

# Piedmont Christian School

**2022/2023**

## **Parent/Student Handbook**

A ministry of  
**Bessie Road Baptist Church**



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### School Alma Mater

(Tune: *Satisfied*)

Words: Dr. Jim D. Carrigan

*Standing high, atop the mountain,  
Look how far that we have come.  
We must now look toward the future  
To the path that's not been run.*

*Soaring higher, ever higher,  
Looking from God's point of view.  
Soaring higher, ever higher,  
Piedmont Christian, we'll be true.*

This Parent/Student Handbook does not contractually bind Piedmont Christian School and is subject to change without notice by decision of PCS's governing body.

We have attempted to be thorough in this Handbook but realize issues and situations may arise during the school year which we have not anticipated.

**Thank you for entrusting to us your most valuable heritage from the Lord, your children. If you have concerns about school issues, please tell us. If you appreciate the school, tell others.**

**We will do our best to honor your confidence as we help you to fulfill your God-given responsibilities in rearing and training your children before the Lord.**

#### Notice of Nondiscriminatory Policy as to Students

Piedmont Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan

## INTRODUCTION

**A. History:** Piedmont Christian School (PCS) was started in 2022 as a ministry of Bessie Road Baptist Church under the leadership of Pastor Robert Griswold and Administrator Dr. Jim Carrigan. **We are a 501 (c) (3) federal tax-exempt nonprofit organization.**

**B. Purpose:** Piedmont Christian School's objective is to provide a quality education with godly insights and perspectives. Not only is the Bible taught as a subject, but its principles are brought forth and examined in each area of intellectual and social interest.

Each parent is expected to give his/her cooperation in relation to his/her child's classroom conduct and be sure his/her child is well-behaved. Therefore, it is the school's desire to work, by God's grace, with parents in rearing and adequately educating children.

PCS exists to assist parents in fulfilling God's command to:

- Bring up their children in the "nurture and admonition of the Lord" (Ephesians 6:4)
- "Train up a child in the way he should go..." (Proverbs 22:6)
- "Learn not the way of the heathen..." (Jeremiah 10:2)
- Walk not "in the counsel of the ungodly" (Psalm 1:1)
- Cease "to hear the instruction that causeth thee to err from the words of knowledge..." (Proverbs 29:27).

PCS faculty and staff will endeavor to be "an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity" (1 Timothy 4:12). We will also endeavor to teach academics that will prepare students for college or to enter the modern workplace.

PCS faculty and staff desire above all to show students how to come to a saving knowledge of Jesus Christ and to help them learn to love and be obedient to God and His Word.

Attendance at Piedmont Christian School is a *privilege* – not a *right*. The goal of our school is to train the child and teens of today in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, punctuality, and good citizenship. This privilege may be forfeited and withdrawn at any time, if, in the opinion of the administration, a student does not fit into the purpose of Piedmont Christian School. This can happen whether or not the student conforms to the specific rules and regulations of PCS.

Piedmont Christian School stands without apology for the whole Bible and all the truth, principles, standards, methods, and philosophies contained in the Scriptures. PCS and its ministries use only the Authorized King James Version of Scripture.

### C. Articles of Faith:

- We believe the Bible to be the only inspired, infallible, authoritative Word of God.
- We believe there is one God, eternally existent in the persons of the Father, Son, and Holy Ghost.
- We believe in the Deity of the Lord Jesus Christ, His virgin conception/birth, sinless life, miracles, vicarious and atoning death through His shed blood on the cross, bodily resurrection, ascension to the right hand of the Father, and personal return in the rapture of the Church and in power and great glory in His revelation.
- We believe that, for salvation of lost and sinful men, regeneration by the Holy Ghost is absolutely essential.
- We believe that in the resurrection of the saved and the lost: the saved unto resurrection of life; the lost, unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Ghost by whose indwelling the believer is enabled to live a godly life.
- We believe God created two distinct genders of individuals – male and female. The institution of marriage, as established by God, is the union of one man and one woman (Gen. 2:24; Rom. 1:26-29; Heb. 13:4).

**D. Philosophy:** The philosophy of Piedmont Christian School emphasizes the interrelationship of three institutions: the *Home*, the *Church*, and the *School*, working together for the education, enrichment, and edification of every child.

### **The Home**

Proper training begins first in the home. The home was the first institution God ordained and is where the child first learns the patterns of character and conduct. Each child learns to respond to discipline and authority and he/she reacts to the controls or guidelines of his/her parents and learns how to respond to other individuals, either by playing with others or responding to parental direction and training. In the home the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the home, he/she is then ready to be educated and to develop the necessary skills for him/her to face life and eternity successfully.

### **The Church**

It is our conviction that God has also ordained His Church as the institution directly responsible for the winning of the unsaved to Christ and the exhorting and training of the saved. The responsibility includes the teaching of biblical principles of living as found in the Scriptures. We believe the Bible describes the local church as a body of born-again believers, led by a pastor, under the guidance of the Holy Ghost. We affirm that children must be taught respect for God and the principles of His Word. In order for us to achieve the spiritual goals we both desire for your children to attain, we expect of PCS families to faithfully attend a Bible-preaching church.

### **The School**

A school should provide both an environment and a curriculum conducive to effective learning. As a Christian school it is our responsibility to assist in the building of Christian character and conduct in our students. We believe children should be trained to do what is right because it is right to do right. We believe there is a natural need for well-defined boundaries governing the children's behavior. Education that is Christ-centered is a biblically integrated process of developing spiritually, mentally, and physically. The primary aim is not conformity to the age, but conformity to Jesus Christ.

**E. Person:** The ultimate goal of Christian education is to aid in the transformation of children into maturing Christians who want God's best and have hearts willing to seek and to do His will. To accomplish this goal, we have identified three general characteristics that will contribute to yielding the godly young adults we seek to produce. By God's grace we desire to encourage the positive traits and eliminate the negative traits.



## **II. ADMISSIONS**

**A. Admissions Standards:** A student is admitted to Piedmont Christian School on the basis of an interview with the administration, entrance and placement tests, and former school records. Each student's status will be reviewed yearly. It

must be remembered that **admission to and continued attendance at PCS is a privilege – not a right**. Any failure of the student and/or parent(s) to comply with the policies of PCS will result in the loss of this privilege.

**Note:** Children entering kindergarten must be five years old by September 1<sup>st</sup>. All children enrolled must be fully toilet trained. All other new students must meet PCS academic requirements to be placed at the proper grade level.

**Also:** Only under extreme circumstances will a child be admitted to PCS who has been expelled from another school within the past calendar year.

