



PENN CHRISTIAN ACADEMY

Middle School Handbook
2008

My Message to You:

“What is your purpose?”

“What plan does God have for your life? There IS a reason you are here.”

I strongly believe it wasn't just your parents desire for a strong academic foundation that sent you to the halls of Penn Christian Academy. It was in the Plan. It was because your Creator desired you to grow, mature, and develop character to last for eternity.

I want you to know that intertwined with the education, the classroom experiences, and the academic challenges, God has a Master Plan and that includes using you for His purpose. God wants to use you to change your world, to bring about peace to your friends in turmoil, and guide others to a Full Life. That Life is the life that only God can give.

Remember, God is the answer to every problem.
Take a peaceful, loving, and kind attitude. You will succeed.
There is a Divine purpose for you. Find it and follow it.

Sincerely,

Mrs. Dippold

Administrator

For Parents:

This handbook is a guide through Middle School. Any child enrolled at Penn Christian Academy is totally responsible to uphold all the rules written within. This is your guideline for policies and procedures. Keep it handy and make reference to it if you are uncertain about any action or consequence.

MIDDLE SCHOOL HANDBOOK

Ethics means the code by which choices are made. One of the areas that you will have to make choices in is how honestly you do your work. There is great temptation to cheat - from tests to homework to reports to the basic rules. There is the temptation to “bend” the rules from shirts being untucked to chewing gum to going to lockers at inappropriate times. Choices have consequences - good and bad.

The choices you make now will impact who you are becoming. Your actions show who you really are.

We are all called to be truthful, diligent, trustworthy, and reliable. Seek God's help when tempted to cheat. Don't fool yourself with the thought that: “It's harmless fun.” Or, “I won't get caught.” Follow the “rules for the road”. Remember, your actions show your character and Middle School life can be very good!

STUDENT HANDBOOK INTRODUCTION

This Middle School Handbook is put together as a resource for students and parents. All students and parents will be responsible and will be 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.

MIDDLE SCHOOL RETREAT

The Middle School Retreat is one opportunity for spiritual reflection. *Bible* and *Lifestyles of the Christian Adolescent* classes also give the chance to discuss and review students' questions and concerns about their personal faith.

Basic statements of faith can be discussed while doctrines are left up to individual families and churches.

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.

REVERENCE FOR GOD AND ALL SACRED THINGS

Respect for God, the Bible, and prayer is expected. This should be an automatic response to the sovereignty of the Creator. Each student is expected to:

- Participate in classroom prayer.
- Be an attentive listener to God's Word.
- Have an attitude of worship in singing and prayer.
- Maintain a quiet, worshipful attitude during chapel services.

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.

AWARDS

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

Athletic Awards - Given to students (5-8) 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 Middle School 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 and excellence in Christian character. (Grades 1-8).

Charles O. Johnson Christian Servant Award - Given to the Middle School 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.

MIDDLE SCHOOL 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/ STUDENT 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

Homework is recorded in a standard homework book issued by the school. However, a replacement will cost \$5.00.

The student’s responsibility is to:

- Copy homework accurately from the homework board in each class.
- Know correct pages and complete assignment.
- Mark – “no homework” if there is no assignment for a specific class.
- Complete assignments on time.
- Even if the work is not to be turned in, do the work neatly. Take time to check responses.
- If a class period is missed due to sports or other activities, ask the teacher for the assignment or ask a dependable classmate.
- If possible, start the homework in study hall.

The goal of homework is to reinforce skills learned at school and to develop study skills. Use the following heading at the right-hand side of the paper, at the top of the page:

Name: first and last and number

Date:

Subject:

Assignment and page number

PLAGIARISM

Any student who copies verbatim (or cuts and pastes from web text) for a report, assignment, or project from any source, (i.e. textbook, library book, magazine, Internet) will automatically receive a zero for the work completed. Work that is quoted must have the source listed with the writing.

MAKING UP WORK

Depending on the amount of time missed in the classroom, students basically have two days to make up work. If it has been an extended absence, teachers will assign a reasonable amount of time to test or complete the work. It is the student’s responsibility to check with each teacher and turn in make up work after an absence.

