

# Punxsutawney Christian School

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2019 – 2020 school year

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“Train a child in the way he should go and  
when he is old he will not turn from it.” Proverbs 22:6

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**Administrator: Mrs. Lori Galbraith**

# Punxsutawney Christian School Student Handbook

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# Punxsutawney Christian School Student Handbook

## Welcome!

Dear Punxsutawney Christian School Families and Friends:

On behalf of the Punxsutawney Christian School Board of Directors, administration, faculty, and staff, we would like to welcome you to PCS for the coming school year. We at PCS are looking forward to another year of working together with you to continue training the next generation in Christian principles and practices. We believe that in order to be successful, we at PCS must work to create a partnership between home and school. It is in the spirit of this partnership that we present you with this student handbook.

It is our intent to create a safe, orderly, and Christian learning environment. With that said, we strongly encourage you to familiarize yourself with the contents of this handbook. While not every situation can be addressed or anticipated, we have attempted to be as thorough as possible. Seeking His guidance first in any situation, along with the policies in this handbook, we will work together to maintain a loving, respectful relationship between PCS and our families.

Thank you for your commitment to Christian education. We recognize the sacrifices and dedication required to send your child(ren) to the Punxsutawney Christian School.

If you have any questions regarding a particular policy, or a concern about any area of the handbook, please do not hesitate to contact us at PCS.

In His Service –

Mrs. Lori A. Galbraith  
Administrator

# Punxsutawney Christian School Student Handbook

## Mission/Belief Statements

### ***Mission Statement***

The Mission of the Punxsutawney Christian School is to partner with families to provide excellence in Christ-centered academics, equipping the next generation with God's unchanging truth in a rapidly changing world.

### ***Statement of Beliefs: We believe...***

The beliefs of Punxsutawney Christian School are based on the Bible alone. God's Word is infallible and consists of the sixty-six (66) books of the Old and New Testaments. The Bible is inspired by the Holy Spirit and was written without error in the original manuscripts. God's Word is the ultimate authority for every issue that it addresses (2 Tim. 3:16). The Bible teaches:

- There is only one God and He exists eternally in three persons – Father, Son, and Holy Spirit – each of which possesses equally all the attributes of Deity. (John 14:16, Mark 1:10-11)
- Jesus Christ is God, who became human through his miraculous conception by the Holy Spirit and His virgin birth. Therefore, He is divine in every way. (Colossians 2:9, Matt. 1:23)
- Jesus lived a sinless life and, because He loved us, voluntarily died for the sins of men and women as their substitute. In doing so, He satisfied divine justice and brings salvation for those who receive Him through faith and repentance. (2 Corinthians 5:21, 1 Peter 3:18, Mark 1:14-15)
- Jesus rose from the dead in the same body that He had lived in. (1 Corinthians 15:3-6)
- Jesus ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for those who have received Him. (Luke 24:50-51, Romans 8:34, 1 John 2:1)
- God, the Creator of all things, made people in His own image, unique from everything else that He has created. When the first man and woman sinned by disobeying God, the human race was alienated from the Creator and was brought under divine condemnation. (Genesis 1 & 2)
- Human nature is corrupt through the sin of our first parents (Adam and Eve), and is totally unable to please God. Every person needs to be changed by the Holy Spirit (or born again). (Romans 3:23, Romans 6:23, Romans 5:12, John 3:3, 2 Corinthians 5:17)
- A person cannot be reconciled (or "made right") with God by good works. Eternal life and forgiveness is a gift that is not earned. Anyone who receives Jesus as their Savior and Lord is proclaimed as being perfect before God and all of their sins are forgiven because they were paid for by Jesus when He died for them. (Ephesians 2:8-9)
- The Holy Spirit has come into the world to reveal and glorify Jesus Christ and to show what He can do in the hearts of people. He convicts people of sin, draws sinners to Christ, and gives anyone new life within when they receive Jesus. The Holy Spirit lives within each believer to help, guide, and strengthen them in their walk with Christ in this world. (John 16:12-14, Romans 8:1-2)

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- At physical death, the believer enters immediately into the eternal, conscious fellowship with God and awaits the resurrection of their body. Likewise, the unbeliever, at physical death, enters immediately into eternal, conscious separation from God and awaits the resurrection of their body into everlasting judgment and condemnation. (John 5:24, Revelation 20:11-15)
- Jesus Christ will personally and bodily come back to this earth to complete the eternal plan of God. (Acts 1:11)
- The Lord Jesus Christ commanded His church, consisting of all true believers, to proclaim the good news of the cross throughout the world and make disciples in every nation on earth. (Acts 1:8, Matthew 28:19-20)

# **Punxsutawney Christian School Student Handbook**

## ***What is a Christian School?***

A Christian school is a Christian academic community with the distinctive task of equipping students, individually and corporately, to exercise dominion in Christ over all that He has made. No individual can do everything; but the child of God can be taught to bring himself and all that has been entrusted to him into subjection to the Lord Jesus Christ.