The following criteria are necessary for admission for all students at PCS:

1. An *initial interview* to acquaint parents and students with PCS.
2. A completed *Enrollment Form* and Fees turned in and paid to the PCS office.
3. *References* must be completed and returned to PCS.
4. A *transcript of grades* must be obtained and evaluated for transfer students.
5. New applicants may be required to take *academic evaluation* prior to admission.
6. The administrator must *interview* new applicants with at least one of the parents or guardians.
7. A copy of the student's *Birth Certificate* must be provided.
8. A copy of the *SC Certificate of Immunization* (or statement of exemption) must be provided.
9. New applicants must be in "Good Standing" (academics, behavior, and financial) with his/her prior school.
10. Proper financial arrangements must be made with the school financial office.
11. Signed *Parent and Student Letter of Cooperation* (grades 7 – 12).

Final decisions regarding admissions to PCS and retention of students at PCS rest with the school administration.

**B. Parent and Student Letter of Cooperation:** The parent(s) of all students and all Middle School and High School students must sign this agreement stating they have read the handbook and agree to abide by all rules and policies of PCS and return to the school office by the announced date. This is an important commitment, and each student is responsible to know and obey policies and procedures outlined in the Parent/Student Handbook. Parental signature confirms your agreement to abide by PCS policies and procedures. No student will be allowed to continue PCS without this letter on file in the school office after the announced date. *A signed letter must be on file for each family and signed by each PCS MS/HS student.*

Any PCS student who is arrested and/or charged by any law enforcement agency with a crime will be suspended from attending classes at PCS pending resolution in the judicial or juvenile justice system. If the charges are dropped, or if the student is deemed not guilty, his/her enrollment as PCS will be considered on a case-by-case basis. If the judicial or juvenile justice system finds the student guilty, said student will not be allowed to re-enroll as a PCS student.

**C. Withdrawals:** PCS requests that when a student is considering withdrawal from the school the parents *first* contact the school administration before making a final decision. The withdrawing student will be charged tuition until the office is notified and the withdrawal form is properly completed and signed by the parent(s) or guardian(s). Notification should be at *least two weeks* in advance. If a student is withdrawn any time during a month, *no refund of any part of the monthly tuition pay will be given*. Withdrawals are not complete until the financial obligations are satisfied for the month. All fees for the school year must be paid. Please note that *all fees are non-refundable*. **The student's academic records cannot be released until the financial account is paid in full.**

**D. Payment Policies:** PCS depends on each family to be fiscally responsible for the school to meet its financial responsibilities.

Tuition is the primary source of income for the school to pay its bills and those who invest in your children by teaching them. Communication with the School Finance Office is important if financial issues arise. The following financial policies are required for each PCS family.

1. **All financial obligations to prior schools must be fulfilled before PCS will admit a transferring student.**

2. The yearly tuition is normally divided into twelve (12) monthly payments. Payment is due on the **first (1<sup>st</sup>) day of each month, June through May**. A discount is available for those who pay the entire amount at once.
3. A **\$25.00 late fee** will be charged if payment is not received by the **tenth (10<sup>th</sup>) day** of the month.
4. The first month's tuition must be paid after notification of acceptance and prior to entering school.
5. All school fees and additional fees (i.e. sports fees, music lessons, etc.) may be incurred during the school year and will be added to your monthly statement.
6. Monthly billing statements are sent from the PCS Financial Office.
7. When a student attends any part of the month, the full month's tuition payment is due. No partial or prorated tuition payments are permitted.
8. Progress reports, report cards, and transcripts to school and colleges, will not be released until a student's account is current or paid in full. K-5 and Seniors whose financial obligations are not paid in full or kept current may not be allowed to participate in graduation exercises and will not receive a certificate, diploma, or transcript until financial obligations are met.
9. Returned checks will be considered as nonpayment. (A **\$35 charge** will be assessed for each returned check.) Future payments may be required in cash or use of a credit card.
10. In the event of a student's withdrawal or expulsion from PCS, full payment of tuition and fees must be made through the calendar month in which the student last attended PCS. The student's academic records cannot be released until the financial account is paid in full.
11. All prior year's financial obligations must be met before a student will be allowed to enroll for the following year.

**E. Scholarship Policies:** Bessie Road Baptist Church and Piedmont Christian School endeavor to make Christian education affordable. We offer multiple opportunities for need-based, scholastic, character, ministry, special, and community scholarships. Each of these scholarships are based on the generosity of Bessie Road Baptist Church and friends of PCS. Please request details for application from the PCS administration.

### III. ACADEMICS

**A. Scholastic:** It is the goal of PCS to provide the highest-level academic program. Students are encouraged to achieve the best possible level they can attain according to their God-given abilities. Second Timothy 2:15 challenges each of us to make every effort to "show [ourselves] approved unto God...." We desire to develop in our students a personal concern and accountability for their studies. We strive to motivate an inquiring mind and instill good study and work habits so each student can always do their best to excel. Awards are presented at the end of each year to those students who have excelled in their classes and have shown exemplary attitudes and habits.

**B. Accreditation/Membership:** Piedmont Christian School is not accredited by the state of South Carolina. It is important to understand, however, that a high school graduation of an unaccredited school who desires to attend college may do so. Institutions of higher education determine for themselves the criteria by which they will admit new students. We have found that students would generally not be denied entrance to college due to our lack of accreditation. We are members of the **Accelerated Christian Education School of Tomorrow** and the **South Carolina Association of Christian Schools**.

**C. Curriculum:** Believing that the proper curriculum is essential for the highest possible quality education, PCS proudly uses only those materials which have been proven successful and have been reviewed by the administration. In most classes textbooks by A.C.E. or another Christian publisher will be used. Other publications' books may be used for their academic value or because there is not a Christian publisher producing a text for the academic class to be taught.

The core curriculum includes Bible, language, mathematics, social studies, and science. Students also develop skills in our computer lab, and receive specialized instruction in art, music, physical education, foreign language, speech, advanced math, physics, and chemistry. Enrichment or remedial courses may be offered as the opportunity and need arises.

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**D. Chapel/Special Meetings:** Each student is required to attend all chapel services. Chapel services are planned according to the age of the child. Chapel is a time of inspiration, devotion, and worship. Parents are welcome to attend any chapel service. Chapel is not a substitute for church.

**E. Homework:** It is PCS's philosophy that homework is an essential part of a child's educational process. This gives parents an opportunity to be personally involved on a one-to-one basis with their child's learning process. The volume of homework will be appropriate to the student's grade level. The assignments will be at the discretion of the individual teacher. Elementary homework will be sent home every week for parents to review. Parental cooperation is necessary to check the

student's homework daily in the student planner. Parental signature indicates you, the parent, have checked the homework for completion of the assignment(s).