GRADING SCALE

Assignments, quizzes, tests, reports, and projects are graded/evaluated according to the following grading scale:

A	93-100
B	84-92
C	76-83
D	68-75
F	Below 68

According to the subject content, homework counts as 10-20 % of the grade each quarter. Individual teachers according to the subject will inform the students of the weighed value of homework, projects, long-term assignments, tests, and quizzes.

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.

PROGRESS REPORTS (PR) - MID-POINT REPORTS

If a student has a "C" average (83) or below in any subject, a Progress Report (PR) is sent home mid-way, (each 4 ½ weeks), into the marking period. Often a teacher will send a PR home as a reminder that the grade is borderline. Parents will also be notified if there are concerns for behavior that might hinder the student from achieving Honor Roll status.

REPORT CARDS

At the close of every nine-week period, a report card is issued. Forms are enclosed for parent signature and comments. The forms are to be returned to the homeroom teacher within two days following the date of distribution.

CHAPEL

A chapel assembly is usually held each Friday morning during the school year. Special guests and speakers are invited to challenge students to grow in the wisdom and knowledge of our Lord, Jesus Christ. It is required that chapel uniform be worn. (Check Uniform/Dress Code guidelines) Students are to bring their Bibles.

RAP N SNACK

Here is the opportunity to socialize, refuel, and relax mid-morning. Common rules of courtesy toward others and good manners are expected. Students must abide by the following rules:

- Clean up after eating. Throw away trash.
- Don't ask others for snacks.
- Snacks may not be purchased from the cafeteria.
- Keep voices low – do not shout.
- Make sure the desk (table) and the floor around the desk (table) is clean.
- Use restroom or get drinks during this time.

MONDAY LETTERS-MIDDLE SCHOOL MESSENGER

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

The *Middle School Messenger* is handed out every Monday. Tests from the previous week are attached and the number of tests are written in the bottom right corner. The test schedule is also listed. When necessary, permission slips and conference forms may also be attached.

TESTS - TEST SCHEDULE

All tests dates are placed on the Monday letter. An exception would be if, by the permission of the Department administrator, a teacher sends a notice home informing parents of an additional test. 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.

Website:

www.pennchristian.org

Homework and tests will be listed weekly on the homework link.

STUDY HALL

Study Hall is intended to be a time to work efficiently and quietly. Students are to bring the required books and supplies to the study hall. In an exceptional case and with permission of the teacher, a student may get a needed book.

There is no generalized talking or other activity going on during that time. Study Hall is an excellent opportunity to get a head-start on the homework, make-up assignments, or just STUDY. If a student must leave the study hall classroom, a written request from the teacher whose work is to be made up is required. If a student chooses to do homework at home, it is necessary to bring a book to read.

HELPFUL HINTS for Studying

Suggested Classroom Techniques

How to get the most out of the class.

Before class begins:

- Have the book on opened to the lesson unless directed otherwise by the teacher.
- Get out the homework and notes. Review them while the teacher is taking attendance or is seeing individuals about work.

During Class:

- Attempt to answer the teacher's questions. Show the teacher that the lesson (homework) has been completed and studied.
- Mark or circle the questions or notes stressed in class. This points out important information.
- Take clear notes in class. Be sure to date the notes in order to keep them in the correct order. Include page numbers.
- Limit talking in class to the times when the teacher gives permission to speak quietly.
- Write down the assignment carefully to make sure that it is understood.
- If there are any questions, ask the teacher – not a “neighbor”.

How to get the most out of Studying at Home

A quiet, well-lit, and uncluttered place in the house is important to get the most out of the homework time.

Be sure to:

- Try to spot main sentences in each paragraph. This helps to see the main points of the assignment.
- Write down any words that are not clearly understood or a word that is new. Look up the definitions.
- Close the book after reading the lesson. Are the facts understandable?
- Answer questions clearly and completely, using complete sentences.
- Write legibly at all times.
- Write assignments as instructed. Write questions and answers if necessary.
- If an assignment is not clear, or the procedures forgotten, at least try to do the work. Don't just quit.
- Check off each assignment in the assignment book when the work is complete.

What To Study (If homework is done...)

- Review lessons from the day.
- Look ahead at chapters to become familiar with content.
- Reread chapters from class.
- Go over vocabulary from each class.

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:

I. 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 they are absent from school or they have a written note from their parent. This note is to be given to the coach before lunch.
- 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 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.

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 Uniform)

No jewelry is worn during Physical Education classes.