## ***Professional and Safe Atmosphere***

At PCS, our goal is to maintain a professional atmosphere that promotes a safe and consistent learning environment. Criminal and Child Abuse clearances are kept up to date and on file for all employees and volunteers who have access to students. All employees have up to date mandated reporting training, which includes training in child abuse, neglect, and sexual abuse. PCS wants to be very customer service oriented. We want to be motivated to serve, positive in attitude, energized and enthusiastic.

## ***Responsibility for Compliance with PCS Policy***

All students and parents/guardians shall be held responsible for familiarizing themselves with the printed policies of Punxsutawney Christian School and shall be held accountable for compliance. Failure to comply with policy will result in appropriate action in accordance with PCS discipline policy.

## ***Harassment***

Harassment is defined as repeated, intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person. Harassment involves behavior that is intended, on an ongoing basis, to disturb or upset with the intent to produce feelings of fear or intimidation. Harassment can also include intentionally exposing a person to materials which the harasser knows, or has reason to know, are culturally offensive or intimidating to you. Sexual harassment is defined as inappropriate or unwelcome behavior of a sexual nature (physical, verbal, or mental) that interferes with a student's ability to learn, study, work or participate in school activities.

It is the responsibility of all faculty and staff members to report all occurrences of any of the behaviors defined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of such behaviors should immediately notify their respective teacher, the Principal, or other adult within the school staff or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action. A copy of this policy will be distributed to the parent(s) of all enrolled students on at least an annual basis.



# Punxsutawney Christian School Student Handbook

## 2018-2019 Faculty & Staff

School Administrator	Mrs. Lori Galbraith
Preschool Administrator	Mrs. Cyd Bezak
Preschool	Mrs. Cathy Knox
Preschool	
Kindergarten	Mrs. Kerin Mesanko
1-A	Mrs. Julie Bishop
1-B	Mrs. Phyllis Latshaw
2 <sup>nd</sup>	Mrs. Tammy Mertz
3 <sup>rd</sup>	Mrs. Shannon London
4 <sup>th</sup>	
5 <sup>th</sup> /6 <sup>th</sup>	Mrs. Dee Dee Venturini
7-12 Math and Science	Mrs. Brenda Troutman
7-12 English	Mrs. Jennifer Markle
7-12 Social Studies	Mrs. Amanda Dunmire
K – 12 Spanish	
Physical Education	Mrs. Danise Hartle
Art	Mrs. Gina Dennison
Music	
Keyboarding/Computer	Mrs. Nicole States
School Nurse	Punxsutawney District Nurse
Secretary	Mrs. Holly Limerick
Cafeteria	Mrs. Heather Elbel
Maintenance	Ms. Cathy Brooks
Maintenance	Mr. Juan Gonzalez

# Punxsutawney Christian School Student Handbook

## 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 autism 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 Asperger 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.

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## ***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.

## **Financial Responsibilities**

### ***Tuition***

Preschool-full time	\$3,350.00
Preschool-part time	\$2,285.00
Elementary- 1 <sup>st</sup> child	\$3,235.00
Elementary-Additional Children	\$2,835.00
High school 7-12 (no tuition discount applies)	\$3,550.00

Additional costs may include but not limited to:

- field trips
- books and lab fees
- mission work (collection for mission outreach)
- breakfast & hot lunch
- classroom supply list (based on grade level)

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## ***Tuition Payments***

Parents/Guardians have four options in paying tuition for their students.

### **School Options**

#### **1. Pay tuition in full**

Parents who choose to pay in full may make their tuition payment directly to the school using a credit card (MasterCard, VISA, Discover) or debit card, personal check, money order and/or cash. If paid in full by the day before the start of school, using a personal check or cash, a 3% discount may be deducted from the tuition total.

#### **2. Pay your tuition in full in 3 or less payments**

Parents who prefer this option will need to have at least half of the total tuition paid by February 2, 2015 and the balance before the last day of school. There are no fees associated with this option. Please complete a Tuition Payment Agreement indicating the month and amounts of payments.

### **FACTS Options**

After research and investigation, we have partnered with FACTS to help manage our monthly tuition collection process, allowing us to spend more time and energy on education, development, and other school related issues, as well as providing a strong, consistent cash flow to meet the demands of educational and operational costs of running our school in these difficult economic times.