**F. Parent – Teacher Meetings:** Either the teacher or the parent may request a Parent – Teacher meeting at any time during the school year. If an apparent problem exists in either the area of student academic progress or student deportment, parents are requested to contact the teacher before requesting a meeting with the administration. On the school calendar, there is a designated Wednesday night in each quarter when parents are encouraged to come to the service and then meet with teachers as needed. Once per semester, Pastor Griswold and Dr. Carrigan would like to meet with parents to share their vision and plans for PCS.

**G. Academic Grading/Disclosure:** Piedmont Christian School's grading calendar is set up on the quarter system. Progress Reports will be sent home during the fifth week after the start of each quarter. Report Cards will be sent home quarterly. Only the year-end final grades will become part of the student's official record. Final Report Cards will be sent home with students on the last day of school. **Financial obligations must be current to receive Progress Reports, Report Cards or information regarding a student's grades.**

**H. Student Permanent Records:** All Student Records are held in strictest confidence and are only accessed by authorized personnel.

**I. Grading Scale:** Academic courses will be given a letter grade based on the grade scale below. Behavior and effort will be evaluated and noted on report cards. Non-academic elementary and middle school classes may be given a grade based on Excellent I, Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U) scale. A plus (+) or minus (-) sign is used to indicate degrees of performance.

**Grade Scale:**

A = 90 – 100 (90 – 91 = A-) (92 – 99 = A) (100 = A+)  
B = 80 – 89 (80 – 81 = B-) (82 – 87 = B) (88 – 89 = B+)  
C = 70 – 79 (70 – 71 = C-) (72 – 77 = C) (78 – 79 = C +)  
D = 60 – 69 (60 – 61 = D-) (62 – 67 = D) (68 – 69 = D+)  
F = 0 – 59  
I = Incomplete  
W = Withdrawal

The ranking policy of Piedmont Christian School is as follows: class rank is posted to the transcripts of all ninth through twelfth graders at the end of each academic year.

PCS transcripts are computed using the South Carolina Grade Scale for admissions and scholarship purposes for South Carolina colleges or universities.

**J. Academic Honors:** The PCS yearly Academic Honors includes the following categories:

**1. Administrator's List:**

- a. Any student qualifies who has straight A's on his/her report card as a final year-end average. This includes all courses except penmanship.
- b. The student is enrolled in at least four (4) classes.

**2. Honor Roll:**

- a. Any student qualifies whose grades are all A/B on his/her report card as a final year-end average. This includes all courses except penmanship.
- b. The student is enrolled in at least four (4) classes.

**Note: Any student who has grades equivalent to a D or F on his/her report card for any Quarterly Grading Period will not be eligible for the yearly Administrator's List or Honor Roll.**

**K. Promotion through 8<sup>th</sup> Grade:** Students who do not maintain a minimum average of 80% for each of the following classes may be required to attend summer school or be retained: English, Math, or Reading. *Excessive absences and/or tardiness will put promotion at risk.* If a child does not meet school requirements for promotion, it is the parent's responsibility to see that their child attends summer school, though PCS may not conduct a summer school program. If a child is not brought up to the required level of performance, it will be necessary for him/her to repeat that grade until he/she satisfactorily fulfills the requirement for promotion. No student will be passed for "social" reasons if his/her academic progress is unsatisfactory. If a child is determined to be academically deficient, a conference to determine whether to promote him/her will be held with the parent(s) and the administration. Final decisions regarding a student's promotion will be made by the administration.

**A child may be placed on academic probation because of low academic achievement.** Academic probation is the result of consistently low scores due to a student's inability to do the academic work at or near grade level. Any student on academic probation must be interviewed with his parent(s) by the administration to seek re-enrollment for the following semester or school year. If a student is on academic probation for more than two (2) semesters, formal diagnostic evaluation will be required, and academic adjustments recommended and continued enrollment at PCS evaluated. Improved academic performance will remove a student from probation.

While PCS desires to minister to as many students as possible, there are some learning disabilities that may be beyond the scope of the ability of PCS to adequately address. A specialized learning environment may be better equipped to address some learning issues that we cannot.

**L. High School Academic Information:** The Grade Point Average (GPA) for High School students combined with test results from standardized nationally give tests (SAT or ACT) are important for college admissions. Classes taken in grades 9 through 12 are calculated for a student's GPA.

A class that meets daily during the school year is consider one unit. A class that meets daily for a single semester or on alternating days for both semesters is a half-credit course. A class that meets on alternating days is work a quarter credit. The formula used to calculate GPA is the Grade Point of each taken, multiplied by the credit value of each class, which are called *Quality Points*. These Quality Points are then divided by the total credits earned, which produces the final GPA.

The number of credits earned determines grade placement:

Freshman	0 – 5 credits
Sophomore	6 – 11 credits
Junior	12 – 17 credits
Senior	18 – 24 credits

**M. Graduation Requirements:** Piedmont Christian School is designed to prepare students for college. A minimum of 24 credits must be earned in grades 9 – 12 to graduate with a *College-Prep Diploma*. This includes 1 credit in Bible each year that the student is enrolled at PCS. The *General Diploma* also requires 24 credits but does have accommodations in the course requirements.

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Seniors are encouraged to participate in the Senior Trip. The destination will be determined by the administration. The dates are on the *School Calendar*. This trip is an essential part of the PCS Senior Year and is considered a vital culminating experience. An *additional* trip is possible if the class earns/secures the funds to cover all costs.

Seniors who have not met all graduation and financial requirements will not be allowed to participate in Commencement exercises.

**Course Requirements are as follows:**

	<b>College Prep</b>	<b>General</b>
Bible	4 credits	4 credits
English	4 credits	4 credits



Mathematics	4 credits	4 credits
Social Studies	3 credits	3 credits
Science	3 credits	3 credits
Foreign Language	2 credits	
Computer Science	1 credit	1 credit
Physical Education	1 credit	1 credit
Elective(s)	<u>2 credits</u>	<u>4 credits</u>
<b>Total</b>	<b>24 credits</b>	<b>24 credits</b>

\*at ability level

PCS transcripts are computed using the South Carolina Uniform Grade Scale for admissions and scholarship purposes for South Carolina colleges and universities.

High school seniors who are graduating with a College-Prep Diploma are strongly encouraged to take either the ACT or SAT college entrance exam before the end of their senior year.

