



PENN CHRISTIAN ACADEMY

Academy Parent Handbook

TABLE OF CONTENTS

STUDENT HANDBOOK INTRODUCTION.....	4
SCHOOL OVERVIEW.....	4
MISSION STATEMENT	4
VISION STATEMENT	4
CORE VALUES	4
EDUCATIONAL PHILOSOPHY	5
PLAN OF SALVATION	5
STATEMENT OF FAITH.....	6
PARENTS AS PARTNERS AGREEMENT	7
PARENT PARTICIPATION.....	9
SCHOOL ORGANIZATION AND ENVIRONMENT	10
SCHOOL BOARD	10
School Board Committees.....	10
SCHOOL OPERATIONS	11
HOURS OF OPERATION.....	11
ATTENDANCE	11
Beginning the Day.....	12
Tardiness	12
Excused Absences.....	12
Unexcused Absences	12
Make-up Work for Excused Absences	12
ILLNESS	13
Communicable Diseases.....	13
Re-Admission after Illness.....	13
Reportable Diseases	14
Medication Required During School Hours	15
Medical or Dental Appointments During School Hours	15
EARLY DISMISSAL INFORMATION.....	16
Unauthorized Leaving of School Grounds.....	16
Releasing Student to Another Person	16
Visitors on Campus	16
INCLEMENT WEATHER/SCHOOL CLOSING	16
TRANSPORTATION.....	17
Bus Transportation.....	17
Self Transportation.....	17
EXTENDED SUPERVISED CARE (ESC) A.M./P.M.....	17
PCA IDENTIFICATION NUMBER	18
ACADEMICS.....	18
GRADE STRUCTURE	18
GRADING SCALE	18
GRADES 3-8 HONOR ROLL.....	19
AWARDS.....	19
PROMOTION POLICY	20
3's to 4's.....	20

4's to Kindergarten	20
Kindergarten to First Grade.....	20
Grades 1 and 2 Promotion	21
Grades 3 -8 Promotion	21
PARENT CONFERENCES.....	21
HOMEWORK.....	21
STANDARDIZED TESTING	22
SUMMER READING PROGRAM	22
TEXTBOOKS.....	22
PHYSICAL EDUCATION	22
BEHAVIOR GUIDELINES	23
GENERAL.....	23
Discipline Objectives	23
Showing Respect	23
YOUNG PEACEMAKERS: CONFLICT RESOLUTION	23
DISCIPLINE PROCEDURES (FOR THE ACADEMY STUDENTS).....	24
Additional Discipline Concerns.....	24
Citation Summary.....	25
Detention.....	25
Discipline Levels:	26
PROBATION POLICY	26
Academic Probation	27
Behavioral Probation.....	27
Suspension	27
PROHIBITION TO REENROLL	28
EXPULSION	28
Permanent Dismissal of a Preschool/Kindergarten Student.....	28
Permanent Dismissal of an Academy Student	29
ATHLETIC PARTICIPATION GUIDELINES	30
Attitude and Conduct.....	30
Behavior	30
Mental	30
Social	30
Spiritual	31
Classwork and Grades	31
DRESS CODE	31
Dress Code for Preschool/Kindergarten.....	31
Academy Dress Code - Boys Grades 1-8	31
Academy Dress Code - Girls Grades 1-8.....	32
Physical Education Dress.....	33
Warm Weather Dress.....	33
Body Piercing/Tattoos/Hairstyles	33
Additional Clarifications	33
Dress Down Days	33
Extended School Care	33
Field Trips	33

GENERAL CLASSROOM INFORMATION	34
PERMISSION SLIPS	34
FIELD TRIPS	34
MIDDLE SCHOOL RETREAT	34
HOLIDAY CELEBRATIONS	34
SCHOOL PICTURES	34
THE PERSPECTIVE	35
MONDAY NEWSLETTERS	35
YEARBOOK.....	35
AFTER-SCHOOL ACTIVITIES	35
STUDENT GOVERNMENT	35
GENERAL SCHOOL INFORMATION	36
FIRE DRILLS	36
LUNCHES.....	36
SALES, SOLICITATIONS, COLLECTIONS.....	36
PERSONAL PROPERTY	36
LOST AND FOUND	37
MESSAGES.....	37
TELEPHONE USE.....	37
SAFETY.....	37
BUILDING AND GROUNDS	38
PARKING AND DROP-OFF	38
FINANCES	38
APPLICATION AND TESTING FEES.....	39
COMPUTER LAB FEE	39
TUITION PAYMENT POLICIES.....	39
FUNDRAISING AND DEVELOPMENT	40
MISCELLANEOUS FEES.....	40
Lost Library Book/Textbook.....	40
Incidental Expenses	40

STUDENT HANDBOOK INTRODUCTION

This handbook is put together as a resource for students and parents. All students and parents will be responsible and held accountable for the information given within the Handbook.

The theme "PCA students are peaceful, loving, and kind" will be heard many times. It is the school motto. All the rules and guidelines within this handbook will direct students to a peaceful and "bully free" school.

SCHOOL OVERVIEW

We believe the following principles of education to be foundational to our Christian philosophy of education.

1. Prayer by parents, teachers and students is a significant factor in affecting the lives of the students.
2. The family, the school and the church are to be complementary in educating the student for a life of fellowship with God and service to man. Deuteronomy 11:19 "Teach them to your children. Talk about them when you are sitting at home, when you are out walking, at bedtime, and before breakfast!"
3. Moral standards and a value system consistent with the Bible best prepare a student for fulfilling his/her responsibilities as a member of our democratic society.

MISSION STATEMENT

Penn Christian Academy provides a solid academic foundation, builds character to enrich society, and encourages a personal relationship with the Lord Jesus Christ.

VISION STATEMENT

To establish Penn Christian Academy as a leader in academic excellence for Christian families seeking a Christ-centered, multicultural setting in a state-of-the-art facility, where children are challenged to reach their individual potential and are equipped to become ambassadors for Jesus Christ.

CORE VALUES

The unique strength of Penn Christian Academy lies in the values shared by the administrators, faculty, staff, and parents. These values are exemplified in the ongoing commitment to provide:

- An environment that is peaceful, loving, and kind.
- All subject matter that is Biblically integrated.
- Teachers who are not just called of God, but are called to teach at PCA.
- Encouragement for growth of the “whole” child - body, soul, and spirit.
- A partnership between parent and teacher.
- Development of a life long learner through promotion of inquiry, creativity, and self-reliance.
- Identification of each child’s unique qualities, abilities, and talents.
- An educational facility where a child is recognized as a unique gift from God.

EDUCATIONAL PHILOSOPHY

Our philosophy of education reflects in every way a Christian philosophy of life. We are God-centered. We honor God as the physical Enabler and spiritual Motivator for pursuing knowledge. We recognize that it is God and His world, which is the object of our learning.

- It is our goal that each child will develop his/her own unique God-given personality, have a positive awareness of his/her place in the world around him/her, and an appreciation for his/her environment through a multi-sensory approach.
- It is our intention to provide opportunities for the whole child to develop spiritually, physically, socially, emotionally, and intellectually through a literate, interactive environment.
- We espouse the developmental point of view that the physical, social, emotional, and intellectual aspects of development depend on and support each other. The developmental point of view appreciates and anticipates that readiness for any task has its roots in the biological/maturational level of the child. Therefore, we cannot produce, speed up, or ignore maturational readiness.
- We strive to recognize and meet the challenges of responding to each child’s level of development appropriately and with initiative.

Furthermore, the founding directors of PCA desired to establish a program where children could learn of God's love, be taught by committed Christians, and do so in a peaceful, loving and kind environment. Today those desires remain a constant in the learning plan.

"I will praise thee; for I am fearfully and wonderfully made." Psalm 139:13

PLAN OF SALVATION

A unique aspect of Penn Christian Academy is that students are permitted to live, share, and incorporate their faith into every day. While PCA has many church denominations represented, the common thread is the belief that there is one way to heaven and that is through God’s Son, Jesus Christ.

Even before the academic work begins, students are given the opportunity to make sure Jesus Christ is the center of their life. It is a choice. The Salvation message through Jesus Christ is very simple:

- Admit you have sinned.
- Ask forgiveness for your sins.
- Believe that Jesus is the Son of God.
- Confess your sins and know your sins have been forgiven.

STATEMENT OF FAITH

Penn Christian Academy's Statement of Faith is intended to express those central Christian beliefs which are clearly taught in the Bible and which are held in common by the broad-based Christian community. The Statement of Faith is intended to provide an inclusive rather than exclusive basis for support and participation by the total Christian community.

The Bible

The basis of our belief is the Bible, composed of the sixty-six books of the Old and New Testaments. We believe that the Bible in its entirety originated with God, and it was given through the instrumentality of chosen men. The Bible thus at one and the same time speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of the human authors.

We hold that the Bible is the unique, full, and final authority on all matters on which it speaks, and that there are no other writings of equal authority.