#### **3. Monthly Automatic Bank Debit - \$41.00 Yearly Fee per Family**

- **Electronic Debit** as authorized by parents and/or authorized payers from a checking or savings account. It is important to note that FACTS and the Punxsutawney Christian School never have any direct access to your account. The automatic payment process is strictly controlled to be secure, compliant, and limited to what have been authorized by the parents.
- **Credit Cards** (American Express, Discover, or MasterCard – not VISA). If you choose to pay tuition through your credit card, you will be charged a nominal fee of \$2.50 per \$100.00 of tuition payment. For example: If your monthly tuition payment is \$300.00, you will be charged an additional \$7.50 for a total charge to your credit card of \$307.50.

For monthly plans, you can choose the 5<sup>th</sup> or the 20<sup>th</sup> of the month as to when your payments will be made (with direct debit or credit card) or due (with invoicing).

Parents who provide an email address will receive an email four days before payment is due. This allows active management of the payment plan should a hardship arrive or if a parent wants to “pay ahead” if the opportunity presents itself.

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## 4. Monthly Invoicing- \$45 Yearly Fee per Family

This option also allows you to choose the 5<sup>th</sup> or 20<sup>th</sup> of the month as to when your payment is due. Invoices are generated approximately 15 days before the date you select. If you provide an email address, your invoice will be presented to you via your email so you can pay electronically from a savings or checking account. If you do not provide an email address, a paper invoice will be mailed to you, and a check must be received by FACTS by the due date. Please come into the office and request the application to complete and mail into FACTS.

Regardless of method chosen, you will have access to an online consumer portal, allowing you to make additional payments should the opportunity arise and to see all transactions made, saving the school the need to produce receipts for tuition payments. You need to go to the school's website at [www.punxsutawneychristianschool.com](http://www.punxsutawneychristianschool.com) and click on the FACTS button. On the FACTS page, click the link to create your tuition account. Once you have created a FACTS account, it will roll over year after year as long as you re-enroll your child(ren) to attend PCS for the following school year.

If you choose to not re-enroll your child(ren) at PCS or if you withdrawal your child(ren) at any time during the school year, please indicate your decision in writing and include the date you are withdrawing your child(ren) and your FACTS agreement number so that your FACTS account can be terminated and your final tuition balance can be determined.

## **Scholarships**

There are many opportunities for PCS families to apply for scholarships each year to help defer the cost of tuition. Here is a list of scholarships that you can apply for:

- ACSI
- Bridge Foundation
- Children's Scholarship Fund of PA
- PA Family Scholarship
- PCS Scholarship
- Trinity Scholarship

A list of scholarships, requirements, and deadline dates will be distributed in the spring for the following year from the office. Some scholarships will require you to provide financial information from your tax return. Most scholarships also require you to complete volunteer hours. A written record of all completed volunteer hours will be required as documentation. All accounts will be reviewed in April. If you do not complete the requirements for the scholarships you have been awarded and are **not current with your account**, the scholarship monies will be deducted from your account and you will need to pay the remaining balance that is owed to the school.

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## ***Tuition Refunds***

Tuition refunds are paid out two times per school year - December and May. Tuition refunds are granted for two reasons:

1. If a student withdraws early from PCS and tuition payments made to that date exceed what is owed based on the date of withdrawal. Remember to indicate your decision in writing and include the date you are withdrawing your child(ren) and your FACTS agreement number so that your FACTS account can be terminated and your final tuition balance can be determined.
2. If tuition is paid in full at the beginning of the school year and a scholarship is awarded after the payment has been made, the credit amount will be refunded or may be applied to next years' tuition.

## **Daily Operating Procedures**

### ***Schedule of Classes***

#### **Regular Schedule**

#### **Elementary Bell Schedule**

Morning-Care	7:30-8:15	Kindergarten
	7:30-8:00	Grades 1-6
In Class Playtime	8:15-9:00	Kindergarten
Monitoring in the Cafeteria	8:00-8:50	Grades 1-6
Homeroom	8:50-9:00	Grades 1-6
School Day Begins (Tardy Bell)	9:00	
Elementary Lunches	10:55-12:55	
Bus Dismissal Bell	2:45	
General Dismissal Bell	2:50	
Student Pick-up	2:50-3:15	
After-Care (no charge until 3:30)	3:15-5:00	

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## Middle/High School Bell Schedule

Monitored in Cafeteria	7:45-8:00
Period 1	8:05-8:50
Period 2	8:53 – 9:38
Period 3	9:41-10:26
Period 4	10:29-11:14
Period 5	11:17-12:00
Lunch	12:00-12:25
Period 6	12:28-1:10
Period 7	1:12-1:55
Period 8	1:58-2:40

## Early Dismissal

High School Bus Dismissal	11:45 AM
Elementary Bus Dismissal	11:45 AM
General Student Dismissal	12:00 PM
No After-Care is provided on Early Dismissal Days	

## Two-Hour Delay

- The order of the school morning remains the same but is simply delayed 2 hours.
- Lunches are served at regular times.
- When the school day is shortened due to delayed start, High School classes will be shortened to 30 minutes, and Period 5 will be eliminated.