DISCIPLINE OBJECTIVES

Discipline at Penn Christian Academy has the following objectives in mind:

1. Train children in patterns which are in conformity to biblical principles enabling them to make a contribution to their classroom, home, church, and community.
2. Develop and maintain an optimum learning environment.
3. Correct behavior which may adversely impact the learning environment.

RESPECT FOR TEACHERS/ADMINISTRATION

- Address teachers appropriately: Mr., Mrs., Miss, or Ms.
- Respond positively in gestures, tone, and conversation
- Do not argue. If a student has a valid concern, express it 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.

DISCIPLINE PROCEDURES

Follow the *Rules for the Road* (see Addendum). 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 2 levels:

Level 1 - 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.

Level 2 - 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.
- Redemption opportunity: If a student receives no citation in a marking period, the discipline level will be dropped one level.

DISCIPLINE CONCERNS with possible suspension

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) of what a Citation can be issued for:

- 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.
- In another person’s locker.
- Straying from destination. Not in assigned area.
- Out of bus line/car line/ESC without permission.
- 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 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.
 - At 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, their 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.

SUSPENSION

- 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.

Steps toward Expulsion from Penn Christian Academy

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 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.
6. 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.
7. The classroom teacher would notify the Senior Administrator if further offenses occur.
8. 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.
9. If parent chooses to **NOT** remove the child, the administrative team will make clear definitive decisions that would result in expulsion.

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.

UNAUTHORIZED LEAVING OF SCHOOL GROUNDS

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

HALLWAYS

In order to maintain safe and orderly hallway movement, following are rules to remember:

- Stay to the right. Don't block the width of the hall.
- Always use the right side doors.
- Walk; do not run.
- Do not push or shove.
- Talk quietly. Do not shout. Remember the offices and other classrooms are in use.
- If it is necessary to wait, line up silently and in single file close to the wall.
- During dismissal, go right to the bus or car line.
- Hold the doors for other students or adults.

LOCKERS

- Talk at the locker quietly.
- Keep the locker and hallways clean and neat.
- The doors must remain closed at all times.
- At the locker, focus on what is needed for class. Students will not be permitted to go to the locker while changing classes nor permitted to return to the locker during class.
- Get books and/or supplies first thing in the morning, at Rap-N-Snack, before and after lunch, and at dismissal.
- Backpacks must fit in the locker. Anything left hanging out, on the floor, or on top of lockers will be confiscated.
- Lockers are to be kept locked. Students are responsible to purchase a lock or borrow a PCA lock. The combination of the lock is to be kept on file.
- A lock without a combination on file will be removed from the locker.
- ***Penn Christian Academy administration and faculty cannot be held responsible for items missing from unlocked lockers and reserves the right to review the contents of any locker.***

UNIFORM/DRESS CODE

Winter Chapel Uniform is worn from November 1 – April 14 of each school year.

Winter/Fall Chapel Uniform

Girls

Plaid Kilt
White shirt/blouse or
white turtleneck
Navy PCA sweater
Navy or white socks/tights

Boys

Gray Dress Pants
White oxford shirt or
white turtleneck
Navy PCA cardigan
or V-necked sweater

Early Fall/Summer Chapel Uniform

Worn from September to October 31 and after April 15. Winter chapel uniform is also permissible at this time.

Girls and Boys

Navy shorts

White polo shirt.

Girls - Shorts are no more than 4 inches above the knee.

Boys shorts can not go below the knee.

School Days Uniform

Girls

Plaid skirt/skort
Navy pants
Navy twill skirt no more than 4 inches above the knee.

Boys

Navy or gray pants

Both

PCA sweater/or sweatshirt
White or light blue shirt/polo

Only PCA sweaters or sweatshirts are to be worn in the classroom. Any student out of the uniform will receive a citation and be sent to the uniform exchange for needed items to complete dress code.

Additional clarifications

Pants, skirts, and shorts must be uniform style.

Gym Uniform – can be worn to school on gym days. Boys and girls: Navy PCA logo t-shirt and navy sweat or jersey gym style shorts or sweatpants.

DOLLAR DRESS DOWN DAY is always the last school Friday of every month, unless notified. Attire must be modest. Four inches (4") above the knee is acceptable. No bare midriffs or low neck lines for girls. No muscle shirts for boys. T-shirts, sweatshirts, or other articles of clothing may not bear any offensive logo or inappropriate statements.