God

We believe that there is one true God, eternally existing in three persons - Father, Son, and Holy Spirit, each of Whom possesses equally all the attributes of Deity and the characteristics of personality. In the beginning God created out of nothing the world and all the things therein, thus manifesting the glory of His power, wisdom, and goodness. By His sovereign power He continues to sustain His creation, according to His own wise, eternal plan.

Salvation

The central purpose of God's revelation in the Bible is to call men into fellowship with Himself. Originally created to have fellowship with God, man chose to go his own independent way, and thus alienated from God and suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history and all men since have suffered these consequences and are thus in need of the saving grace of God. The salvation of men is the work of God's free grace, not the result of human works or goodness, and is appropriated by faith.

Jesus Christ

The saving object of faith is Jesus Christ, the eternal second Person of the Trinity Who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of men by dying on the cross as their substitute thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the

same body, though glorified, in which He lived and died. He ascended bodily into heaven, and sat down at the right hand of the Father, where He, the only Mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal man of God.

The Holy Spirit

The essential accompaniment of a genuine saving relation with Jesus Christ is a life of holiness, obedience, and service wrought in the believer by the Holy Spirit, the third Person of the Trinity. He was sent into the world by the Father and the Son to apply to men the saving work of Christ.

He enlightens their minds, awakens in them a recognition of their need of a Savior, regenerates them, and at the point of salvation indwells every believer to become the source of assurance, strength, wisdom, guidance, and ministry.

Human Destiny

The consummation of God's saving work embraces the whole man - body, soul, spirit. For all men there is a life to come, a resurrection of the body, and a future judgment. There are two aspects of the righteous judgment of God: the judgment of believers reveals the quality of works done in the body for the purpose of bestowing rewards, there being no condemnation for those who are in Christ Jesus; the judgment of unbelievers reveals the depth of sin and the justice of God in allowing men to perpetuate in eternity their rejection of God.

The Church

The corollary of union with Jesus Christ is that all believers become members one with another. There is one true universal Church, which is composed of all people everywhere, living and dead, who have trusted in Christ for salvation, without regard to organizational affiliation. God commands us to assemble together for the purposes of worship, edification and mutual encouragement, and wherever God's people meet in obedience to this command there is a local expression of the mutual encouragement. It is the responsibility of each member to keep the unity of the Spirit for the up building of the Body, and to work with other members of the fellowship to show Christian concern for the needs of people everywhere - especially to the poor, and to fulfill our Lord's final command to His Church - to spread the Good News of redemption throughout the world.

PARENTS AS PARTNERS AGREEMENT

Morality (Academy Families – Grades 1-8; “Academy” Kindergarten)

Parents/guardians agree that the Bible dictates the standards for sexual behavior. Any promiscuity, pre-marital or extra-marital sex, homosexuality or other deviant behavior is forbidden and as such violates this agreement.

Cohabitation is not permitted for a custodial parent or guardian.

Parents/guardians will manifest by precept and example the highest Christian virtue and personal decorum serving as a Christian role model, both in and out of school to pupils, as an example to our school community in judgment, dignity, respect and Christian living.

SECTIONS A-E APPLY TO ALL FAMILIES (Parents As Partners Cont.)

A. Finances

- We agree to complete our financial responsibilities as outlined on the Tuition and Admittance schedules and policies below:
- There will be no refunds for temporary absences or withdraws unless approved by the Academy's Board of Directors.
- We understand that children of parents owing delinquent tuition will not be readmitted to PCA the following semester. We understand that unpaid tuition or unpaid fees by the 30th of June will place the family on next year's waiting list of the school regardless of re-registration. Progress Reports and transcripts of those owing tuition at the end of the school year will be held back.
- Tuition payments are due in advance. If paid annually, the annual payment is due the 1st day of June. If paid semi-annually, one payment is due the 1st day of July; the other the 1st day of December. Late annual and semi-annual payments will forfeit the discount. Payments may be made in ten equal monthly installments, which are due on the 1st day of each month. Payments will begin August 1st, and are paid through and including May 1st. Tuition that has not been received by the 10th of the month will be assessed a \$15.00 late fee. Returned checks will be assessed a \$20.00 fee plus the \$15.00 late fee. Unpaid tuition of 10 days will necessitate a letter of notification. Unpaid tuition of 30 days will necessitate a letter of notification and disenrollment of children until the account is current. P.C.A. reserves the right to refuse personal checks and may require payments to be made with cash or money order.
- Progress Report and transcripts will be withheld if the family leaves the school during the school year still owing tuition or any other fee. All checks must have cleared to the school's account.
- Accounts paid with post dated checks will be assumed to not have been paid until the date on the check. The above rules apply.
- Continued failure to meet the above stated obligations or agreements will result in Board action to consider refusal of enrollment for subsequent semesters whether or not the bill is paid.
- When a student has been voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month in which the student was registered (regardless of the number of days in attendance) on the basis of one-tenth (1/10th) of the annual tuition for each of the months attended. If a student is expelled or withdrawn at the recommendation of the school, tuition will be due on the basis of 1/10th of the annual rate for each month in attendance.
- The Board considers that all unpaid tuition accounts from past years are still due to Penn Christian Academy. Careful records are kept and any parent may determine the status of his or her account by inquiring through the Business Office.

B. Discipline

- We agree that our student(s) will be subject to the rules and regulations of Christian discipline set forth in the daily school program. The Preschool Parent Handbook elaborates upon this area (See page 12 of this Handbook).

C. Cooperation

- We support and pledge our full cooperation to the school and its rules, goals, and commitment. We will bring any questions and criticisms directly to the teacher (Matthew 18:15), and if further clarification is needed, to the administration so that they can be properly considered by those in authority.

D. Understanding

- We understand that Penn Christian Academy's Preschool and Kindergarten reserves the right to dismiss any student for lack of cooperation by the student or the parent or guardian.
- This agreement may not be changed or voided without the written approval of the Sr. Administrator or the Board of Directors.
- We will cooperate with the administrative, educational, spiritual, and financial policies as set forth by the Penn Christian Academy Board of Directors.
- We will attend Open House, Back-To-School Events, Preview Nights, Annual Parents' Meetings and other special events which will familiarize us with the goals and purposes of the Christian education our children will receive at Penn Christian Academy's Preschool.
- Tuition rates do not cover the cost of operating the school and thus my participation is needed by financial giving, volunteered duties and prayer support.
- There will be a credible profession of faith in Jesus Christ on the part of at least one parent of the applicant (parents, grades 1-8 only), and agreement with the Statement of Faith.

E. Statement of Partnership

Penn Christian Academy views the education of its students as a partnership. The school provides a quality academic education integrated with a Christian world-view. The school expects that the parents will nurture respect for the school at home via a positive attitude toward both faculty and administration. It is believed that the educational process can only be completed when the partners execute to the fullest of their abilities, this agreement. Therefore, both parent(s)/legal guardian(s) must sign (on the application) acknowledging approval of this agreement before enrollment status can be granted.

PARENT PARTICIPATION

Parent involvement is vital to our school. Parents not available during the school day can help by preparing activities, gathering supplies, or organizing special projects at home. Check with your child's teacher to see how you can be involved.

Parent Network, PCA's parent group, meets monthly. All parents are encouraged to attend.

SCHOOL ORGANIZATION AND ENVIRONMENT

Penn Christian Academy is an independent non-denominational Christian school. The school is operated under the auspices of Penn Christian Academy, Inc. and its Board of Directors. The Preschool/Kindergarten serves as a community outreach program with open enrollment. The Academy provides service to Christian families. The responsibility of the school's daily operation is a delegated function of the Senior Administrator, the Early Childhood Administrator, the Elementary School Administrator, and the Middle School Administrator, who on behalf of the Board, implement and effect board policies and directives in accordance with their established policies/objectives. The administration is accountable to the Penn Christian Academy School Board.

The suburban setting of the school provides eleven acres complete with two playgrounds and widespread, tree-lined athletic fields. The school building (52,000 square feet) supports the learning program with a resource center, gymnasium, cafeteria, media center computer lab, art and music rooms. Colorful classrooms are filled with learning centers, print-rich materials, and a vast assortment of manipulatives.

SCHOOL BOARD

The basic function of the school board is to establish policies that are commensurate with the school's bylaws. The school board broadens the base of judgment upon which school policy is made through school board committee participation and input. The board then entrusts the implementation of its established policies and the day-by-day administrative decisions to their professional representatives, the Senior Administrator and the school administration.

School Board Committees

School board committees provide numerous opportunities for parents, board members and administrators to work in partnership with one another, to improve the various facets of the school.

A brief outline of the committees is as follows:

Building and Grounds Committee

- Facility Maintenance
- Capital Projects

Development Committee

- Fund Raising
- Special Projects
- Parent Network

Education Committee

- Curriculum Development
- Program Enhancements
- Support for Administrators and Faculty
- Athletics
- Technology

Finance Committee

- Planning & Budgeting
- Financial Operations and Reporting
- Insurance and Financial Management Support

Admissions Committee

- Parent Interviews
- Admissions Guidelines

Spiritual Emphasis Committee

- Prayer Meetings
- Assistance to Families in Need
- Prayer Chain
- Evangelistic Outreach

SCHOOL OPERATIONS

HOURS OF OPERATION

SCHOOL DAY

Grades 1-8

8:20 a.m. – 3:10 p.m.