**Honor Graduates:** (presented at Graduation) Honor Graduates must meet the following qualifications: The Valedictorian must have attended PCS for a minimum of 3 HS years and have a GPA of 3.75 or higher. The Salutatorian must have attended PCS for a minimum of 3 HS years and have a GPA of 3.50 or higher. The GPA will be calculated at the end of the 3<sup>rd</sup> nine-weeks grading period of the student's senior year.

#### IV. DRESS CODE

**A. Purpose:** As a Christian institution, Piedmont Christian School maintains a high standard of dress in both modesty and excellence. It is our desire to “approve things that are excellent” to be “without offense till the day of Christ” (Phil. 1:10). The PCS dress code is intended to be a step above the minimum standard required for modesty so that we as Christians demonstrate a spirit of propriety and unquestionable excellence. Our choice of clothing should be based on biblical principles and enable us to effectively influence others in a wholesome, godly manner. Recognizing guidelines are necessary for accountability and growth, we will adhere to the basic guidelines listed below.

**1. Safety:** Students should not wear shoes or clothing that could cause accidental injury or not provide adequate protection. Be aware that maxi skirts can often cause accidental falling, especially with younger girls.

**2. Modesty:** Modesty is a foundational, biblical principle. Modesty is described as “decency, not being showy, not drawing attention to oneself, showing propriety in dress, behavior, and speech, not wanting to offend or to lead astray.” A person seeking to dress modestly is conscientious about the influence of dress (Proverbs 2:10-11). Clothing should not turn attention to physical form but to one's countenance and Christ's purity and holiness. We want PCS students, by example in their grooming, dress, and actions, to encourage a lifestyle of godliness in thinking and behavior.

**3. Distinctiveness:** Genesis 1:27 says “male and female created He them.” God chose to create two distinct sexes. By doing this, God purposefully made basic differences between the sexes that should not be altered. Distinctively feminine apparel and masculine apparel identifies and clarifies these differences.

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**4. Appropriateness:** Appropriateness means “suitable, fitting, or compatible.” Appropriate attire is modest attire, suitable, and fitting for the occasion. Certain types of clothing are appropriate for certain activities (i. e. school or church dress vs. work clothes vs. sports or casual attire). Some jewelry that is appropriate for women and girls is inappropriate for men and boys. Various types of clothing are appropriate for protection during different seasons of the year. An appropriate choice will be one balanced by self-control.

**5. Deference:** When we show deference, we have consideration and respect for others. Deference is thinking of others' needs or preferences before our own. A measure of spiritual maturity regard deference is our willingness, and to what extent we are willing, to limit our freedom so others can achieve God-given goals (Romans 15:1-3).

#### **B. Acceptable Dress: With these principles in mind, there are three levels of acceptable dress for PCS.**

**1. PCS Uniforms:** “Everyday school clothes” in accordance with the standards of the normal PCS Uniforms as presented in the Dress and Grooming Standards Handout are to be worn. We desire to build school spirit, in part, through using school uniforms. The benefits of school uniforms will help families and PCS accomplish our common

goals. Parental assistance is needed to help students abide by the dress code and wear the appropriate dress at PCS. **Please enforce the PCS dress code at home before your child leaves for school.** Repeated dress code violations become increasingly serious and will result in demerits or detention.

**Kindergarten students** should be in School Uniforms. Each kindergarten student must have a change of clothes in gallon-size zip-lock bag, marked with his/her name, in case of an “accident”. It should remain within the PCS Dress Standards.

**2. Casual Dress:** Casual dress would include clothing in accord with the standards of the specified dress code that are more casual than the normal PCS Uniforms without being sloppy. “Sloppy”, “sagging”, “gothic”, or other faddish clothing or hairstyles are unacceptable and will result in immediate corrective action. Denim (jeans) or denim-like clothing is only appropriate for “Casual Dress” occasions as announced by the administration. Boys’ shirts should have a collar and pants with belt loops must have a belt. Boys may wear “cargo pants” only for “Casual Dress” occasions. “Cargo pants” are not considered appropriate uniform pants for daily use.

At the classroom teacher’s discretion, garments designed to be work outside (jackets, hoodies, sweatshirts, fleeces, pull-overs) may be worn in class. No hoods are to be worn on the head on campus whether inside or outside the buildings. Hats/beanies/earmuffs can be worn outside, or umbrellas used outside as needed.

Casual dress is allowed for sporting/school events outside of regular school hours. We recommend that students wear PCS school shirt to show school spirit, but this is not required. Appropriate denim skirts for girls and jeans for boys (no rips or holes in skirts or jeans) are permitted.

This standard includes away events and those that happen on weekends. Parents, your help and attitude in this matter will influence your student’s attitude and cooperation.

**3. Formal Dress:** “*Formal Dress*” is for special occasions on or off campus. Homecoming, banquets, concerts, or special outings that would require “formal dress” would fit this category. **For high school girls** (and female guests not attending PCS) formal dresses must be checked at least two weeks before an event and approved for each occasion. Girls are not permitted to wear a different dress that does not have prior PCS approval. Those who do not abide by these expectations will not be allowed admittance to the event and are subject to disciplinary action. General guidelines for the girls are provided to them during the first several days of school and are reiterated prior to an event requiring such dress.

**Boys** (and male guests not attending PCS) attending formal events should be clean-shaven. A sport coat or suit with a tie is expected attire. A formal tuxedo is acceptable but not required. Dress shoes are appropriate with dark colored socks.

**Parents** (and all adults) attending formal school occasions are asked to comply with the dress code required of PCS students and guests.

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**4. Physical Education Dress Code:** Students (Boys & Girls) who take P.E. classes will be required to wear the following:

- a. PCS PE Shirt – available through the school office (Cost will be added to student’s school bill)
- b. Knee-length, loose fitting approved shorts (Boys & Girls)
- c. Athletic Shoes

**Note:** Students who are not in proper PE uniform will still be allowed to participate but their grade will be adversely affected each day they are out of uniform.

**5. Fads and Fashions:** Since fads and fashions are constantly changing, the administration reserves the right to determine what is appropriate (hairstyle, make-up, jewelry, etc.)

## V. GENERAL RULES

Piedmont Christian School seeks to provide an environment conducive to the spiritual growth and development of young people as maturing Christians. The rules of PCS are intended to ensure that all students enjoy the benefits of a Christian atmosphere suitable

for learning. Every guideline at PCS has a purpose: either principle or policy. Some guidelines exist to enforce what we know is right according to God's Word. Others exist because we need to expedite learning, the day-to-day operation of the school, and to keep students healthy and safe. Obedience and order are both essential to any learning environment.