# **Punxsutawney Christian School Student Handbook**

## ***School Building***

PCS is very proud of our educational facility. We want to make every effort to keep our facility neat and clean. Please help us keep our schools safe. All entrance doors to the building will remain locked at all times. Anyone wishing to enter the building may ring the bell to request admission. All classroom doors will be locked at the end of every day, and lights will remain on in hallways during school hours. Security cameras are located throughout the building. Any vandalism or other damage to the school caused intentionally will be reported to the administrator, who will take whatever action he/she sees fit. If a student vandalizes our building, he/she will be subject to disciplinary action up to and including expulsion. PCS also reserves the right to involve law enforcement when necessary.

## ***School Cancellations and School Delays***

In all cases of inclement weather, PCS school day will follow the administration of the Punxsutawney Area School District. If your work schedule depends on whether school is in session, please listen to the local radio station, local television stations, or local cable station.

PCS also utilizes the School Reach Notification system where parents are able to provide home phone number, cell phone number, and email to receive notifications regarding important school topics. Please see the school office to obtain paperwork to be involved in this program. If you wish to make changes to how you are notified by School Reach, please provide a written request to the office. This request should identify what changes you wish to be made in the way that you are notified by School Reach.

When school is cancelled due to inclement weather, all faculty & staff are not required to come to work. In the event of a two hour delay, the building will open and classes will begin two hours later than the original start time. Please do not drop your students off before 9:30 am. Middle/High School classes will begin at 10:05 am and elementary classes will begin at 11 am.

Students who are bussed to PCS via a school district other than Punxsutawney Area School District will also follow their home districts inclement weather policy. For example, should a student's home district cancel school that day while PCS is on a two-hour delay, the student will not be required to attend school and will be legally excused from attending PCS. Please contact your home school district for their policy on notification of inclement weather policies.

## ***School Hours***

### **Elementary**

Elementary students begin each day at 9:00 am. Students should not arrive prior to 7:30 am. Upon arrival students should be seated in the designated room where they will be supervised. Students who are not in their classroom by the 9:00 am bell will be reported tardy. Three (3) tardies in one grading period equals one absence. Elementary students are dismissed 3:05 pm. Elementary students arriving after 11:00 am or leaving before 1 pm will be considered absent for one-half a school day.



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## After-Care

After school care starts at 3:15 pm for grades Pre-K thru 6th grade. The cost per child is seventy-five (.75) cents for every 15 minutes. Billable hours for aftercare are from 3:30 – 5:00 PM.

**Aftercare ends at 5:00 PM.** Aftercare hours will be billed on a monthly basis, separate from your tuition account.

Preschool		Kindergarten through 6 <sup>th</sup> Grade	
3:30 – 4:00	\$1.50	3:30 – 3:45	\$1.50
4:01 – 4:30	\$2.50	3:46 – 4:00	\$3.00
4:31 – 5:00	\$3.50	4:01 – 4:30	\$4.00
		4:31 – 5:00	\$5.00

**Any student picked up after 5:00 pm will incur an additional charge.**

Preschool		Kindergarten through 6 <sup>th</sup> Grade	
5:01 – 5:30	\$5.00	5:01 – 5:30	\$7.00
5:30 – 6:00	\$15.00	5:30 – 6:00	\$17.00

## Middle/High School

Middle/High school students first bell is at 8:05 am. Students should not arrive prior to 7:30 am. Upon arrival, students should be seated in the designated room where they will be supervised. Students who are not in their classroom by 8:05 am will be reported tardy. Three (3) tardies in one grading period equals one absence. Middle/High school students are dismissed at 2:40 pm. All Middle/High school students should exit the building promptly unless prior arrangements have been made.

**As a reminder**—if your student is to go home with another student or is staying after for a supervised activity, written documentation is needed from the parent giving permission for the change in student activity.

# Punxsutawney Christian School Student Handbook

## ***After School Supervision***

Upon dismissal from school, all students are to leave the building and grounds unless they are involved in a recognized and supervised school sponsored activity. Any student found to be in the building or on school grounds unsupervised will be subject to appropriate disciplinary action as determined by the Administrator.

## ***Assemblies***

School assemblies are held for purposes of worship, education, and entertainment. Conduct must always be courteous and appropriate to the purpose of the assembly. Assemblies for prayer require quiet attention and active participation. All assemblies require attention and appreciative response and respect.