Preschool/Kindergarten half day

8:20 a.m. – 11:15 a.m.

Preschool/Kindergarten full day

8:20 a.m. – 3:10 p.m.

Extended Supervised Care (ESC)

7:00 a.m. – 8:15 a.m.

3:30 p.m. – 6:00 p.m.

Office Hours

8:00 a.m. – 4:00p.m.

ATTENDANCE

When your child is absent, please contact the school office by phone (610-279-6628) or email (secretary@pennchristian.org) by 9:00 A.M. Please alert your child's teacher in advance if you plan to take a vacation and your child will be absent for more than three successive days. See Unexcused Absences.

Your child's regular attendance is essential to the successful completion of the program in which he/she is enrolled.

Beginning the Day:

Students may arrive between 7:55 AM and 8:20 AM and report to the back playground area. If it is inclement weather, students in Grades K-3 report to the cafeteria and Grades 4-8 report to the gym.

- **NO STUDENT IS TO BE IN THE BUILDING BEFORE 7:55 AM.** Any student arriving before 7:55 AM is to report to ESC.
- **NO STUDENT IS TO GO TO THEIR LOCKER BEFORE 8:20 AM.**

At the 8:20 bell, students will go directly to their lockers and/or classrooms. There is no loitering in the hallways. Students not in their rooms by 8:30 AM will be marked tardy except for Preschool students.

Tardiness

Being tardy can hinder academic progress. In the elementary department, a letter will be sent home after 5 unexcused tardies during a marking period. A conference with the teacher and parent/guardian will be set up via phone or in person to discuss this issue. If the matter is not resolved, the Department Head will meet with the parent/guardian. In the middle school department, a citation will be given for every 5 unexcused tardies in one marking period.

When it is necessary to miss school, parents are to call the office by 9:00 a.m. to request a homework sheet. When the students return, it is their responsibility to hand in assignments and check for any other missed class work.

Excused Absences

Your child's illness or the death of an immediate family member constitutes excused absences. Upon return to school, children must bring a note from home written by the parent or guardian, stating the basis of the absence. **After a 3-day or more absence students must bring a parent's and a doctor's note before being admitted to class.**

Upon recovery from the following diseases, a child must have written consent from either a physician or the County Health Department in order to be readmitted to school: measles, mumps, pneumonia, mononucleosis, pinworm or skin disease (i.e. impetigo, ringworm, head lice, etc.).

Unexcused Absences

All other reasons for absences, except those listed in the above paragraph, are unexcused. This includes absences for trips, family outings, etc... Special circumstances may be considered under the advisement and discretion of the Administrator. A special request form needs to be completed for this kind of absence. Students will receive failing grades for all assignments and tests given during an unexcused absence.

Make-up Work for Excused Absences

The student will be allowed a reasonable period of time to make up the work from his/her absence. Parents should make every effort to arrange to have homework sent home for

the absent child. Requests for homework must come to the office before 9:00 a.m. of the day it is to be picked up.

ILLNESS

In case of injury to or illness of a child, we will contact the parent and ask that the child be taken home. The Emergency Information Card will be consulted prior to administering first aid. Please inform the school office of any changes on this card.

Qualified personnel are available on the school staff to render assistance and first aid. A school nurse is available one day a week and daily for consultation.

Communicable Diseases

If a communicable disease is suspected, the child should be excluded from school. He/She shall not be re-admitted to school in less than the prescribed interval as established by the state and local Bureau of Health; unless the physician certifies that the child is not suffering from the communicable disease.

Communicable disease is suspected if any of the following are noted: upper respiratory symptoms, diarrhea, inflamed eye, rash or skin lesion, lice, nits or worms, vomiting, or temperature over 101° F.

Re-Admission after Illness

A. Procedure for students to be re-admitted to school after routine illness:
*** Students must be fever free/vomit free/diarrhea free for 24 hours (without medication) before returning to school. ***

1. Less than three (3) days - note from parents
2. After three (3) days - a doctor's excuse or a parent's excuse requires the approval of the school nurse and/or an Administrator. If the school nurse or Administrator feels the child is not ready for re-admission to school, the parent will be contacted and asked to obtain a note from his/her physician of choice, indicating that the student may return to school

B. Procedure for students to be re-admitted after serious illness (non-contagious) or hospitalization:

1. Documentation of diagnosis
2. Medication during school hours limited - Emergency medications can only be administered by designated office staff when accompanied by a doctor's note. Medications must be kept in a locked environment. Medications should always be given at home by the parent whenever possible
3. Restrictions or limitations must be advised by the physician and sent to school with the child when he/she returns to school

C. Procedure for students to be re-admitted to school after contagious disease:

1. Doctor's excuse
2. Absence must correspond with time limit as noted below:*

- a. Measles (Rubella) - Four days from onset of rash
- b. Chicken Pox - Six days from last crop of new vesicles
- c. Mumps - Nine days from onset or until subsidence of swelling
- d. German Measles (Rubella) - Four days from onset of rash
- e. Whooping Cough (Pertussis) - Four weeks from onset or seven days from start of therapy
- f. AIDS - See District Guidelines
- g. Respiratory Streptococcal Infections including Scarlet Fever - Not less than seven days from onset if no physician in attendance or 24 hours from start of medication
- h. Viral Hepatitis - requires a doctor's note indicating student has been under care and is now able to return to school
- i. Meningitis - Requires a doctor's note indicating student has been under care and is now able to return to school

* Per Commonwealth of Pennsylvania - Department of Health - Public Health Regulations, Title 28, Health and Safety, 27 - 71 12/78.

D. Procedure for students to be re-admitted to school after acute contagious disease:

Those students who have been excluded from school or absent from school for the following conditions will be re-admitted after 24 hours of adequate therapy with a note from family physician, stating that the student is under adequate and effective therapy, or judged non-infective by school nurse/health assistant:

1. Conjunctivitis (Pink Eye)
2. Impetigo Contagiosa
3. Scabies
4. Tinea Capitis - Ringworm of Scalp
5. Tinea Corporis - Ringworm of Body
6. Enterobius Vermicularis (Seatworm or Pinworm) - Needs RX.
7. Pediculosis

*NOTE: Erythema Infectiosum (Fifth Disease) - Isolation not necessary.

Reportable Diseases

The following diseases are to be reported to the Montgomery County Health Department: 610-278-5117 (Main Administration Office)

AIDS	Mumps
Amebiasis	Pertussis
Animal Bites	Plague
Anthrax	Poliomyelitis
Botulism	Psittacosis
Brucellosis	Rabies
Cancer	Reye's Syndrome
Cholera	Rickettsial disease, including
Diphtheria	Rocky Mountain Spotted Fever
Encephalitis	Rubella and Congenital Rubella

Food Poisoning
Giardiasis
Gonococcal Infections
Guillain-Barre Syndrome
Hepatitis, Viral, including Type A
and Type B
Malaria
Measles
Meningitis - all types
Meningococcal Disease

Salmonellosis
Shigellosis
Smallpox
Syphilis - Infectious
Tetanus
Toxoplasmosis
Trichinosis
Tuberculosis
Typhoid
Yellow Fever

Medication Required During School Hours

In order to maintain maximum safety for all students, the Norristown Area School District has adopted procedures and guidelines regarding the administering of medication in the schools. Please review these procedures carefully, you may wish to discuss them with your child and assist us in making the schools as safe as possible. Any questions you may have should be directed to the nurse assigned to PCA.

PROCEDURE TO BE FOLLOWED FOR STUDENTS NEEDING MEDICATION DURING SCHOOL HOURS:

The major responsibility for administering medication rests with the student's legal parent or guardian. It is recommended that all medication **BE TAKEN AT HOME** such as at breakfast, after school, during the evening meal, and at bedtime. This allows for one, two, three or four doses of any drug such as antibiotics, cough and cold medicines, and nasal sprays.

No medication is to be sent to school unless it is a prescription drug for preventive reasons (such as hyperactivity, seizures, or heart condition) or a prescription drug for emergency conditions (such as asthma, bee sting, or allergy conditions). These preventive or emergency medications may be sent to the main office if the instructions listed below are followed:

1. A note from the doctor stating name of medication and how it is to be given, amount and time, and the diagnosis of illness. If a medication dosage is changed, a note from the doctor stating the change is required. The medication must have the prescription label on the container.
2. A note from the parent giving approval for the medication to be given. A one-week supply is adequate.

Medical or Dental Appointments During School Hours

All appointments should be made after school hours if at all possible. If a child must leave during school hours, he/she must bring a note to the teacher and the office (preferably the previous day) informing school personnel of the time he/she will be absent. The parent must come to the school office so that the child can be checked out; upon return to school the student must report to the office for a pass to re-admit him/her to class. A note from the doctor's/dentist's office should accompany the student.