Constructive suggestions made to the administration will be taken into consideration. However, complaining, whining, and grumbling are unacceptable attitudes detrimental to a positive school environment.

**A. Leaving Campus:** A student may not leave the campus at any time without permission from his parents AND the notification of the administration. We appreciate this courtesy even with dental and medical appointments. Having obtained permission to leave campus, a student is required to "sign-out" at the school office when he/she leaves and "sign-in" when he/she returns. Students who have early dismissal should not return to campus with treats for their friends.

**B. Electronic Devices/Phones:** Cell phones are not permitted to be used during class. Phone must be turned off during class. Teachers and/or staff have the right to confiscate any electronic devices that are interrupting class, causing distractions, etc. This includes smart watches and other such devices.

**C. Prohibited Items:** Live animals, guns (play or real), knives, fireworks, or other potentially dangerous objects should not be brought to school. Exceptions for some items with a valid educational purpose may be made if the student has received permission from the teacher and administration prior to the day the item is brought. Students may not bring to school or to any school function any books, trading cards, toys, pictures, or other objects that pertain to the occult, witchcraft, or questionable games (such as Pokémon, Dragon Ball Z type games, Yu' Gi-Oh! Cards, Harry Potter, Twilight books, Stephen King books, etc.), and other similar publications or activities. Items confiscated will NOT be returned to the student. Parents may request in person the return of items.

**D. Inappropriate Activities:** Students are not permitted to listen to Contemporary Christian Music, rock, rap, pop, country, bluegrass, or any other type of music PCS deems questionable while on school property or while attending any school sponsored activity. PCS discourages attendance at movie theaters. PCS students are not to attend secular teen clubs, lounges, proms, or dances under any circumstances.

**E. Personal Property:** The personal property, designated book area, and locker/storage area of a student are to be considered "off limits" to other students. Students are not to have open food or drink containers at their desk/workspace to "snack" between classes. Morning break time allows for "snacks" from home and bottled water in a clear container to be consumed.

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**F. Student Drivers:** It is a privilege – not a right – to be allowed to drive an automobile to school; therefore, each driver must abide by the following guidelines:

1. All student-driven vehicles must be registered in the school office *before* the first day of school.
2. A copy of the student's driver's license and insurance must be submitted to the school office *before* the first day of school.
3. Vehicles are to be parked in designated areas only. Parking in non-designated areas will result in a fine.
4. The speed limit on school property is **10 mph**. Speeds will be fined. Repeat offenders are subject to lose driving privilege.
5. Each driver should practice safe, courteous driving habits.
6. Vehicles are not to be loaned to other students.
7. Vehicles are not to be occupied during school hours.
8. Drivers are not to linger in the school parking lot. When school is out or an event is over, it is time to leave the campus.

**Note:** Reckless driving and/or careless and unsafe behavior in or near an automobile will result in at least that student's loss of driving privileges. This includes spinning tires, failure to stop at stop signs, running red lights, and reported excessive speeds when en route to or from or at school.

**G. Church Attendance:** Regular attendance in a church that preaches and teaches biblical truth is essential to the spiritual growth of every student. Church attendance at Bessie Road Baptist Church is not required; however, if you do not have a home church we would cordially invite you to join us. Bessie Road is an independent, fundamental, Baptist church with a heart for God, the family, and the world, through ministry and missions.

**H. Procedural Violations:** Procedural violations are actions and/or attitudes that man says are wrong or improper. We do not wish to equate our rules with God's laws; therefore, these types of infractions will be dealt with in a different fashion than moral violations. The violations may vary depending on the grade. There are some things that kindergarten children should not do that are appropriate for high school students. We do feel that these items are important and will usually result in an appropriate form of discipline. All our students will be instructed in the first days of school as to their proper behavior.

**I. Moral Violations:** The following are considered moral violations (disciplinary action to be determined by the administration), though the list is not all-inclusive.

1. Lying
2. Cheating (including plagiarism, allowing others to copy work, etc.)
3. Stealing (borrowing without owner's permission)
4. Open rebellion
5. Displaying a bad attitude
6. Bullying or fighting – Students who physically touch another student by hitting, punching, wrestling, etc. will be suspended.
7. Gambling
8. Vandalism (monetary restitution must be made in addition to any disciplinary action)
9. Inappropriate physical contact or displays of affection between members of the opposite sex
10. Cursing, swearing, taking God's name in vain, filthy conversation or gestures
11. Possession or distribution of suggestive or pornographic materials or media
12. Possession and/or use of drugs, alcohol or tobacco/e-cigarettes in any form
13. Flagrant disrespect for administration, faculty, staff or any adult
14. Other moral issues that may arise
15. Direct disobedience
16. Possession of a weapon of any kind.

**NOTE: The administration reserves the right to expel any student whom commits a moral violation, even upon the first offense, if it is deemed necessary. Students whose behavior outside of school includes a moral violation may be expelled or denied re-enrollment.**

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**J. Parents and Discipline:** The purpose of discipline at PCS is to assist parents in the discipline of their child(ren) and teen(s). Parents are encouraged to make an appointment to discuss any concerns they may have regarding the discipline their child(ren) or teen(s) receive. An appointment should be made with the teacher or school official who was directly involved in the situation of concern. If the concerns are not resolved in the meeting, a request for a meeting should be made with the school administration.

**K. Internet Usage:** It is considered plagiarism to “cut-and-paste” information from web pages and insert the information into a report as though it is the original work of the student. Students who use social media, including Facebook, Instagram, SnapChat, blogs, IM's, Twitter, personal web pages or any other communication to put themselves, other students, PCS, its administration, faculty, staff, or its policies in a negative light will be placed on behavioral probation or may be removed from the school.

**L. Cell Phones/Cell Watches:** Elementary students are discouraged from bringing cell phones/cell watches to school. Students are not to make or receive calls or texts during school. All communication needs at school should be handled by the PCS faculty or office personnel.

**M. Child or Sexual Abuse:** While everyone should be concerned about child or sexual abuse or neglect, certain groups of people are more likely to have opportunity to recognize and report such abuse or neglect. As a school, we are considered one of the institutions and professional caregivers **required by law to report suspected child abuse or neglect**. Please notify the school of any unusual markings on your child such as birthmarks, bruises from a fall at home, etc. Notification to the school

office will help to avert the suspicion of child abuse or neglect. THE CHILD ABUSE PREVENTION AND TREATMENT ACT (CAPTA) definitions and regulations are available from the PCS Office to parents upon request.

