only after discretion and privacy have been considered. Impromptu negative reactions by coaches should be brought under control immediately.
- A student may not play two sports in the same season that conflict with each other. In the event two sports do not conflict in practice or game times, a student may play multiple sports in the same season.

### **PDA Academic Eligibility Policy for Sports and Extracurricular Activity Participation**

For a student to participate in any sport or extracurricular activity, he or she must pass all courses and maintain an overall average of 70 or above for each marking period: 1<sup>st</sup> 9 weeks, 1<sup>st</sup> semester, 3<sup>rd</sup> 9 weeks, and final grade. No Pass, No Play with an overall average of 70 is the rule. It is up to the coach to decide whether an ineligible student can join the team after the season begins should the student become eligible.

To add a newly eligible player to the team, there must be a position available without moving a current player off the team. Practice for ineligible students is not allowed, even those working for the next grading period eligibility.

### **Athletic Events and Schoolwork**

- A) Transportation. Students will be transported to school-related activities through the following methods:
- School owned buses
  - Team parents

- Coaches
- It is the responsibility of the teacher, or coach, to make parents aware of how students will be transported.
- Students are never allowed to transport other students to school-sanctioned events without prior approval from the administration.

B) Assignments. Athletes who miss class are responsible for all classwork missed. Homework assignments are due in the next scheduled class period.

C) Tests. Students are responsible for seeing their teachers to plan make-up testing before missing a test when absent due to athletics.

## ATHLETIC AWARDS

Purpose. It is the philosophy of Pee Dee Academy that a strong athletic program is indeed beneficial to the overall objectives of this school. The qualities of an athletic program can add greatly to successful living. Competition, competitiveness, unity, and the social benefits derived from being part of an athletic team justify its existence especially where high academic standards are exemplified.

A) Athletes, Managers, and Awards.

- 1) A printed certificate verifying participation.
- 2) A jacket can be obtained when the first varsity requirements are met along with a varsity cloth letter (see description below)
- 3) A gold symbol (insert) will be given in addition to a letter for the first varsity sport. Upon lettering in the same sport, the same procedure shall be applied, and a symbol of that sport awarded.
- 4) Jackets, sweaters, and gold symbols (inserts and bars) may not be obtained other than prescribed in these procedures.

B.) Athletic Letter. Any athlete who does not complete the season will not be considered for an athletic award or earning a letter.

- 1) Junior Varsity. All Junior Varsity athletes will receive Junior Varsity certificates.
- 2) Varsity. All Varsity athletes are eligible for Varsity certificates, inserts, and cloth letters, as they apply.
- 3) The Revised Edition (1998) of the Varsity Letter Jacket may be described as follows
  - a) Waist length
  - b) The body is royal blue.
  - c) Gold and white bands appear on the collar, wrists, and wristbands.
  - d) Snaps are royal blue.
  - e) Two slanted pockets appear on the jacket front.
- 4) The Varsity Letter may be described as having inter-locking capital letters "PD" which contain a white chenille with a gold border

## Guidelines for Annual Athletic Awards

- 1) Four Year Awards. A four-year plaque will be presented to an athlete if he or she has lettered in a varsity sport **at Pee Dee Academy** during his or her four years of high school (grades 9-12). There will be one plaque per senior athlete with all sports to be recognized and listed.
- 2) Award Selections. Award selection for individual sports is done under the supervision and jurisdiction of the Headmaster, Athletic Director, and Coach(es) of each sport.

# Appendix A. Rules for Students

1) No food is allowed in the academic building or the gym. Eating during the regular lunchtime will be permitted in the canteen and certain designated areas of the school grounds. No eating in classrooms. Students are permitted to purchase food in the canteen only at break and lunch. Drinks will not be allowed in the gym. Clear liquids (in sealed containers) are permitted in classrooms at the teacher's discretion.



- 2) No walking or playing on the gym floor with street shoes. Walk only on the side of the gym floor with street shoes.
- 3) **Office Telephone**---Students may use the office phone with permission from office personnel.
- 4) No chewing gum during the school day. This includes P.E. class and lunch.
- 5) **Hallways.** Students in the halls during class time must have passed. Students are always asked to be courteous and to keep to the right when moving in the halls. Running and shouting are not permitted.
- 6) **Assemblies.** At all times, the student's behavior should be refined and courteous. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.
- 7) **Lockers.** Lockers are issued to students at the beginning of the year by the office. Each student is responsible for keeping his/her assigned locker clean, both inside and outside. Any personal locks must have a key turned into the office and labeled.
- 8) **Hall Shelves.** For your convenience, the shelves provided in the halls can be used for schoolbooks during the school day. Books and personal items are not to be kept on the shelves overnight. These items are to be placed in your locker. Placing books and personal items (pocketbooks) on the shelves is done at the risk of the owner. The office is not responsible for items lost that have been placed on the shelves. Continued abuse of the privilege to use the shelves will result in the loss of privilege.
- 9) Any class or club project must meet the approval of the grade level teacher/sponsor and the Head of School. Social activities must comply with the Pee Dee Academy Standards of Conduct.
- 10) **Technology.** Computer use will be for those who have an accepted use policy signed and on file at school.
- 11) **Textbooks and school property.** Books, desks, and other property owned by the Academy are entrusted to the care of the student who is responsible for the property's protection. Books left in any place other than student lockers will be picked up after school. Abuse or damage to school property will result in a fine and disciplinary action will be taken. Carvings on desks will result in a fine to be paid by the student or parents.
- 12) **Lost and found.** Articles found in or around the school area should be turned into the office where owners may claim their property by identifying it. This includes books and personal items brought to the office when left on the shelf overnight. It is strongly recommended that the student's name be written on their property so that it can be returned to the rightful owner.