EARLY DISMISSAL INFORMATION

1. Do not send your child to school with a lunch. No lunch will be eaten at school.
2. Dismissal is at 11:15 A.M. for preschool and kindergarten students. Kindergarten bus students leave at noon with the Academy students. Please notify your child's teacher if you will be picking your child up after 11:15 due to an older sibling in the Academy. Early dismissal for the Academy is 12:00.
3. There will be no P.M. Extended Supervised Care (ESC) on half-days.

Any student being taken from school during the day must have an Early Dismissal Form signed from the office before leaving the classroom. If work is not available at that time, the student will collect what is assumed needed and call a classmate for the work that has been missed.

While situations do occur where a child does unexpectedly leave school early, it is preferable to have a note brought from home at the beginning of the day to notify the homeroom teacher of the early dismissal time.

Unauthorized Leaving of School Grounds

Students may not leave school grounds without administrative approval. Doing so will result in an automatic suspension.

Releasing Student to Another Person

If a student is to be released to someone other than the parent or legal guardian, a note of explanation must be made in advance.

Visitors on Campus

Students may not bring guests to school. The exception is for admissions purposes only. Alumni may visit only during lunch breaks or during after school activities. No alumni are to be in classrooms or school hallways during regularly scheduled school hours. The exception would be an invitation for a specific academic request.

INCLEMENT WEATHER/SCHOOL CLOSING

Listen to your radio or television station, (KYW, 1060, ABC, NBC). In the event of inclement weather (i.e. ice, snow) or other school emergency which may cause a delayed opening, early dismissal or closing of school, you should listen for our school's identification number, 304 Montgomery County. For students being transported from other school districts, please also listen for instructions about your district. This will determine whether your child will have bus transportation for that day. The identification numbers are as follows:

Abington	301	Methaction	316
Colonial	305	Norristown	304
Lower Merion	302	North Penn	303

Perk. Valley 317
 Philadelphia
 Phoenixville 856
 Souderton 309
 Springfield 319

Springford 308
 Tredyffrin 854
 Upper Dublin 311
 Upper Merion 307
 Wissahickon 314

TRANSPORTATION

Bus Transportation

Busing to Penn Christian Academy is provided to all children (Kindergarten through eighth grade) who meet eligibility requirements within the school district they reside. Local school districts can be contacted to confirm your child's eligibility.

Below is a list of school districts which bus to PCA.

Abington	Phoenixville
Colonial	Souderton
Lower Merion	Springfield
Methacton	Springford
Norristown	Tredyffrin
North Penn	Upper Dublin
Perkiomen Valley	Upper Merion
Philadelphia	Wissahickon

Self Transportation

Kindergarten, Elementary, and Middle School children may be dropped off no earlier than 7:55 a.m. (unless enrolled in Extended Supervised Care).

Kindergarten, Elementary and Middle School children may be dropped off and picked up at the school play yard in the rear of the facility when adult supervision is present. If no adult supervision is present, please escort children into the school building.

EXTENDED SUPERVISED CARE (ESC) A.M./P.M

Extended Supervised Care (ESC) is offered to families who need a safe, fun, and supervised environment for their children during non school hours. ESC services are available for families who need child care before 8:15 a.m. and/or after 3:30 p.m. Children not picked up by 3:30 p.m. will be placed in the ESC program and will incur an ESC charge. In order for us to provide adequate staffing, fun activities and snacks, it is essential that we have an accurate figure on the number of students who will be in the ESC program each day. Therefore ESC payments must be paid one week prior to use. On some occasions, due to unexpected schedule changes, a child may have to use ESC on a date that the family did not expect and therefore have not prepaid. In these instances, the payment should be remitted when the child is picked up that day or the school day immediately after. Families with an unpaid balance will be denied access to ESC. In these cases, we will call the parents or members of the family on the emergency list to request that a responsible adult come and pick up the child.

Parents who fail to pick up their children by 6:00 p.m. are subject to per minute late fees.

It is so important that we allow our ESC supervisors to get home to their families at the end of the day. Therefore, if a family is late (arrives after 6:00 p.m.) three times, ESC services will be suspended for that family.

PCA IDENTIFICATION NUMBER

PCA's Federal tax identification number is 23-2142139. This number should be used by parents declaring child care expenses on their income tax.

ACADEMICS

GRADE STRUCTURE

Unless otherwise noted, the name Penn Christian Academy designates grades 1-8; the Elementary School refers to grades 1-5, and the Middle School refers to grades 6-8. Early Childhood Department refers to Preschool and Kindergarten.

GRADING SCALE

Children involved in the Preschool/kindergarten program are evaluated formally two times a year. This formal "Progress Report" identifies specific areas of the child's progress relative to the physical, emotional-social, cognitive and spiritual components of the program. A Kindergarten Screening is held each year in the spring to determine fall placement.

Children enrolled in grades 1-8 receive a formal evaluation, "Report Card," at the end of each 9-week grading period. This Report Card reflects progress in both the academic and behavioral aspects of the child's performance.

The following grading scale is used in grades 3-8:

A = Excellent	A = 93-100
B = Above Average	B = 84-92
C = Average	C = 76-83
D = Below Average	D = 68-75
F = Failing	F = 67

The following grading scale is used in grades one through five for Specials and for general education classes for grades one and two at the teacher's discretion.

E -Excellent
S - Satisfactory
N - Needs Improvement

GRADES 3-8 HONOR ROLL

The Richard Johnson Honor Roll is achieved by earning an average of 84 – 92.99 with no “-“ (minus) or “N” (needs improvement) remarks in either conduct or specials courses, and with only one “C” permitted.

The John Garvin Distinguished Honor Roll is achieved by earning an average of 93-100. “N” (needs improvement) or “-“ (minus) remarks in either conduct or specials courses are not permitted. “C’s” are not permitted.

Note: Averages in major subject areas and in specials (minor subjects) are weighted accordingly in calculating the quarterly averages and yearly averages.

AWARDS

These awards are presented each year at the Awards Assembly and Graduation exercises in June.

Athletic Awards - Given to students (6-8) for participation in after school sports. Most valuable player and most improved player are recognized.

Music Award - Given to the student who best exemplifies character and ability in music. It is given to the Middle School student who has demonstrated proficiency, consistency and hard work, not only in the classroom but also in their private musical study, and has done so over the past several years.

Rose Mae Collins Spelling Award - Given in memory of Mrs. Rose Mae Collins, grandmother of Richard G. Johnson, Founding Headmaster. This award is given to the school’s Spelling Bee Champions.

Valedictorian Award - Presented to the graduating student who has attained the highest grade point average in grades 6, 7, and 8.

John T. Garvin Christian Character Award - Given to the Academy student(s) who best exemplify excellence in Christian Character in the opinion of the homeroom teachers and the school administrators. They have demonstrated diligence in academic pursuits (Grades 1-8).

Charles O. Johnson Christian Servant Award - Given to the Academy student who displays the character of a humble servant, has a positive witness for Christ both verbally and non-verbally and displays the gifts of encouragement and exhortation.

Cheryl Johnson Parent Service Award - Given to the parent who has exemplified a servant’s posture in terms of actions and attitude.

Richard G. Johnson Citizenship Award - Given to the two students per class (1-8) who best exemplify school spirit and loyalty. They are excellent examples of students who have responded enthusiastically to the learning program at PCA and are

recommended by their teachers and administrators as being the kind of student who best represent PCA's ideals and purposes.

James Thomas Hitchcock Art Award - Given to the Middle School student who best represents excellence in art.

Marie D. Riddle Principal's Award - Given to the Middle School student who best exemplifies character and talent in sportsmanship. It is an award given to the student with a strong body, skilled in athletics, well grounded in the love of the Lord Jesus Christ and fair in their sporting relationships with peers.

Speech Award - Presented to the Middle School student who has shown outstanding interest in public speech communication and who has devoted much work and effort in developing his or her abilities. This award is given to encourage PCA students to develop more fully their verbal communication and to utilize their talents in speech to the utmost for the glory of God.

PROMOTION POLICY

3's to 4's

Students are promoted from three-year-old classes to four-year-old classes based upon the following criteria:

- Chronological Age - 4 years old by September 1
- Developmental Readiness - as defined by teacher and Early Childhood Administrator's observation
- Successful achievement levels on the "Progress Reports"
- Teacher recommendation

4's to Kindergarten

Students are promoted from four-year-old classes to kindergarten based upon the following criteria:

- Chronological Age - 5 years old by September 1
- Developmental Readiness - as defined by teacher and Early Childhood Administrator's observation and by the Gesell School Readiness Test (a 5.0 developmental age is a prerequisite for entrance into kindergarten).
- Successful achievement levels on the "Progress Reports" and the Kindergarten Screening.

Kindergarten to First Grade

Students are promoted from kindergarten to first grade based upon the following criteria:

- Chronological Age – 6 years old by September 1
- Developmental Readiness – as defined by teacher and Early Childhood Administrator observation and appropriate grade levels obtained on the Standardized Achievement Test administered in the Spring
- Successful achievement levels on the "Progress Reports"

NOTE: The Early Childhood Administrator must approve all promotions to the next grade level.