## VI. CLASSROOM MANAGEMENT

*The Bible makes it clear that a child's discipline is the responsibility of the parents.* At times, parents may be asked to come to the school premises to take part in the disciplinary process.

**A. Elementary Discipline (K-6):** Control is the key regarding classroom discipline. Discipline in the elementary grades will not operate on the demerit system. Correction of a student is left up to the individual teacher's discretion per PCS policies and in cooperation with the child's parent(s). If an elementary student commits a ***Procedural Violation***, the matter will be handled according to the severity, frequency, and perceived intent of the child. If an elementary student commits a ***Moral Violation***, the parent(s) will be notified, and the matter will be handled appropriately.

**B. Middle School/High School Discipline:** Discipline is based on a Merit/Warning/Demerit/Detention system with progressive disciplinary consequences appropriate to middle and high school age students. Discipline issues are initially handled through the faculty and administration. The Merit/Warning/Demerits are cumulative throughout the entire school year.

**Merits:** A *Merit* is a written recognition of a student's positive attitude or behavior in which he/she has given evidence of Christian character and maturity. It is meant to provide a record of positive attitudes and behavior.

**Demerits:** A *Demerit* is a written recognition of a student's negative attitude or behavior in which he/she has failed to follow accepted PCS policy or procedure. Demerits are meant to provide a record of potential character issues to help the student improve.

**C. Detention:** A *Detention* is a consequence that schools may use to address inappropriate student behavior. Detentions can be applied during school hours or out-of-school hours. Detentions may be issued by the administration or a teacher. Parents may be notified by the administration or teacher if a student is placed on detention during school hours. If a student fails to attend a detention, this will be considered disobedience and the school administration will decide about the appropriate course of action. Examples of consequences for non-compliance or non-attendance may be the implementation of a discipline improvement plan or suspension. All detentions will be recorded in the student's file and will be used to inform future decisions (i.e. it records that the student knew the expected behavior and consequences and the support put in place by the school).

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**D. Disciplinary Probation:** At any time during the school year, the administration may elect to place a student in a disciplinary probation status. This may occur prior to expulsion but is not required. Under disciplinary probation, a student is ineligible to participate in any extra-curricular activity. When he/she attends an after-school activity as an observer, he/she must report to a faculty member or the administrator and be under his/her personal supervision. The probationary period will last until there is a marked improvement in behavior. The terms of the suspension and probation are spelled out on a case-by-case basis.

**E. Suspension and Expulsion:** When a Middle/High School student is suspended, several actions take place. Suspensions may be ***In-School Suspensions (ISS)*** or ***Out-of-School Suspensions (OSS)*** which are served at home. If a student must serve ***an ISS***, a substitute will be employed at the expense of the student's family (\$50 per day). Students serving suspensions are not to attend any after school function during the term of suspension. An ***OSS*** suspended student must make arrangements with his/her teacher concerning school/homework or receive a zero (0) for uncompleted class work.

When a student is expelled, he/she cannot return to PCS without permission until the same semester of the following school year. The student may reapply for admission for the semester that follows the expulsion period, though readmission is not guaranteed.

## VII. GENERAL POLICES AND INFORMATION

### A. School Hours:

1. School Hours: Monday through Friday

7<sup>th</sup> Grade – 12<sup>th</sup> Grade: 8:00 AM – 3:00 PM  
Elementary (K5 – 6<sup>th</sup> Grade): 8:00 AM – 2:45 PM

2. Office Hours:  
Monday – Friday: 7:30 AM – 4:00 PM (3:30 PM Wednesday)
3. Students should not arrive prior to 7:30 AM.

All students need to arrive in time to be ready for the teacher to start class **promptly at 8:00 AM**. For the *first two (2) weeks of school*, parents are welcome to bring kindergarten and elementary students to their classroom in the morning; however, we do ask that you arrive and leave the classroom in sufficient time to allow the teacher time to begin promptly at 8:00. Please ask the teacher for a later appointment if you need more time for a conference. **All students are to go to the Family Life Center (FLC) if they arrive prior to 7:50 AM or directly to their classroom if after 7:50 AM.**

**Kindergarten and Elementary students may be picked up at 2:45 PM** in the car line. **Students in Grades 7-12 will be dismissed at 3:00 PM.**

Please observe the following for safety, traffic flow, loading and unloading of students:

- At no time should you leave your child(ren) in the car with the motor running or unattended.
- The speed limit on the PCS campus is 10 mph.
- Please observe designated directional lane for dropping of students in the morning and pickup in the afternoon.
- Please avoid backing into traffic in the parking lot or blocking traffic flow.
- Traffic is to flow in a “one-way” pattern.
- Please pull forward to avoid backing up traffic in the parking lot.

**B. Attendance:** Students are expected to attend school *every* day and *every* class. If a student is going to be absent from school, the parent(s) should call the office **before 9:00 AM** to inform the school that their child(ren) will be absent for the day.

1. When a student reaches **10 absences (regardless of reason)**, a meeting with the parent(s), student, and administration will be required. When a student reaches **10 absences in the school year**, his/her promotion to the next grade is in jeopardy. PCS administration will determine if the student is to be promoted or retained.

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2. High school students receive credit for each separate course they take, and attendance is taken in each class. Once a student is **absent from a particular class 10 times**, he may not receive credit for that course. Any work missed because of an absence is **solely the responsibility of the student** to make up. The teacher will tell the student what work is to be made up. The student has **one (1) day for each day he/she was absent** to make up missed work. High school students are expected to contact each of their teachers for their missed assignments. Any missed work not made up or made up on time will result in a zero (0) for each assignment.

3. All students who are to be dismissed early will be dismissed *through the office*. *Please do not go to the classroom to pick up a student for early dismissal*. A student(s) must be signed out in the school office by a parent(s) or guardian(s). An older sibling *cannot* sign a student(s) out without *written permission* of the parent(s) or guardian(s). If *someone other than the parent(s)* is to pick up a student(s), that individual's name must be listed on the approved list for student pickup.

4. Students are not permitted to leave the school grounds at any time during the day without written permission from their parent(s) and the administration. To leave class or school early, the student must submit an **“Early Dismissal Form”** to the school office with the specific reason, time, date, and parental signature for the early dismissal. Apart from the normal dismissal, all students must be signed out in the office to leave the school property. ***Students who are signed out before 11:30 AM and do not return to school that day will be counted absent for the entire day.***

5. Tardy to School: When a student is “tardy” (arriving after 8:00 AM), he/she must report to the school office to receive an **“Admit Pass”**. If the student does not report to the office, he may be inadvertently counted absent. *Elementary, Middle School and some High School students are dependent on others to transport them to school on time. It is imperative that those students be punctual in their arrival to avoid disrupting classes.*

6. **Four (4) unexcused school tardies will count as one (1) day of unexcused absence** for all PCS students. This will affect their “Perfect Attendance Award” at the end of the year. Parents will be notified if tardiness becomes frequent and continued enrollment in school may be in jeopardy.