## Appendix B. Constitution of the Student Council of Pee Dee Academy

### ARTICLE I —OFFICERS

Section 1. It shall always be the duty of the Student Body to elect Student Body officers and to strive to uphold and preserve the provisions of the Constitution in every department of school life.

Section 2. The Student Body shall elect the following officers: President, Vice-President, Secretary and Treasurer.

Section 3. The seventh through twelfth grades shall elect the following officers: President, Vice-President, Secretary and Treasurer. The first through sixth grades shall elect the following officers: President and Vice-President for each homeroom. These people are not members of the Student Council.

### ARTICLE II -ELIGIBILITY

Section 1. To be eligible for junior office, a student must have nine units. To be eligible for tenth grade office, a student must have an overall average of seventy-eight in his/her past year's work. If elected and he/she fails a course during a nine-week period, he/she will be given a grace period of nine weeks in which the student will be inactive. At the end of this time, if his/her grades are not up to the required average, he/she must give up his office. If the office of President becomes vacant, the Vice-President will assume his duties, and an immediate election will

be held to fill the vacancy of the Vice-President. If any other office becomes vacant, then an election will be held to fill these vacancies.

Section 2. No student shall hold more than one major and one minor office. The major office shall be Editor of the annual, Editor of the newspaper, Class President, and President of the Student Body.

Section 3. Student Council officers shall be elected with President from the rising Senior class, Vice-President from the Junior class, Secretary from the rising Sophomore class and Treasurer from the rising Junior or Senior class. The student running for President must have served at least one full year on the Student Council. If one or no Candidates are interested, competition will be open to eligible members of the rising Junior class. Two or more candidates are necessary before an election is possible. If this is not possible, the Vice-President elect will carry out the duties of the President.

### **ARTICLE III —ELECTION**

Section 1. The election of the President of the Student Body and the new council shall take place during the first week of the fourth marking period.

Section 2. Any student wishing to run for a Student Council office will sign his name at the designated time. Each student running for a Student Council office shall pay a fee of three dollars. It will be the duty of the Student Council to check the grades and potential of the candidates. If the Student Council feels for any reason that the student is not eligible for office, the student will be notified. Otherwise, he will campaign for office.

Section 3. Each student running for office shall have one campaign manager from any grade he selects. The campaign shall last three days. On the first day, posters shall be displayed. Each student is limited to three posters. On the second day of the campaign speeches will be made to the Student Body and faculty. The voting shall take place on the third day.

Section 4. The polls will close with the final school bell at 2:10 p.m. on the designated voting day. The counting of the votes will take place immediately following school on this day. The ballots shall be counted by the Sponsor of the Student Council, Pee Dee Academy's Head of School, and the President of the Student Council. The candidates with the largest number of votes shall win. The winners of the election shall be announced the following day during an assembly of the student body and faculty. The inauguration shall take place on this day. These officers, elected for a term of one school year, shall assume their duties immediately upon their inauguration.

Section 5. Should any one of the above offices become vacant for any reason, the vacancy shall immediately be filled according to the plan of election.

Section 6. At the time of the inauguration, the officers of the Student Council shall tap in their charges of duties, the newly elected officers shall subscribe to the following oath, administered by outgoing President: "I do solemnly swear that I will do the best of my ability to perform the duties of the office to which I have been elected; that I will neither charge anyone, so far as I know, encourage anyone to escape the proper judgment of the Student Council for fear, favor, reward, or hope of reward, so help me God.

### **ARTICLE IV —DUTIES OF OFFICER**

Section 1. It shall be the duty of the President of the Student Council to call emergency meetings; to report any violation of any provision of the Student Council Constitution that comes under his observation; to preside at school assemblies under the direction of the school administrator; to appoint necessary committees; to work with the Student Council sponsor as a preliminary advisor before consulting the administrator; to strive at all times toward the improvement of conditions within the school and upon the campus. He shall vote only in case of a tie.

Section 2. It shall be the duty of the Vice-President of the Student Council to preside at meetings of the Student Council in the absence of the President.

Section 3. It shall be the duty of the Secretary to keep accurate minutes of all Student Council meetings and to preside at meetings of the Student Council in the absence of both the President and Vice-President.