Grades 1 and 2 Promotion

Students are promoted from grade 1 to grade 2 and from grade 2 to grade 3, based upon the teacher's recommendation, successful achievement levels on the Stanford Achievement Test, and successful ratings on the year-end Report Card.

Grades 3 -8 Promotion

A student will be promoted to the next grade only if they have a 76% average or above in **each** of the core subjects, i.e. Grammar, Literature, Math, Science, Social Studies, Bible.

For a student who fails to attain this average, a conference between the administration and teacher will determine the need for remediation. Consideration will be given but not limited to retention, summer tutoring, and/or academic probation.

PARENT CONFERENCES

If parent or student has a concern, it is advisable to discuss the concern with the individual teacher.

- Contact the specific teacher. It is proper to approach the specific teacher first.
- Set a time to discuss the concern. It will be at the teacher's discretion to set the time with student or parent.
- Only after meeting with the teacher, if necessary, the administrator may be contacted.

HOMEWORK

Any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher is homework.

The role of homework as a link between home and school is a vital one. Homework assignments can serve to unite parent, child and teacher in the educational process provided that administrators and teachers have developed guidelines that form the basis for homework and assignments. Appropriate and clearly explained assignments encourage parental participation and promote a productive relationship between home and school.

Length of time for the total homework assignments will be appropriate to both the age and ability of the child. The following will serve as a general guideline for duration of all assigned homework.

Kindergarten = 5-10 minutes
Grades 1 to 3 = 15-30 minutes
Grades 4 to 8 = 30-90 minutes

No more than 2 tests may be scheduled on any given day without the administrator's approval. Quizzes are at the discretion of the individual teacher.

STANDARDIZED TESTING

Standardized tests are administered to all K-8 students. The Stanford Achievement Test (SAT) is an achievement test which measures the student's relative proficiency within a wide range of subjects and content areas. The Otis Lenon Mental Ability Test (OLSAT) is an aptitude test which assists in determining a student's ability to conceptualize and project aptitude for academic learning. This test is administered to students in Grade 3 and 7.

SUMMER READING PROGRAM

The Summer Reading Program is designed to improve and maintain the reading skills of students in Elementary and Middle School, as well as to cultivate and nurture a love for reading. Each spring, the administrator will notify parents regarding the expectations of the summer program.

TEXTBOOKS

All textbooks must be covered at all times. It is recommended to use book socks or removable covers. Students are financially responsible for damaged or lost books. Students must write their names in the textbooks. No other writing is permitted within the textbooks.

*Book Sock swapping not allowed.

PHYSICAL EDUCATION

The physical education teacher will give the basic guidelines for class, but it is important to remember the following:

- If a student cannot take a gym class because of illness or other medical problems, a note is required from a parent. The note is to be addressed and given directly to the Physical Education teacher.
- If a student cannot take gym for more than one day, a note is required from the physician. If participation is not permitted in gym class for an extended period due to health or injury, an alternate assignment will be given. Students who cannot participate in gym will also have restricted activity during Activity Period as a precaution. Physical Education classes can continue only after a release note from the doctor.
- All students must wear the school gym uniform during Physical Education classes. (see Dress Code)
- **No jewelry is worn during Physical Education classes.**

BEHAVIOR GUIDELINES

GENERAL

Discipline is the guided process whereby we nurture (instruct and train) the children to demonstrate Christ-like maturity by establishing rules of conduct predicated upon biblical principles. The desired outcome is to see students develop a Christ-like character by being peaceful, loving, and kind.

The Penn Christian Academy teachers will partner with parents to maintain consistent discipline training. For clarity in classroom procedures and expectations, it is important for teachers and parents to meet early in the year to discuss the school and classroom guidelines.

If a discipline problem does occur, the parent will be informed via a phone call and a "Parent Communication Form" (PC). This notice gives details of the infraction and the discipline action taken. The PC is to be signed and returned the next day.

In case of more serious infractions, the teacher or person in charge of an activity will inform the respective Department Administrator. The Department Administrator will evaluate the situation and if necessary inform the Senior Administrator. The parent will be notified of the action taken.

Discipline Objectives

- Discipline at Penn Christian Academy has the following objectives in mind:
- Train children in patterns which are in conformity to biblical principles enabling them to make a contribution to their classroom, home, church, and community.
- Develop and maintain an optimum learning environment.
- Correct behavior that may adversely impact the learning environment.

Showing Respect

It is important for teacher, parents, and students alike to show mutual respect. Students are to:

- Address teachers appropriately: Mr., Mrs., Miss, or Ms.
- Respond positively in gestures, tone, and conversation
- Express a valid concern appropriately.
- Control emotions, voice tone, and responses.

Appropriate behavior is a serious matter.
Following the rules is a **positive step** toward success.
Breaking the rules is a **negative step** toward failure.

YOUNG PEACEMAKERS: CONFLICT RESOLUTION

If there is conflict between two individuals whether students or teachers, Matthew 18:15 explains how to handle the problem. Along with that, the PEACEMAKER Program offers simple guidelines to resolve conflict.

The 5 A's can be seen throughout the entire school.

- Admit you have done something wrong.
- Apologize for what you have done.
- Ask forgiveness from the person you have wronged.
- Accept the consequences of your behavior.
- Alter (change) your behavior.

DISCIPLINE PROCEDURES (FOR THE ACADEMY STUDENTS)

If a student violates a rule:

- Teacher can give a warning for the first offense.
- If the behavior is repeated, a **citation** slip will be issued.
- The citation card is marked by the student, and the citation notice is turned into the department office to be recorded.
- When four citations are accumulated, a reminder will be sent to the student. The student will check the homework book to make sure the Citation Card has the appropriate "marks". If not, the student may stop by the department office to see the citations issued.
- When five citations are reached within a marking period, a detention is issued. A note will be sent to the student as well as a first class letter sent home with a copy of the citations issued.
- The detention is served during Activity Period.
- At the conclusion of a marking period, the citation slate "is wiped clean".

A Disrespect **Citation** has:

- Detention
 - Repeated disobedience, arguing, or insolent attitude. The discipline for this offense does not require a verbal warning; the consequence is immediate detention without prior parental notification, however, a notification letter will follow the detention.
- Suspension
 - Physical assault on student or teacher; an altercation with obscene or profane language; threats of any nature; insubordination; refusal to be cooperative regardless of verbal warning. The Senior Administrator and Department Head approves the duration of the suspension.
 - Refusal to serve a detention warrants suspension.

Additional Discipline Concerns

Inconsistencies with our commitment to lead a Christ-like life include, but are not exclusive to, the following and are subject to suspension:

- any use, distribution, or sale of drugs
- alcohol or weapons on school grounds, buses, or at any school activity
- disrespect for property which would be reflected in failure to clean up or deliberate destruction or theft
- disrespect of another person by name-calling, profanity, ethnic slurs
- any use of language meant to insult or "cut-down"

- any physical behavior that is disrespectful, such as pushing, shoving, hitting or tripping
- inappropriate physical contact between boys and girls

Citation Summary

A general list (not exclusive) for what a Citation can be issued:

- Being unprepared for class – homework book, homework etc
- Opening outside doors for any person (Unless permitted by administration, faculty, or staff)
- Chewing gum
- Shirts untucked
- Failure to maintain order during any emergency drill
- Accumulated 5 lates in AM/PM homeroom
- Throwing food in cafeteria
- Disobedience to those in authority
- Cheating
- Disrupting class or study hall
- Continued talking when told to stop
- Running in the halls
- Yelling in the halls
- In another person's locker
- Straying from destination. Not in assigned area
- Out of bus line/car line/ESC without permission
- Entering a classroom where a teacher is not present
- Carving on or writing on school property
- Using rubber bands, pencils, pens, or any other item for the purpose other than for which it was intended
- Kicking another student – even in play
- Hitting another student – even in play
- Throwing books, book bags, or other items
- Tripping or pushing another student
- Speaking disrespectfully to anyone
- Mocking, making fun of, or “busting” on another person
- Physical contact between boys and girls; kissing, extended hugging
- Lying
- Using profanity
- “Eye-rolling,” annoyed looks, or bad attitude displays
- Use of Ipods, cell phones, CD Players during school time
- Disrespectful response to teacher
- 3 unprepared instances in a class
- Chapel uniform not worn or articles missing

Keep in mind that avoidance of any of the above offenses will result in a “citation-free” environment.

Detention

When five citations are received:

- A **first class letter and a copy of the letter are sent home** along with a copy of the earned citations informing parents of detention date. The copy of the letter is to be signed and returned to the middle school department office.
- **A note is sent to the student** informing them of the date of the detention.
- **8 citations in one marking period an extended detention will be issued** – one half served during school hours and half served after school. This will apply to all additional detentions regardless of marking period.
- The fourth detention within a marking period will be subject to a suspension.
- **Parents are to pick up the student immediately** following detention. Otherwise, arrangements are to be made with the Business Office for Extended Supervised Care. (ESC)
- **When fourteen citations are accumulated** in one marking period, a **one-day suspension** is issued.
- During the school year, when an accumulation of 20 or more citations are issued, suspensions will be issued by the Department Head and approved by the Senior Administrator.
- When a student continues to earn detentions and shows no sign of altering negative behaviors, the student will be on behavioral probation.
- After that time, parents will be asked to evaluate the situation and act accordingly for the benefit of the student.