BODY PIERCING/TATTOS/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.

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, they 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.

HOMEROOM

All students are to be in the homeroom by 8:30 AM. Students who arrive after the bell at 8:30 will be marked tardy. Attendance will be taken at this time. Prayer, pledges, and announcements also will be done at this time.

All students are to be on time for the Homeroom at the end of the day. This is a time to make sure of assignments, listen to any announcements, and receive handouts/transportation changes from the office.

Students are expected to follow the individual classroom guidelines for school arrival and dismissal.

EARLY DISMISSAL

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.

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 go directly 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 the 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.

There is no loitering in the hallways. Students not in their rooms by 8:30 AM will be marked tardy.

DURING THE DAY

- Students are expected to be in the classroom by the time the second bell rings.
- In order to use the restroom between classes: Go to the classroom first and get permission from the teacher in charge.
- Sharpen pencils before class begins.
- Do not go to lockers except at designated times.
- Use the restroom/water fountain closest to the classroom.

ENDING THE DAY

Students go directly to their lockers to get books and supplies for homework. Students not in the classroom by 3:05 will be marked tardy for PM homeroom.

TARDY/ABSENCES

Being tardy can hinder academic progress. Homeroom begins at 8:25 AM and classes begin at 8:40 AM. Being late five times within one marking period for AM or PM homeroom will result in one citation.

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 assignment and check for any other missed class work.

In the middle school department, a citation will be given for every 5 unexcused tardies in one marking period.

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 or more day 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 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.

INCLEMENT WEATHER/SCHOOL CLOSING

Listen to your radio station, KYW 1060, WIP 610 or WCAU 1210 AM. 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 Norristown School District in 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. In addition, it is imperative that parents have the Emergency Closing Form completed and filed in the main office.

The identification numbers are as follows:

Abington	301	North Penn	303	Springford	308
Colonial	305	Perk. Valley	317	Tredyffrin	854
Lower Merion	302	Phoenixville	856	Upper Dublin	311
Methacton	316	Souderton	309	Upper Merion	307
Norristown	304	Springfield	319	Wisshickon	314

CAFETERIA

Enjoy this time of conversation and even a game of chess! But remember:

- Lunch is to be purchased upon entering the cafeteria.
- Stay seated at the table.
- Ask permission to leave the table or the cafeteria.
- Don't ask others for food.
- Clean up any accident or spill made.
- Use the restroom during this time.
- Do not yell across tables.
- Food throwing will result in citation or detention.
- Only students purchasing a lunch may receive "seconds" if available.
- No written homework done at lunch.

A SECURE LOCKED SCHOOL ENVIRONMENT

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.

VISITORS/ALUMNI 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 visitors are to be in classrooms or school hallways during regularly scheduled school hours. The exception would be an invitation for a specific academic request.

FIRE DRILLS

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. Students are to obey the following procedures:

- Walk quickly and quietly but do not run or push.
- Exit the building using the directions posted near the door of the classroom.
- If another class is moving simultaneously toward the exit, use both exit doors. Don't stop or wait. Move quickly.
- Talking is NOT permitted during the drill.
- When the class has reached the assigned area, line up in number order and count off.
- Individual students not in their classroom are to exit the closest fire exit and report to the teacher in charge at that location.
- When the re-enter signal is given, enter the building quietly and in single file.

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.

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

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.

TEXTBOOKS

All textbooks must be covered at all times. It is recommended to use book sox or removable covers on every book at all times. *Book Sox swapping not allowed.

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.

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.

CELL PHONES

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.

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.

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. One yearbook is given to each student.

SOCIALIZATION

- Appropriate interactive Christian behavior is expected.
- Public display of affection (hand-holding and kissing) is not permitted.
- Students are to treat one another with respect and purity in behavior and language.

AFTER-SCHOOL ACTIVITIES

- Students not on an athletic team **may not stay** after school for games without their parent 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, they 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 their 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.

PROFANITY/VULGAR/SUGGESTIVE LANGUAGE

Any obscene words or gestures, vulgar, or suggestive language (written or spoken) is not tolerated. According to the offense, citations and/or detentions will be given.

IPODS, CD PLAYERS, or Miscellaneous technology

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.

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.