## ***Attendance***

The Board of Directors requires that school-aged students enrolled in PCS attend school regularly. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session.

State law requires that all students be in school for 180 days each year. The calendar for these days is set by the Board of Directors. Absences from these 180 days fall into two (2) categories: (1) excused absences and (2) unexcused absences.

### **Excused Absences**

An excused absence may be for:

- Illness
- Quarantine
- Death in immediate family
- Inclement weather or impassable roads
- Emergency
- Exceptionally urgent reasons - The term "urgent reasons" does not include working at home. If there is a question refer to the office for ruling.
- Educational tour or trip receiving prior written approval by administrator.

### **Unexcused Absences**

- Absence through parental neglect
- Truancy
- Any other reason not covered in excused absences above
- Failure to turn in written excuse within three days

# Punxsutawney Christian School Student Handbook

It is an established policy of PCS that attendance in our school is a privilege. Students who continually refuse to abide by the school regulations may be suspended or expelled. The administrator is charged with seeing that students attend school the required number of days unless they have an excused absence.

## Extended Absences

In the case of several days' absence, parents are strongly encouraged to request and pick up from the school office all assignments, or make arrangements with their teachers beforehand when the absence is a planned one or approved by the administrator. All requests should be made as early in the day as possible to allow teachers time to gather materials needed.

A student may be excused from school for "other urgent reasons" which shall include the observance of bona fide religious holidays by a particular denomination. It is recommended that such excusal be granted only upon written request from the parents. Such absence shall be classified as "excused". No student who is excused from school because of major religious holidays shall be deprived of the opportunity to compete for an award. If a student misses a test, she/he must be given the right to take an alternate test or examination.

Recognizing that regular attendance is a major factor in a student's success at school, the following has been developed in compliance with Compulsory School Attendance of The Pennsylvania School Code:

1. If a student is absent fifteen (15) or more school days without a doctor's excuse or exceeds 10% of the days to date, the absences will be reported to the administrator. The administrator then reviews the student's previous record and consults with the nurse, and/or teacher. At his/her discretion, the administrator may place the student on doctor's excuse status. Doctor excuse status means that each time the student is absent, a doctors excuse must be presented to PCS. Failure to present a doctors excuse will result in the absence being counted as illegal. Students may not make up work for any days counted as an illegal absence.

Other options for the administrator to utilize include:

- place the student on attendance probation (with continued absences resulting in doctor's excuse status)
  - contact the parent/guardian by phone and/or schedule a parent/teacher conference
  - notify Children and Youth Services (CYS) of an attendance concern at any point after a student is assigned to doctor's excuse status, and/or assign consequences as deemed appropriate.
2. If a student accumulates three (3) or more illegal days, the student will be issued a FIRST OFFENSE.
  3. Continued absences may result in the student being referred to the board for disciplinary action, a complaint being filed with the district magistrate, or a truancy referral being filed with Children and Youth Services.

# Punxsutawney Christian School Student Handbook

## Half Day Absences

Elementary students arriving after 11 AM will be considered absent for one-half day. Students leaving school prior to 12:40 PM are also considered a half day absent.

High school students arriving after 10:05 am will be considered absent for one-half day. Students leaving school prior to 12:30 pm are also considered a half day absent.

## Excusal for Health Services

Students may be excused during school hours for the purpose of obtaining professional health services. These services must be rendered by Pennsylvania licensed practitioners including physicians, osteopaths, dentists, optometrists, chiropractors and chiropractors. There should be cooperation between school authorities and health practitioners so that such services may be provided outside of school hours. When such services must be scheduled during school hours, the following rules shall govern excusals:

1. The student must present a written request for excusal signed by the parent or guardian; this request must contain the time and type of appointment, the name of the practitioner and the place of the appointment.
2. Under no circumstances shall this form be used as an excuse for a complete day of absence; one of the following conditions must apply:
  - a. The student departs from school for a health appointment and returns to school the same day.
  - b. The student departs from school for a health appointment, but time and distance factors preclude his/her return to school before the end of that school day. The student must return the form the next school day.
  - c. The time of the appointment will not permit the student to report to school prior to the appointment. In this instance, the excusal form must be requested the previous day and the student must return to school before the end of school hours on the day of the appointment.
  - d. The administrator may grant exceptions to these conditions if, in his/her judgment, such consideration is warranted.
3. In cases where the teacher believes the time absent from school for health care appointments to be excessive and constitutes an abuse of this practice, the administrator should be contacted.
4. A file of completed excusal forms should be maintained in the office of each school building. This file shall be checked by the administrator as required.