A **disrespect citation** is equal to 5 citations or one detention. The discipline for that student will continue on from that level.

Discipline Levels:

- **Level 1** - After 5 citations (#1 detention) a detention will be served.
- **Level 2** - After accumulated 8 citations (#2 detention) an extended detention will be served.
- **Level 3** - After accumulated 11 citations (#3 detention) a second extended detention will be served.
- **Level 4** - After 14 accumulated citations (#4 detention) a one-day suspension will be served.
- **Level 5** - After 17 accumulated citations (#5 detention) two-day suspension will be served.
- **Level 6** - After 20 accumulated citations (#6 detention) the student will be placed on behavioral probation.
- **Final Level** – Any additional citations will result in conference with administration and request for possible withdrawal of student from PCA.

After an extended detention is served, further detentions will continue to be extended. Detentions will accumulate over the marking periods and the above levels will apply.

However, if a student receives no citations in a marking period, his/her discipline level will drop one level. The procedure will apply at the end of each of the following marking periods, until the student reaches a “zero” level.

PROBATION POLICY

Probation is administered at the discretion of the administrator in light of circumstances and fact. Probation by definition is to be a time of testing or trial of the character, ability, or qualification of the student. There are two kinds of probation: academic and behavioral.

A probation contract will be instituted which will involve (1) Goal setting, (2) Time limits, (3) Methods and (4) Consequences. This contract will define the problem and state the goals of adjusted behavior within a prescribed period of time, indicating the appropriate means to achieve the goal as well as consequences.

As a result of the student being placed on probation he/she may automatically lose all privileges of engaging in extracurricular activities. This will be at the discretion of the Department Administrator. No probation contract will be implemented without a prior conference with the parents of the child.

Academic Probation

Academic probation is implemented when a student's grades fall below the acceptable passing standard of grade of C and where the teacher recommends this as a necessary means of discipline to affect acceptable academic performance.

Behavioral Probation

Behavioral Probation is implemented when the student has manifested willful and deliberate unchristian attitudinal and behavioral responses unbecoming of the PCA code of conduct and/or in violation of God's explicit commands and principles.

Suspension

Suspension (1-3 days) of a student may result from the violation of a probation contract, and/or if a child evidences disregard of established school and/or class rules. This may be manifested through words, actions or attitudes.

Suspension is a mode of discipline whereby the student is not to attend classes for a specified number of days. Suspensions will be served either at school or at home at the Administrator's discretion.

- The Senior Administrator, with the recommendation of the Department Head, issues all suspensions.
- Four detentions (or 14 citations) within a marking period are grounds for one-day suspension.
- Serious offenses will receive immediate suspension notice.
- The length (days) of suspensions is determined by offense and in consultation with Senior Administrator.
- Parents will receive a phone call from the Senior Administrator notifying them of the offense. A first class letter will follow.
- The length of subsequent suspensions will be determined by previous offenses.
- Further citations, offenses, detentions, and/or suspensions will result in behavioral probation.
- If behavior does not improve, a recommendation will be made to remove the student from the school.

PROHIBITION TO REENROLL

Students may not be permitted to return to Penn Christian Academy due to academic, attitudinal, and/or behavioral reasons. In May of the last grading quarter, letters barring future enrollment will be sent home. A parent conference is expected at this time to discuss the reasons for prohibiting re-enrollment. A final evaluation and recommendation is made during the month of June. The School Board has to give its final approval.

EXPULSION

Students may be expelled for continued and/or flagrant disobedience of school/class rules (i.e. cheating, stealing, possession and/or use of drugs, possession of a weapon, sexual harassment, threats of violence, intentional misuse of computers, intentional destruction of property, probation violation, gross disrespect to person(s) or property). Expulsion can only be recommended by the Senior Administrator and affected with School Board approval. A parent hearing with the Executive Committee is allowed as well as with the assembled School Board and Administrator.

Permanent Dismissal of a Preschool/Kindergarten Student

A student may be dismissed from Penn Christian Academy's Preschool/Kindergarten Program for any of the following conditions:

- The student's behavior after a probation contract or suspension remain inappropriate for our preschool and kindergarten setting
- The student's learning needs are of such a nature that the traditional classroom setting offered is not sufficient to meet the variety and scope of the student's needs
- The student's behavior consistently causes disruption of the learning environment such that classmates are deprived of equal share of the teacher's time and attention
- The psychological or academic testing indicates that placement at Penn Christian Academy is inappropriate
- The parents fail to cooperate with the procedures and policies as outlined by the Preschool/Kindergarten Administration.

The scenario for dismissal due to behavior will be as follows:

1. The student will have displayed behavior that indicates inappropriate placement at Penn Christian Academy.
2. The teacher has communicated to the student the inappropriate behavior and the behavior expected.
3. The teacher has communicated the student's behavior to the parent, again communicating the behavior that is appropriate.
4. The teacher has conferenced with the parent concerning the student's behavior.
5. The teacher has communicated the student's behavior to the Early Childhood Administrator.
6. If misbehavior continues, the School's Senior Administrator will be informed and strategy to be taken will be laid out for the best solution.

7. If inappropriate behavior continues, Penn Christian Academy reserves the right to suspend and/or dismiss the student from the Preschool Program.
8. Procedures 1 through 7 will be bypassed if the student's behavior is deemed by the Early Childhood Administration to be extraordinary and dangerous to the offending child and/or to others.

Permanent Dismissal of an Academy Student

1. Student encounters repeated difficulty. Several Parent Communications (PC) or citations sent by the teacher.
2. The teacher notifies department Administrator of the problem and time is spent discussing a solution to the problem with the student.
3. Within the **Elementary** level, repeated offense would merit a call home to notify and discuss with the parent the continued offense.

In **Middle School**, a level three discipline warrants an after school detention and a letter sent home. If this level is obtained through behavioral issues, the Middle School Department Administrator contacts the parent and discusses the issues.

4. Further misdemeanors, in any department, will result in suspension, equal to the offense, with the approval of the Senior Administrator. The Department Administrator discusses the suspension with the parent.
 - a. When the student returns, the Department Administrator will track them.
 - b. Teacher(s) will report to Department Administrator in regard to behaviors.
5. The classroom teacher would notify the Senior Administrator if further offenses occur.
6. A letter with clear consequences will be given to the parent with a copy forwarded to the teacher and School Board. A recommendation will be made: The student is not adjusting to the rules and guidelines of PCA and the parent should find an alternative educational facility.
7. If parent chooses to **NOT** remove the child, the administrative team will make clear definitive decisions that would result in expulsion.
8. The Department Administrator will notify the Senior Administrator of need for further suspensions. However, the following measures will be given:
 - a. Counseling with an outside source would be required and/or
 - b. Meet regularly with Senior Administrator to track progress
 - c. Additional consequences given according to offense.At this point, the School Board would be notified of this level of discipline.
9. When a three-day suspension is warranted, the parent must return with the student and meet with the Senior Administrator. At this point, continued

enrollment at PCA is in jeopardy. Further consequences would be discussed and a plan of action would be determined.

PLEASE NOTE: According to the severity of the behavior, the above steps can be altered to insure the safety of the student and the school community.

ATHLETIC PARTICIPATION GUIDELINES

Athletics at Penn Christian Academy can be a very exciting and rewarding experience. Participation is voluntary and also a privilege; it is not a right. Athletics are educational and in this way fit into the total program here at the Academy. The primary purpose of athletics at PCA is to glorify our Lord Jesus Christ. We must seek to achieve this goal in every practice, game and any activity associated with the sport. In order to achieve both this goal and to coordinate athletics with the total program we have set the following guidelines:

Attitude and Conduct

It is expected that all athletes representing PCA will show a Christ-like attitude both on and off the playing area. This includes attitudes toward team members and coaches, fans, and officials. This also includes attitude toward teachers. All athletes are expected to be examples and, therefore, must have an attitude and conduct that are above reproach. Any athlete who cannot maintain this attitude and conduct may lose his/her privilege to participate in a sport. Any athlete who receives more than 3 detentions during the sport or who is repeatedly sent to the office for unacceptable behavior will be unable to participate for the remainder of the sport.

Behavior

- A team member will show a Christ-like attitude during practice and games.
- A team member may not receive more than one after-school detention for unacceptable behavior. This will result in one week suspension from the team.
- A team member is expected to be at all practices unless he/she is absent from school or he/she has a written note from his/her parent.
- A team member will not play in one game for every unexcused absence from practice.
- A team member is expected to bring equipment to practice every day.
- A team member may not play in a game if he/she does not have the proper uniform.
- A team member who is not playing in the game is expected to sit on the bench, pay attention to the game, and encourage his/her teammates.
- The players will strengthen muscles by daily practices.