7. **Tardy to Class:** MS and HS students will be disciplined for excessive class tardies (beyond 3) with an after-school detention. The discipline will be a detention on the fourth (4<sup>th</sup>) tardy, eighth (8<sup>th</sup>) tardy, and twelfth (12<sup>th</sup>) tardy. Sixteen (16) tardies will result in a one (1) day In-School Suspension (\$50 fee). Twenty (20) will result in Two (2) day In-School Suspension (\$100 fee). Twenty-four (24) tardies will result in referral to administration for conference with parent(s) and student and disciplinary action.

8. **Sickness:** Students who are sick or injured and will be absent for an extended time are considered “Homebound” and PCS will supply appropriate means for the student to continue his/her education. A medical doctor’s written recommendation is required. Normal classroom lessons will be made available.

If a student is withdrawn from Piedmont Christian School because of attendance issues, the school has a legal obligation to notify the appropriate school attendance/truancy officials regarding the discontinued attendance at PCS and the potential risk to the continued education of the child.

**C. Classroom Visitors:** Each teacher welcomes a classroom visit from any parent, guardian, or grandparent with an appointment being scheduled first through the office. Special parent-teacher conferences can be scheduled through the office at a convenient time after school. All visitors must report first to the school office to “Sign-in” and receive a “**Visitor’s Pass**”. Every visitor must have and wear a “**Visitor’s Pass**” until they return to the office “Sign-out” and leave the school grounds.

Student Classroom Visitors: Student Visitors are welcome to attend under the following conditions:

1. The host student must first obtain written permission from the *both sets of parents* (host and guest) and the administration *at least three (3) days prior* to the requested visitation.

2. All visitors are to meet the school’s dress, hair, and conduct standards.

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3. School-age visitors may not visit more than one (1) time per semester and for not more than two (2) consecutive days.

**D. Office Telephone Usage:** Students will normally not be permitted to use the telephone. If there is an emergency that pertains to the student, the school office will contact the parents. If there are schedule changes involving transportation to and from school functions, a staff or faculty member will call on the student’s behalf, or the student will be allowed to call to notify the parent(s) of this change. Students who use a phone without a staff member’s permission will receive demerits and/or detention. *Repeated forgetfulness or lack of planning is not considered an emergency and students will not be allowed to call.*

**E. Sickness, Injury, and Medication:** If your child(ren) has a fever or displays any sign of having an infectious condition, we ask that you keep the student home from school and call the school office. Please do not expose others.

If your child(ren) should develop a contagious disease, please notify the school office *immediately*. *Please do not send a child(ren) to school with a fever, diarrhea, or other symptoms of a contagious illness.* The child should have a normal temperature for *at least 24 hours before returning to school*. Office personnel may take the child’s temperature. No student with a *temperature of 100 degrees or above will be allowed to remain in school*. If a child becomes sick while at school or injured while on school property or during school hours, a parent or guardian will be notified by phone and asked to pick up the child at school. Please make arrangements to pick up the child from school as soon as possible.

**All** medication a child needs to take while at school must be taken to the school office immediately upon arrival at school. It should be clearly labeled and packaged in a “Ziploc” type bag and in its original container indicating dosage and frequency of administering the medication.

The office staff is not authorized to prescribe medication. *All* medications will be kept and sparingly dispensed by the school office personnel. Basic medications including cough drops, Tylenol, etc. will be available in the school office and given to a student *only after* a verbal approval by the parent.

**No student is ever allowed to give another student any medication.**

**F. Cancellation of School:** All scheduled days off during the school year are listed on the *School Calendar*. School may be canceled due to inclement weather. If you suspect that the weather may be severe enough to prohibit PCS from opening, listen to **WTBI-FM at 91.5** or **WYFF, Channel 4** for a list of closings. If you hear that **Greenville County Public Schools** are closed of inclement weather, PCS will also close. Watch, listen, or check the station's internet postings or school closings on the previously mentioned stations for Piedmont Christian School to be mentioned specifically. (See *School Emergency Plan*)

**G. Safety Drills:** Safety procedures will be observed during the school day. Safety Drills, including fire drills, tornado drills, earthquake drills, and lock-down drills, will be conducted at regular intervals. Fire Drills require the building to be evacuated while the others require movement to specific locations within the building.

**H. Building Security:** Security devices or systems are meant as reasonable deterrents. A building security system has been installed in *the Family Life Center* and *parking areas* for improved safety for PCS. Access to buildings will be open at arrival/departure times. Access at other times will require anyone to "*buzz*" the buildings where school personnel will be able to admit or deny admittance to someone at the door. Your understanding and cooperation will help us to keep PCS students and staff safe.

**Due to Security: Hats, sunglasses, and hoods** should be removed when entering any building on campus. Hats and sunglasses may not be worn during the day by any student and should be kept in the student's personal area during the school day. Hoods should not be worn up on the head at any time while on campus whether inside or outside.

**I. Cafeteria Policy:** Students will be expected to bring their lunch from home. If a child forgets to bring his/her lunch and money and he/she desires to eat, he/she may charge one (1) main item and chips for that day.

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Water is available, free of charge, no canned/bottled drinks are allowed to be charged. **Three (3) charged microwaveable meals are the maximum.** Students will not be allowed to charge on a regular basis. **Soft drinks, ice cream, candy, and "items of the day" may not be charged.** Microwaves are available for students to heat their lunches. Teachers or cafeteria volunteers will help heat the meals for younger children. Parents must sign a permission/waiver form for each child.

**J. Field Trips:** Parents and other adults are often invited to assist as chaperones on PCS field trips. Chaperones become representatives for PCS; therefore, they are asked to adhere to the following guidelines:

1. All chaperones and parent volunteers must obtain and complete a *Chaperone/Volunteer Application* 2 weeks prior to the date of the field trip and return it to the school office.
2. All children assigned to your care must remain with you at all times. Do not allow them to go off by themselves – even into the rest rooms.
3. No smoking/e-cigarettes are permitted during the field trip – this includes traveling to and from the field trip destination.
4. Ladies are required to wear skirts or dresses – which cover the knee when seated – no pants or shorts, please. Ladies' dresses or tops should be modest and compliment the **PCS Dress Code**. Gentleman are expected to abide by the Dress Code applicable to our young men.
5. No shirts with questionable pictures or logos are permitted.
6. Any music listened to in cars or elsewhere on the field trip must be in accordance with the school policy. Other rules apply as stated on the **"Chaperone Guidelines Form."**



**K. Textbooks:** Textbooks are the property of the parent(s). Students are responsible for the care of the textbooks assigned to them or purchased by them. We recommend that students write their names in the textbooks. Consumables, such as workbooks, are used up during the school year and if written in cannot be reused. Select courses may require textbooks that are purchased by PCS and rented to students for a rental fee. Such books remain the property of PCS and must be cared for properly to avoid being charged an additional replacement cost.