# Punxsutawney Christian School Student Handbook

## Family Vacations

Family vacations during the school year of up to ten (10) school days are permitted. All vacations must have prior approval from the administrator. These special circumstances will only be approved with a minimum two-week advance written notice to the school office. (Please remember this is to be a vacation with immediate FAMILY and not trips with friends, church groups, etc.) Family vacations will not be approved during high school semester exams or during achievement testing. These vacation days will not count against the student's absence limit and are excused.

Teachers will provide a list of work for the student to complete during this absence. This assignment list **MUST** be given to the students no later than the day before their last school day before vacation. Students will be required to do all class work that is missed and must present the completed work within 5 days of returning to school after vacation. Academic penalties may be applied if this deadline is not met. The teacher will arrange with the student to complete tests and quizzes that were missed during the absence.

Students will also be required to keep an educational journal and write an educational report on their trip. This report must be turned in to the administrator completed within 5 days upon their return to school. **NO VACATIONS ARE PERMITTED DURING ACHIEVEMENT TESTS OR SEMESTER EXAMS.** Vacations taken during these two times will not be approved and will count as illegal absences.

## Tardiness

Punctuality is a quality of good citizenship. Help your child to be on time. Students are marked tardy when arriving between the beginning of homeroom and 11am. for K – 6 grade, and 10am for 7-12 grade. Late for school includes traffic, sleeping in and trains. Each three (3) tardies per grading period will count as one day absent. After a student is tardy to school three times, parents will be notified that the student has acquired a legal absence.

## *Field Trips*

Field trips provide educational experiences. Therefore, field trips are correlated with the educational program, and some grades may have more than one field trip. A special permission form will be sent home by the office and **MUST** be returned with parent/guardian signature prior to the trip, along with whatever fees are needed.

Students must remember that participation in a field trip is a privilege. Field trips are privileges afforded to the students; participation in such trips may be denied for academic or behavioral reasons by the administration or the sponsoring faculty chaperones. Students will be expected to follow all PCS guidelines, including dress code, while on the field trip. Dress code will be determined by type of field trip student is attending. **NO** student is permitted to drive to any fieldtrip unless they are 21 years of age.

# Punxsutawney Christian School Student Handbook

If a permission slip is not completed or if the parent(s) elect for their child(ren) to remain at the school, then the child(ren) will be given assignments to complete for the day from their teacher. Students who do not attend field trips and do not attend school that day, must have a written excuse and will be considered absent for the day. Depending upon the circumstance of the absence, the administrator will determine if the absence is considered a legal or illegal absence.

If the school is using a rented van or school bus to transport the children, then a parent may not be required to attend as long as permission has been given for their child(ren) to attend the field trip. A permission slip must be completed in order for a child to go on a field trip. Some field trips may be deemed inappropriate for younger siblings to attend. If this is the case, younger siblings will not be permitted to attend. All students are required to ride the bus to the field trip location. Students will only be excused from riding the bus to the field trip location with a doctor's excuse. Parents may drive themselves to the field trip and take their child(ren) home with them at the conclusion of the trip if arrangements are made with the child(ren)'s teacher before the trip.

Students cannot be transported to another location or school sponsored events by a teacher's personal vehicle, another student's parent, etc. without parental consent. If this takes place, the person who is transporting the student must understand that in the event of an accident, the driver's auto insurance will be the primary coverage. The victim's health insurance will be secondary. Only after those options have been exhausted will the school's insurance provide any benefits.

## ***School Function Policy-Middle/High School***

### **Attendance**

Students in grades 7-12 are permitted to attend special school sponsored function. Functions will be held at a designated location and time set by the event coordinator and Administrator. Function will be chaperoned by PCS Staff and other chaperones approved by the administrator. All students attending must meet academic and behavioral criteria set by the teachers and administrator. Students are not permitted to attend/participate if they were absent from school or sent home with an illness the day of the event.

### **Guests**

If students would like to bring a guest to a school sponsored function, they must complete a Guest Slip Permission Form and return it to the office for approval prior to the event. Guests must be 2 years older or younger than the PCS student, no younger than 12 yrs of age. The permission form requires a signature from the guests school administrator AND the PCS administrator. Guest slips are required for everyone except for Punxsutawney Christian School students. Guests **MUST** be approved by the Administrator and are at the discretion of the administrator. Permission forms must be on file in the office three (3) days prior to the day of the school function.

# Punxsutawney Christian School Student Handbook

## Student Behaviors

When students and guests are attending school functions, all school rules must be followed. If a student or guest engages in inappropriate behaviors, disciplinary action will take place. Students are not permitted to leave a school function until the event has ended. Rides should pick-up students within 15 minutes after the event is over.