Section 4. It shall be the duty of the Treasurer to collect all Student Council funds and to keep an accurate record of all money given to their care.

### **ARTICLE V —STUDENT COUNCIL MEETINGS**

Section 1. The Student Council shall meet at least once every two weeks and at such other times provided in Article V; each Council setting itself a definite time and place for meetings.

Section 2. No student officer shall be absent from council meetings without permission from the President of the Student Council. Any officer having three (3) unexcused absences shall be asked to resign from his office.

### **ARTICLE VI -STUDENT COUNCIL CODE OF CONDUCT**

Section 1. No student shall be guilty of violating the Honor Code in any way.

Section 2. No student shall be guilty of being under the influence of or having alcoholic beverages in his/her possession.

Section 3. No student students shall have tobacco/vape products on school grounds or at school events.

Section 4. No student shall leave the school campus without permission from the proper authorities and signed permission from a parent or guardian.

Section 5. No student shall be guilty of missing a scheduled class or activity without permission from the proper authorities.

Section 6. No student shall be guilty of forging the name of parents or guardians as an illegal excuse or request.

Section 7. No student shall disrespect a fellow student, teacher, or staff member in any way.

Section 8. No student shall be guilty of possessing or selling illegal drugs or being under the influence of illegal drugs. Any connections with illegal drugs will be considered an extremely serious violation of the standard perpetuated by Pee Dee Academy.

Section 9. No student shall be guilty of carrying or having possession of a weapon, including but not limited to, knives, guns, box cutters, etc. on school grounds without permission from the Board.

Section 10. The Board will deal with any violations of these sections in any way it sees fit, which may even include expulsion.

#### ARTICLE VII-STUDENT COUNCIL CODE OF CONDUCT CONSEQUENCES

Section 1. Any major violation of this Constitution, the Honor Code, or the Student Handbook observed by a student officer should be brought to the Student Council and reported to the administration. Any violation listed above or other infractions (fighting, verbal threatening, anything that merits a school suspension, etc.) will be recorded by the Secretary and marked down in the Student Council's official book. The consequences are as follows:

**Officers**-Officers are elected school officials. They are leaders and expected to carry a higher standard for themselves and set an example for members of the student body. Therefore, the following reprimands have been set:

The first violation by a Student Council officer results in: Student Council Probation -This is a loss of office for 4 consecutive meetings.

The second violation by a Student Council officer results in automatic removal from the Student Council-if this scenario occurs, then procedures will be followed as set forth by Section V of Article III.

**Representatives**-Homeroom Representatives of the Student Council are also expected to uphold the same standards as officers. Therefore, the following reprimands have been set:

The first violation by a Homeroom Representative will result in: a) Verbal Warning by Student Council President or Advisor.

The second violation by a Homeroom Representative will result in: b) Removal from office with a new homeroom election to replace the representative. If a Homeroom Representative is removed from the office, then he/she may not count that year as a serving year to be used as a requirement in running for a future Student Council office. However, the newly elected Representative will be allowed this privilege, regardless of the time spent on the Student Council.

#### ARTICLE VIII. PROPOSAL OF AMENDMENTS

Section 1. The desired amendment shall be read before the Student Council after which it shall lie on the table for fourteen days, at the end of which time a vote by the Student Council shall be taken. A three-fourths majority of all present and entitled to vote shall be necessary for an amendment to be adopted. An amendment adopted in this way by the Student Council immediately becomes a part of the Constitution.

#### ARTICLE IX. AMENDMENTS

Section 1. This Constitution shall be in effect during school hours and during any student activities or functions.

11-6-13 *New Policy Student Council will give a \$25 gift (GAS, Walmart) card to the family of any Pee Dee Academy student who loses a parent (death).*

4-27-16 *New Policy Article I Section II. The student body shall elect a Chaplain along with other officers. This position can be filled by a rising freshman, sophomore, junior, or senior. The Chaplain will be responsible for a devotion at each meeting and school assemblies. Article I Section III. The sixth grade*

*through eleventh grade shall elect officers. The 4th-6<sup>th</sup> grade shall elect only President and Vice President for the entire grade.*

*4-26-17 New Policy Article II Section I. To be eligible all officers and representatives must meet academic requirements made by the board.*

## Appendix C. PDA By-laws of the Parent-Teacher-Student Organization

### ARTICLE I

Section 1. Name: The name of this organization shall be Pee Dee Academy Parent Teacher-Student Organization (PTSO).

Section 2. Purpose: The purpose of the organization shall be to strive to promote cooperation, understanding and unity of spirit among parents, faculty, students, and administration through service, constructive input and support.

Section 3. Membership: All parents, students, faculty, and friends of Pee Dee Academy are eligible for membership in this organization. Dues, if necessary, shall be set by the executive board.

Section 4. Revenues: Revenues collected by the PTSO shall be expended only with the mutual consent of the Executive Board of the PTSO.

Section 5. Meetings:

The Executive Board shall meet once a month. All meetings shall be open to all members of this organization. These meetings will be held on the first Monday of the month.