Mental

- The players will demonstrate knowledge of positions and their duties.
- The players will demonstrate knowledge of basic rules of each sport.
- The players will understand scoring procedures.
- The players will learn and understand substitution procedures.

Social

- The players will demonstrate the ability to work as part of a team.

- The players will learn to accept constructive criticism from the coach or captains.
- The players will show respect to officials, coaches, captains, and teammates.
- The players will be willing to do their part on the team (sit the bench, carry equipment, etc.).
- The players will demonstrate courtesy to opponents whether they win or lose.

Spiritual

- The players will participate in prayer with the team during the season.
- The players will demonstrate Christ-like attitudes on and off the field.
- The players will realize that their body is the temple of God and understand that through sports they can use it to glorify God.
- The players will understand that God is with them everywhere (on and off the field).
- The players will understand that God has a purpose for everything (victory, defeat, injury, etc.).

Classwork and Grades

- Any student participating in athletics will be expected to maintain satisfactory passing grades.
- Practices or games cannot be used as an excuse for unfinished assignments, projects, or work.
- A student receiving an “F” in a major subject, or two “D’s” in any subjects will be ineligible to participate in athletics.
- The teachers and administrators will review final decision on eligibility.
- A student may return to participation when target subject grades meet acceptable standards and approved by administrators and teachers.

DRESS CODE

Dress Code for Preschool/Kindergarten

Dress is casual and functional. Since physical movement, recess, and art class occur regularly, parents are urged to dress their children appropriately. **Sneakers or rubber soled, closed toe shoes are required for safety reasons. No sandals, jellies, or flip-flop type shoes are permitted.** Please label all clothing, especially in the winter months. Please do not send your child to school in clothes depicting popular television or commercial personalities that are inappropriate for a Christian Preschool. Tank tops, spaghetti straps, bare midriffs, and muscle shirts are not permitted.

On specially designated days, dress will reflect a program theme.

Please remove strings from all hoods or jackets for safety reasons. Girls are required to wear shorts under all dresses and skirts. Earrings should be post style only. No hoops or dangles permitted. Boys are not permitted to wear any type of earrings.

Academy Dress Code - Boys Grades 1-8

The **chapel uniform** consists of:

- Gray Pants (uniform style, twill button or zipper front)

- White turtleneck, golf or button down oxford shirts
- Navy or white socks
- Navy Cardigan Sweater with PCA Logo

Students will be required to have one **dress uniform** to be worn at special assemblies, weekly chapels and school picture days.

On days other than dress days, male students will have the following dress options:

- Navy or gray dress (uniform style) pants.
- Knee length navy shorts (uniform style) (September through October, April 15 through end of year)
- Polo/Golf shirts (with collar), or turtlenecks in white or light blue.
- Solid navy sweater or sweatshirt (no logo). Pullover or button-down V Neck or round neck
- Navy or white socks

Both boys and girls will be permitted to wear their Penn Christian Academy sweatshirts on days other than dress uniform days.

Any “baggy” or form-fitting pants are not allowed. Styles should not cause a distraction to the learning environment.

Shoes - All shoes worn should be rubber soled. **No** sandals, flip-flops or platform shoes permitted.

Academy Dress Code - Girls Grades 1-8

The **chapel uniform** consists of:

- Plaid jumper, skirt, or skort (may not be more than 2” above the knee)
- White blouse/ turtleneck - winter
- White blouse/turtleneck or golf shirt
- *Navy Cardigan sweater with PCA logo (button down front only.)
- Navy knee socks or tights

On days other than dress days, female students will have the following dress options:

- *Plaid skirt, jumper, or skort – (2” rule)
- Navy skirt/shorts (uniform style; 2” rule) (Shorts September through October, April 15 through end of year)
- Navy long twill skirts – grades 6-8 only. No slit above the knee and not form fitting
- Navy pants (uniform style, twill button or zipper front)
- Navy *skort or jumper (grades 1-5 only.) 2” rule applies
- Polo/golf shirt or blouse (with collar), or turtlenecks in white or light blue.
- Solid navy sweater or sweatshirt (no logo) Pullover or button down V-neck or round neck.
- Navy or white socks or tights.
(*Must be purchased from the uniform company)

Physical Education Dress

Students in grades 1-8 will be permitted to wear a Penn Christian Academy sweatsuit (purchased through uniform company) or plain navy blue sweatsuit on top of their required gym uniform (purchased through uniform company) on gym days only.

Warm Weather Dress

Students will be permitted to wear uniform style navy camp shorts with the required polo/golf shirt in the colors stated above. Students will be permitted to wear camp shorts to school, with parental discretion, until October 31st and may resume again on April 15. **Only navy camp shorts and a white shirt may be worn on chapel days during warm weather.**

Body Piercing/Tattoos/Hairstyles

Girls may have pierced ears but no other visible piercing. Boys may not wear jewelry or any visible piercing. Young men with pierced ears may not wear an earring during the school day. No visible tattoos are permitted. Hairstyles are not to be shocking or distracting, i.e. unnatural color or style.

Additional Clarifications

- Girls may only wear post earrings. No dangles allowed; they pose a safety hazard during recess. All earrings must be removed during Physical Education classes and sports.
- Girls and boys are not permitted to wear jewelry. While PCA does not discourage wearing a cross, we ask that they be placed under clothes. Wrist watches are allowed.
- No chains hanging off clothes.
- No visible body piercing or tattoos.
- No extreme or distracting styles or coloring to hair. Example: blue, red, green, etc.
- No head coverings are allowed inside the school building (e.g. bandanas, caps, sweat bands, etc.)

Dress Down Days

*****Modest attire is always required*****

No jeans with holes. Crop and/or Capri pants are allowed. No midriff tops, tank tops, spaghetti strap tops or form fitting shirts. Sleeveless shirts may be worn. Shorts between 2"-4" above top of knee are allowed. (Discretion must be used for older children, as 4" may be too short.) Please note that PCA Administration will have the final decision in these cases.

Extended School Care

ESC Children are allowed to change clothes during ESC. "Dress Down Day" attire applies.

Field Trips

Attire for off-campus trips should follow the "Dress Down Day" attire or chapel uniform, as specified by the teacher. School sponsored swim trips require boxer-type swimsuits for boys and one-piece swimsuits for girls.

GENERAL CLASSROOM INFORMATION

PERMISSION SLIPS

Permission slips are required for all field trips, sports activities, and participation in certain programs. Payment for the trip is to be turned in with the permission slip. Students without a signed permission slip will not be permitted to attend the trip or activity.

FIELD TRIPS

Field trips are part of the curriculum, and students are expected to participate. If a student is unable to participate, he/she will have an alternate assignment. This assignment will count as a test grade in the appropriate subject(s).

Students with behavioral problems or excessive citations/detentions will not be invited to participate on trips away from school. An alternate assignment will be required.

MIDDLE SCHOOL RETREAT

All Middle School students (grades 6, 7, and 8) participate in a retreat at the beginning of the school year. This experience provides an opportunity for new and returning students to get to know each other and to interact with the teachers. It provides a time of spiritual challenge and fellowship as well as laying the basic ground rules for Middle School success.

HOLIDAY CELEBRATIONS

As a Christian school, the celebration of traditional holidays (Thanksgiving, Christmas, and Easter) is always focused upon Christ. While we recognize that others, including Christians, may choose to focus upon other elements on these occasions (e.g. Santa Claus, Easter Bunny), we as a school do not. Halloween is not considered a traditional Christian holiday, therefore, we do not recognize or celebrate it.

SCHOOL PICTURES

Individual school pictures are taken of all students in the fall of each year. The student's picture will appear in the yearbook. The *PCA Perspective* and the *Monday Newsletter* will keep parents and students informed of changes or details.

THE PERSPECTIVE

Each Monday, The Perspective is sent home with your child. This is an important link connecting you with the many facets of our school. Check your child's take home folder for this important information on Mondays.

MONDAY NEWSLETTERS

Parent and students: **It is extremely important to READ the Monday Newsletter. *Parents and students are responsible for the information given.***

Tests from the previous week are attached. The test schedule is also listed. When necessary, permission slips and conference forms may also be attached.

YEARBOOK

Each year your child's photograph will be displayed in the yearbook. Other activities are also photographed for your enjoyment. Parents are also encouraged to advertise in the yearbook

AFTER-SCHOOL ACTIVITIES

- Students not on an athletic team **may not stay** after school for games without their parents to supervise them.
- Students must participate as spectators and stay in the assigned area if they are to attend the event.
- Any misconduct will be directed to the parent for further consequences.
- If a student has completed practice for sports teams, served a detention, or being tutored, he/she must immediately leave the school grounds with a parent or report to Extended Supervised Care. Parents will make the financial arrangements with the Business Office.

STUDENT GOVERNMENT

Purpose: Student Government will cultivate leadership skills and provide a connection between the students and the administration. It provides student involvement to enhance the activities of the Middle School.