If a student wants to leave the event early, they must get prior written permission from their parent and provide the permission to the PCS staff person in charge. Permission must be granted prior to the end of the school day that the event occurs. Once a student leaves the event, they may not return.

## Music

Music must be in good taste and cannot have any inappropriate language or innuendos. An approved playlist will be provided to the DJ prior to each dance. All song lyrics will be reviewed by the administrator for approval to be added to the playlist.

## Dress code

Appropriate dress is required to attend all school functions. Students will be asked to leave the function immediately if they do not comply with appropriate dress. In general, clothing must be tasteful and be an appropriate representation of attending a Christian school. Tattoos must be covered. Facial piercings are not permitted to be worn. Girls: clothing must follow the school modesty policy. Boys: are not permitted to wear earrings.

# Academics

## *Grading Scale*

Assignments and tests graded on percentage basis are as follows for grades 1-12:

93-100	A
86-92	B
77-85	C
70-76	D
Below 70	F

Teachers are not permitted to give below a 65% the first three grading periods, but the last grading period they may give the exact percentage the student earns. Failure reports are turned in to the administrator each Thursday. Students who currently have a 70 or below in any class will be listed on the failure report. Within three school days, teachers will notify parents of the current failing grade and work with the student and parents to develop a plan for achieving academic success. Teachers must

# Punxsutawney Christian School Student Handbook

notify any student/parent if the student is in danger of failing for the year by beginning of the 4<sup>th</sup> nine weeks. For seniors, parents will be notified by the mid-term of the 3<sup>rd</sup> nine weeks.

## ***Academic Probation***

Students in grades 7-12 will be placed on academic probation if they have a grade of 72 or below in any of their classes. If placed on academic probation, students will not be permitted to participate in any activities and/or clubs that occur during school hours. They will be required to spend their activity periods in study hall for the duration of their probation. Probation is on a weekly basis, with teachers reviewing grades every Friday.

## ***Open House***

Open House will be conducted during the first nine weeks of the school year. The purpose of Open House is to allow parents the opportunity to meet with teachers who will explain the operation of their classrooms, including the content of the curriculum, grading policies, and homework policies. Individual student progress or grades should not be discussed at Open House. To maintain confidentiality for all students, parents who want to discuss these concerns must request a conference with the teacher at a later date.

## ***Parent/Teacher Conferences***

Progress reports are issued four (4) times a year for grades K-12. Mid-term reports are issued in grades K through 12 half-way through each nine week grading period. Since good communication between the home and school is vital to the child's education, parent conferences may be scheduled at any time. Conferences may be requested by either the parent or the child's teacher. Please submit a written request directly to the teacher to set up a conference time.

## ***Privacy Act***

Student educational records are official and confidential documents protected by one of the nation's strongest privacy laws. A student record is defined as any and all records that schools or education agencies maintain about students. Therefore, PCS employees will not discuss or release any information concerning a student, unless it is to other PCS employees for counseling or educational purposes, or to the parent or legal guardian. If you would like other people to be able to discuss your student's educational records, please provide to the office written documentation of what information PCS is able to share and with whom.



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## ***Student Information Release Policy***

Legally, only the biological parents or legal guardians are allowed access to a student's records. These records include but are not limited to:

- Grades
- Health Records
- Discipline Records
- Financial Records (i.e. tuition, student late fees on library books, etc.)

In the case of separated or divorced parents, both biological parents of the child will be notified of grades and events **if there is no legal issue concerning custody**. If there are legal issues concerning custody, information will be released to the parent who is identified in a court order. A copy of the court order must be provided to PCS. Information concerning concerts, early dismissal days, school events, etc. shall be sent to both biological parents of a child. Information requested by other individuals (ex. Health information) will require written approval by the parent to be maintained on file.

In the event that the student is leaving PCS to transfer to another school district, official school records will not be released until all financial obligations have been fulfilled.

## ***Cheating***

At PCS, cheating, including plagiarism, is not tolerated. For grades K-4, consequences for first offenses will be at the teacher's and administrator's discretion. In grades 5-12, students will receive a zero on that particular test, homework assignment, quiz, etc. and enter into the Disciplinary Policy. Also, the student will be sent to the administration office. In each instance, parents will be contacted by the teacher or administrator.

## ***Curriculum and Textbooks***

The use of textbooks provides a vital resource for classes at PCS. Some textbooks are provided by PCS, while others will need to be purchased for the student by the family. Textbook lists for the following year will be sent home at the end of each school year. To ensure quality education for the students, parents are asked to have all textbooks purchased prior to the end of July to ensure that they are in by the beginning of the school year. Parents may be asked to purchase new or used textbooks every school year. Textbook lists are available on the school website or by contacting the school office. Any textbook orders placed after the school's ordering deadline may incur an additional fee for related shipping costs.

