

# Admission to PCS

## **Student Acceptance & Admission Policy**

The Punxsutawney Christian School does not discriminate against students based on race, sex, or religious affiliation. It is the belief of the school that all students would benefit from an educational environment that teaches Biblical Christian morals and ideals. It is the desire of PCS that every student comes to a personal, saving relationship with Jesus Christ in order to obtain eternal life. We are a Christian-based organization, so any student enrolled at PCS is expected to comply with our Bible-based policies. If a student should attend PCS who is from a religion separate from Christianity, he/she is still expected to comply with our policies, recite pledges, and participate in chapel services.

It is our belief that it is a school's responsibility to properly educate a child in all areas of development. Our goal is to work with the parents to meet the mental, physical, and spiritual needs of every student. Unfortunately, at this time, PCS is unable to meet the needs of most students eligible for special education services. This includes students eligible for autistic support, life skills support, physical support, emotional support, learning support, and multiple disabilities support. In addition, PCS may not have the resources to meet the needs of students who require more than itinerant services for deaf or hearing impaired support, blind or visually impaired support, or speech or language support. If we cannot effectively meet the needs of these students at this time, we are unable to accept their admittance into PCS.

## **Privilege and Not a Right**

Attendance at PCS is a privilege and not a right. PCS may request the withdrawal of any student at any time if he or she fails to comply with the standards, regulations, and policies, or does not comply with the philosophy of the institution. No irrevocable contract arises from enrollment, and PCS may alter its rules or regulations at any time. Parent will be notified in writing of any changes to handbook regulations or general PCS policy within 10 days of the change.

## **Preschool Program**

In order for your child to be accepted into the Preschool at PCS, they have to be 100% self-sufficient when they go to the bathroom, i.e. potty trained (no diapers or pull ups). Diagnosed conditions such as MR, autism, PDD, or Asberger are accepted on a case by case basis. Dismissal will not be determined by academic abilities but by behavior.

Your child's acceptance into the Preschool at PCS does not guarantee an automatic acceptance into Kindergarten at PCS. All children are tested by a PCS administrator or designated PCS employee prior to acceptance for admission at PCS in kindergarten.

## **K-12 Program**

Each student applying to PCS will be tested to determine the appropriate grade level abilities. The student must test into the high end of the previous grade level they just completed or test into the grade level they are entering in order to be accepted at PCS. In some cases, it may be necessary for your child to be placed in the grade they just completed.

Students may not attend classes at PCS until all transfer records are received and reviewed by the admissions committee. Students who are accepted at PCS are accepted on a 45 day probation period. After 45 calendar days, the administrator and teacher will meet with the parents to discuss the student's progress. During the meeting, it will be determined if the child is kept or dismissed. Probation time may be extended if needed. Diagnosed conditions are accepted on a case by case basis. If PCS discovers after the admissions process that your student has an IEP and it was not disclosed to the school prior to admissions, there will be an automatic dismissal of the student. In this instance, no refunds on any monies paid to the school will be made.

## **Disciplinary Policies**

Students need to be courteous to all PCS personnel. It may become necessary at times for a student to be sent to the administration offices because of habitual discipline offenses. The following are corrective measures used by PCS: suspension, meeting with PCS board, expulsion, and bus suspension.



## Definition of offenses – Middle/High Demerit System

At PCS, part of our mission is to train students to become self-disciplined. This can only be done if students are held accountable for their actions. The system of discipline that we will use at the middle/high school level is the demerit system. Students may receive a demerit for any of the following reasons:

- late for class
- unprepared for class
- out of dress code
- disrupting the classroom
- disrespect (to school personnel, other students, or school property)
- not following classroom rules
- out of designated or assigned area
- technology violation (using personal electronic devices during school hours or inappropriate use of computers)

The consequences for receiving demerits are as follows:

- Parents will be notified by phone, 1 demerit before the specific consequence.
- 2 demerits – parents notified – lunch detention assigned
- 4 demerits – 1 day after school detention (1 hour)
- 6 demerits – 2 days after school detention
- 8 demerits – 1 day in school suspension
- 10 demerits – 2 days in school suspension
- 12 demerits – student appears before the school board

For after school detentions, parents will receive notification 24 hours before the detention is assigned. For suspensions, the consequence will take place the day after the appropriate number of demerits has been obtained. After 12 demerits, the school board will decide what further disciplinary action needs to be taken.

Certain actions, including, but not limited to, fighting, cheating, possessing/using drugs or tobacco, or possessing a weapon will result in immediate consequences, not a demerit.

## Definition of offenses - Elementary

Minor offenses:

- Unprepared for class
- Dress code violation
- Disrupting class
- Not following school or classroom rules
- Tardies (3 tardies per each nine weeks is considered an absence. At this point, the tardies will become a disciplinary issue.)
  - 1st offense: warning
  - 2nd offense: lunch detention / miss recess
  - 3rd offense: parents will be notified by teacher
  - 4th offense: referral to administrator

After referral to the office:

1. Conference with administrator and parents are notified
2. Parent and student conference with administrator
3. After school detention (24 hour notice given to parents)
4. 2 after school detentions
5. In-school suspension
6. 2 in-school suspensions
7. Out of school suspension
8. 3 days out of school suspension
9. 10 days out of school suspension
10. Student brought before the board



# **School Wide Offenses**

Moderate offenses:

- Harassment
- Disrespect
- Vandalism
- Inappropriate language
- Lying to a teacher or administrator

Any student engaging in moderate offenses will be referred to the administrator, who will then take the action that he or she sees fit within the procedures and policies of PCS.

Severe offenses:

- Fighting
- Bullying (verbal or physical)
- Cheating
- Making threats
- Possession of a weapon
- Stealing
- Inappropriate use of technology
- Alcohol, drug, tobacco, or any look alike possession, use, or distribution

Any student engaging in severe offenses will be referred to the administrator, who will then take the action that he or she sees fit within the procedures and policies of PCS.

## **After School Detention**

All students' assigned detention will be given 24-hour notice. Students assigned detention will be required to serve on the night assigned. There will be no exception made for activities, work or parent convenience. Failure to serve may result in suspension from school.

## **In and Out of School Suspensions**

The following offenses may result in a suspension:

- Fighting
- inappropriate language
- cutting class
- vandalism
- endangering other students
- indecent exposure
- use or possession of tobacco
- defamation of character toward PCS, PCS faculty, staff, and students (this includes texting, phone, Facebook, written language, blog, etc.)
- any behavior worthy of out-of-school suspension determined by the administration.
- insubordination toward school personnel
- theft
- cutting detention
- bringing dangerous items into school
- use or possessions of drugs or alcohol
- tampering with the fire code

## **Possession of Weapons**

Weapons possession, simulation and conversation are strictly prohibited with the exception of teacher-led, curriculum based discussion or activities. Any student enrolled at PCS that violates this policy is subject to expulsion from PCS for a period determined by the board and police involvement.