Process: Each individual class nominates grade representatives by secret ballot. The faculty screens nominations. Ballots are prepared for each homeroom. Candidates give a short speech regarding their willingness and abilities to represent their class. Election is by secret ballot.

Candidates: Each candidate must have good academic standing and satisfactory conduct, and must be willing to look beyond his/her own point of view.

Job description: The Student Government will present ideas to the faculty advisor and assist in preparation for socials, special parties, fund-raisers, and service project for Middle School.

GENERAL SCHOOL INFORMATION

FIRE DRILLS

Drills are scheduled throughout the year to teach and practice fire safety procedures.

- In order to learn proper emergency procedures, this drill, as any drill, is to be taken seriously. A fire drill exit sign is posted in each classroom showing the route to be taken to leave the building. When the fire alarm sounds, all activities cease and students are to exit the building promptly.

Other Drills (Armed Intruder, Tornado, Bomb Threat)

All drills are to be practiced as if it were a reality. Failure to observe rules and guidelines during these drills will result in citations or suspension.

LUNCHES

Students should either carry a sack lunch or purchase food from the school lunch program. PCA requires that all students eat a lunch. If the student arrives without a lunch or lunch money, PCA will provide cereal and milk or a suitable substitute to that student. **Because of Health Code Regulations, no outside commercially prepared food can be given or brought to students (i.e. Burger King, Wendy's etc.).**

SALES, SOLICITATIONS, COLLECTIONS

There will be no solicitations or promotion of any kind for other organizations such as Scouts, Little League, etc., on school premises.

No money is to be collected in the classroom from students or parents without written permission from the Senior Administrator.

PERSONAL PROPERTY

Please mark everything that comes to school: lunch boxes, lunch sacks, clothing, books, etc. with your child's name.

Any iPod, cell phone, or other electronic device used during school hours (7:55 AM – 3:30 PM) will be confiscated and returned when a parent comes to claim the item. A citation will be given.

Students may carry a cell phone to school. BUT, the cell phone must be kept turned off and in the locker during school hours. The phone will be taken from any student found using the phone, allowing it to ring, or carrying it on their person during school hours (7:55 AM – 3:30 PM.) The phone will be returned only to a parent. A citation will be given. Phones cannot be used in the bus line. If a bus is late, permission to use the phone can only be given by the teacher in charge.

Do not bring expensive items or possessions to school. Penn Christian Academy is not responsible for items brought to school without permission from the administration.

LOST AND FOUND

Parents should contact the school office and check the bins located in the hallway. Unclaimed items will be donated periodically to a local charity. Parents will be notified through the Perspective when the items will be donated. Students must be responsible for personal items.

MESSAGES

Parents requesting a change in student transportation should send it in writing to the child's teacher, or in an emergency, call the office with the request before 2:30 P.M. The secretaries will place the message in the teacher's mailbox. Requests for homework to be sent home or picked up must be called into the office by 9:00 A.M. Parents delivering lunches or clothing must report to the Main Office.

TELEPHONE USE

The office phone can be used for emergency purposes only. Permission will be at the discretion of the teacher to determine if a call is necessary.

SAFETY

Safety is of daily concern at PCA. Children are supervised in every area of our campus and precautions are taken to help prevent accidents. If you see an actual or potentially unsafe situation, please report it immediately to your child's teacher, a staff member, or an Administrator.

At no time are students permitted to open locked outside doors for anyone. Any person, whether parent or visitor, must be admitted by way of the main office. All doors are locked while school is in session.

BUILDING AND GROUNDS

Students are expected to take proper care of the things God has provided. Care must be taken not to damage property or equipment, and to keep rooms and grounds clean and free of litter. This is part of the school's Christian testimony as well as good training for the youth. Students are required to pay for any damage they cause to school property (intentional or unintentional).

PARKING AND DROP-OFF

Parents are asked not to park in the bus lanes in the front of the school. We urge you to park in the side lot. During the school hours, please do not drive into the school yard. This area is used for recess and gym.

Preschool students may be dropped off in the front of the building at the mailbox from 8:20-8:35 A.M. A sign will be in the front window showing when the drop off is open. A teacher's assistant will help your child out of the car and to his/her classroom.

Students in the Academy may be dropped off either in the front of the building at the mailbox or in the back of the building in the drop-off lane from 7:55-8:20 A.M. when teachers are on duty.

Parents who are dropping off a student in the back of the building should drive through the drop off lane and stop at the cones to allow children to safely exit the car on the gate side.

If you are walking your child to the classroom, park your car in the side parking lot and enter the building through the back breezeway doors. Be mindful of students in the parking lot and please respect and reserve the handicapped spaces for those who have a handicapped sticker. **Do not park in the front of the building.**

During inclement weather and when the gate is open, parking for dropping off and picking up of students is allowed inside the gated area.

Please drive carefully at all times when entering/exiting the school. The speed limit in our driveway/parking area is 5 m.p.h. We greatly appreciate your help and cooperation in all of these matters.

FINANCES

Penn Christian Academy is a non-profit organization, financed entirely from school fees, tuition, and gifts. The school receives no subsidy from the state, church, or other organizations. Any gifts to the school (except tuition) are tax-deductible.

APPLICATION AND TESTING FEES

These fees are required when a student applies for admission to Penn Christian Academy. All new students must be tested and therefore must pay a testing fee. In addition, each year there is a fee for returning students to re-enroll for the upcoming year.

Enrollment at PCA is limited; therefore parents are urged to apply early. A place will be reserved for a child upon receipt of the completed application or re-enrollment form AND the registration/re-enrollment fee. **Application, re-enrollment, and testing fees are non-refundable.** These fees help defray the costs of processing an application, membership in ASCI, consumables and other expenses associated with enrollment.

COMPUTER LAB FEE

Each family with a child or children enrolled in grades K-8 will be assessed a computer lab activity fee which helps cover the costs of the computer lab and related internet charges.

TUITION PAYMENT POLICIES

1. Tuition payments are due at least one month in advance. PCA offers a tuition discount to all who pay tuition annually or semi-annually. The annual payment is due the first day of June. The semi-annual payment requires one half of the annual payment to be paid the first day of July; the other the first day of December. Late annual and semi-annual payments will forfeit the discount. Payments may be made in ten equal monthly installments which are due on the 1st day of each month. Payment begins on August 1 and continues each month through and including May 1st. Families who enroll after September will be required to pay two months tuition to catch up with the required advanced payment. All tuition must be paid in full by the middle of May.
2. Tuition that has not been received by the 10th of the month will be assessed a late fee. A late letter will be sent after the 10th of the month.
3. Returned checks will be charged a handling fee plus the late fee. **Penn Christian Academy reserves the right to refuse personal checks.**
4. Unpaid tuition of 30 days will necessitate a letter of notification and disenrollment of children until account is current.
5. Children of parents owing delinquent tuition will not be permitted to return to PCA the following semester. Unpaid tuition by the 30th of June will place the family on next year's waiting list regardless of re-registration.
6. Report Cards and transcripts will be withheld for all children with a tuition balance. In addition, neither Kindergarten nor Eighth grade students will be permitted to attend graduation exercises or receive a diploma unless the family's entire tuition account is paid and all checks have cleared to the school's account.
7. Accounts paid with post dated checks will be assumed not to have been paid until the date of the check. The above rules apply.

8. Continued failure to meet the above stated obligations or agreements with the Business Office on a timely basis will result in Board action to consider refusal for enrollment for subsequent semesters whether or not the bill is paid.
9. When a student has voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month in which the student was registered (regardless of the number of days in attendance) on the basis of 1/10 of the annual tuition for each of the months attended.
10. If a student is expelled or withdrawn at the recommendation of the school, tuition will be due on the same basis as above.
11. The Board considers that all unpaid tuition accounts from past years are still due to Penn Christian Academy. Careful records are kept, and any parent may determine the status of his or her account by inquiring of the Business Office.

The Parents as Partners Agreement states that tuition and Extended Supervised Care payments are due on the dates indicated on the Tuition Statement. Please keep current in all financial obligations. Late fees are charged. The Business Office will notify you of any past due accounts.

Tuition and Extended Supervisory Care can be placed in the metal "Tuition Box" outside of the Main school office or mailed. **Please do not send in your tuition payment with your child or give it to your child's teacher.**

FUNDRAISING AND DEVELOPMENT

Penn Christian Academy engages in a variety of fundraising activities each year to assist in meeting the financial needs of the school. Fundraising is essential since the school's tuition policies and various discount and financial aid programs are designed to allow as many students as possible to benefit from the unique Christian education provided at PCA. Normally, 10 - 15% of the school's annual budget is raised through financial gifts given by families and friends of the ministry and funds raised through fundraising programs or special events. Since all families receive the benefits, in one way or another from PCA's tuition discount and financial aid policies, all families are encouraged to participate in the school's efforts to raise the needed funds.

MISCELLANEOUS FEES

Lost Library Book/Textbook

A replacement fee for any book lost or damaged will be assessed and must be remitted to the Business Office.

Incidental Expenses

During the school year, families can anticipate additional expenses for field trips, special days, missions giving, and various small fund-raisers.