**L. Extracurricular Activity Eligibility:** To participate in PCS extracurricular activities, a student must maintain at least a **B-average (80%) with no “Fs”**. The student must not be on probation for behavior or academic reasons. Students’ grades will be checked for eligibility on a scheduled eligibility period (**typically every two weeks**), and the nine-week grading period. Students who do not meet the academic eligibility criteria will not be eligible for extracurricular activities until the next eligibility check, progress report, or regular report card indicates the student meets the eligibility requirements. Ineligibility in the Spring semester places eligibility at risk for the following fall athletic season.

**M. Homecoming & Junior/Senior Banquet:** Homecoming is scheduled annually for late January. It is a major Winter social event at PCS. The Senior Class will be responsible for this event. The Spring Junior/Senior Banquet is a major event of the year in with the Junior Class honors the graduating seniors. Juniors are *required to be involved in the fund raising, planning, preparation, and attendance of the banquet*. The date is announced early in the school year as part of the school calendar. Please plan accordingly. All escorts and guests who are not PCS students must abide by PCS standards at the event and must be interviewed at least one (1) week prior to either Homecoming or the Junior/Senior Banquet.

**I. Insurance:** Included in the enrollment for each child is coverage for accident insurance while on school grounds or during any activity under school supervision. The policy is considered a secondary rider.

**J. Summer School:** Students who need Summer School to pass to the next grade or to make up credits for courses that were failed or missed must meet with the PCS administration to receive approval for their Summer School plans.

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**K. Sports:** The athletic department competes in SCACS in Junior Varsity and Varsity sports. If there is sufficient student interest, PCS may participate in volleyball, basketball, and cheerleading. Try-outs will be held for each sport. Participants will be chosen by their respective coaches and approved by the athletic director.

Students and parents are reminded that they represent PCS whether they are players or fans at an athletic event. Taunting, baiting, or antagonizing officials, coaches, opponents, or other spectators is not good sportsmanship and will not be tolerated.

**Student athletes should be picked up no later than 15 minutes after a practice or home game is concluded, or upon returning to school after an away game. Please be on time.**

**L. Extended Care (For Full-Time Students Only):** PCS provides “*late stay*” for students **until 4:30 pm**. Students need to be picked up no later than *15 minutes* after their dismissal time: **K5 – 5<sup>th</sup> Grades: 2:45 pm; and 6<sup>th</sup> – 12<sup>th</sup> Grades 3:00 pm**

Extended Care will be in the Family Life Center. If you will regularly need this program, please contact the school office. Any student not picked up after 15 minutes from their dismissal time will be sent to Extended Care. The rate for Extended Care supervision is **\$5.00 per hour per child, if the child is picked up by 5:30 pm. ANY student(s) remaining after 5:30 pm will be charged \$1.00 per minute per child.**

Exceptions to the normal dismissal times are music lessons, detention, tutoring or athletics. However, students still need to be picked up *within 15 minutes of dismissal* from these activities or report to Extended Care.

Athletes waiting for a game are responsible to their respective coach.

**M. Parent/School/Public Relations:** For the program at PCS to be most effective, it is vital that the home and school atmosphere complement one another. PCS exists to educate children whose parents are seeking to direct them toward the spiritual and academic goals outlined in the Handbook. Parents must be wise enough to understand that criticizing the school in their child’s presence undermines these goals. PCS desires to maintain open lines of communication with parents and students. Needs, questions, and problems should be brought to the attention of the school administration as soon as possible. Do not allow problems to grow.

It is not appropriate for students or their parents to make any attempt to use “group action” to force the school’s administration to change school policies. Students may not sign petitions or organize group protests at any time. ANY student who “posts” inappropriate or threatening comments of the Internet which are derogatory toward another student, faculty, or PCS will place their continued enrollment at risk. ANY individual should bring his/her concern to the appropriate school personnel. Gripping is not tolerated under any circumstances. Suggestions and thoughtful inputs are welcomed. We intend to apply the principles of Matthew 18:15-17.

Parents should not expect the administration or teachers to use time at church to address concerns regarding school issues. Please avoid engaging the administration or teachers in extended conversation or your child’s needs in front of other parents, other children, or when he/she has other school related responsibilities. Please make an appointment to meet with the administration or teacher when he/she can give you his/her undivided attention. Appointments with the administration or teachers may be made personally or through the school office.

All referrals by enrolled students and supportive parents to potential students and their families is greatly appreciated.

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### VIII. School Emergency Plans

**In Case of Snow/Ice:** School will be closed or delayed when Greenville County Schools are closed or delayed. School cancellations will be announced on **WTBI 91.5 FM or WYFF, Channel 4**. If there is a blizzard or road conditions are too hazardous to pick up your child after school has started for the day, children will be kept at the school building until travels conditions improve.

**In Case of Fire:** The school buildings will be evacuated according to the fire escape routes posted on the wall of classrooms. Parents will be contacted, if necessary, to pick up their child.

**In Case of Tornado:** All students will be taken to the assigned location. They will be kept there until conditions improve.

**In Case of Earthquake:** Students will be placed in a secure area of the building, and then evacuated from the building per drills. Parents will be contacted if necessary.

**In Case of Lock-down:** Students will be kept in their respective classrooms with doors locked, and students away from windows. All outside doors will be locked. No one will be allowed into the buildings unless accompanied by law enforcement or the express permission of the administration. The lock down will continue until notification of an “all-clear” by law enforcement.

**In Case of a Bomb Threat:** The school buildings will be evacuated according to fire drill procedure. Parents will be contacted to pick up children for the remainder of the day unless an “all-clear” is given by law enforcement.

**In Case of Nuclear Disaster:** If immediate evacuation is necessary from the Piedmont area during school hours, students not picked up by parents will be taken to an announced location. Evacuation routes, traffic, etc. would determine the route taken. Upon arrival at the determined destination, parents would be contacted concerning necessary arrangements to provide for the student’s needs.



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