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## ***Textbook Replacements***

Textbooks are the responsibility of the students and parents and are a vital part to enhance instruction and learning, therefore; students shall be obligated to pay the full price for replacement of all lost instructional materials including textbooks, workbooks, equipment, and supplies. When textbooks, materials, or supplies are damaged or reported to be missing, students shall be responsible for replacing all school property at the full replacement cost.

## ***Homework***

Homework includes enrichment activities such as special reports, research work, or areas where the student needs specific drill practice to strengthen or increase skills. The children are given opportunities in school to work towards completing their assignments. Lack of homework completion will impact the students' grade.

As the child advances to higher grade levels, more work is expected of them. Therefore, they will spend more time on homework activities. Parents should show an interest and concern in the child's work by frequently discussing it with them. Providing too much help should also be avoided. In cases where a child seems to bring home large amounts of homework, the parents should arrange to discuss the concern with the teacher.

## ***Late Work***

### **Elementary**

Late work for a student who has missed school must be made up within two days for each day absent. Any late work will be docked points at the discretion of the teacher, and if the assignment is unreasonably late, it may be assigned a zero. Students habitually turning in late work will be referred to the administrator and may be required to serve detention in order to complete missing work. This policy does not apply to extended family vacation work assignments.

### **5<sup>th</sup>/6<sup>th</sup> Grade and Middle/High School**

Homework/Larger Assignments/Projects:

- These assignments will receive a percentage grade and be calculated into the report card grade similar to a test or quiz.
- If these assignments are turned in early, they may be given bonus points at the teacher's discretion.
- If these assignments are turned in late, the following policy will apply:
  - ✓ 1 day late = 75% credit
  - ✓ 2 days late = 50% credit
  - ✓ After 2 days late, the assignment will be given a zero with no opportunity for makeup.

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Absences – the current policy of students having 2 days to make up work before it is considered late will be applied.

## ***Physical Education***

ALL STUDENTS must participate in Physical Education. Proper dress for gym class includes:

<b>Elementary Students</b>	<b>Middle/High School Students</b>
Gym shoes (sneakers)	Gym shoes (sneakers)
Dress code pants, shorts, Capri, or skorts	Black or Navy Blue Shorts or Sweatpants
Dress code shirt	PCS gym t-shirt (purchased from the school)

### **Excuses from participating**

**Short Term excuses** (parents excuse for 1 or 2 days) should state the student’s injury or illness and any other description that may be helpful to the P.E. teacher. Please be careful not to abuse this policy.

**Long term excuses:** When a student is excused from P.E. by a physician, all the following is required on the excuse:

1. Nature of illness
2. Approximate length of student’s excuse from regular participation in gym.
3. What type of activities in which the students may participate and any limitation.

The doctor must release the student (in writing) in order to fully participate in class again. Students may be given full credit for excused classes by:

- Limited participation
- Specific assignments related to reports, etc.

### **Middle/High School**

Gym classes are mandated by the state in order to graduate. All excused missed classes must be made up. If students are unable to attend an alternate gym class, they will be given a specific assignment designated by the P.E. teacher. Failure to make up 2 or more missed gym classes in a 9-week period will result in a grade reduction for those 9 weeks.

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## ***Bible Policy***

At PCS, we begin each day by reciting a Pledge to the Bible- "I pledge allegiance to the Bible-God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God." All students are required to memorize scripture monthly. The individual teacher will determine the number of verses suitable to the student grade level. A failing grade will be given for refusal to attempt scripture memorization. That grade will be averaged into all grades recorded for Bible. To receive a High Honor card, the student must recite all scripture. Each middle/high school student should be able to identify all of the Books of the Bible.

## ***Chapel Services***

All students will participate in weekly chapel services. Times and days will be determined after the school schedule is set and will vary from year to year. Grades 7-12 will have a separate chapel time than K-6. A combined chapel service is held a minimum of once each 9 week period.

## ***Report Cards***

The final report card for each school year will be handed out to students on the last day of school. If you owe any type of balance to the Punxsutawney Christian School, your child's report card will be held until the balance is paid in full. If you are behind on your FACTS account, your child's report card will be held until your account becomes current.

## ***Transfer or Release of Records***

When a request is made to the PCS Office for records to be transferred to another educational institution or to be released for any reason, this will occur in a timely fashion from the Punxsutawney Christian School. If you owe a balance of any kind to the Punxsutawney Christian School, the only records that will be released will be the Health records. Once the balance owed is paid in full, the remaining records will be released and/or transferred.

## ***Honor Cards (each nine-weeks)***

For a student to receive high honors, they must have a 95% average. They must not have any grade below 86% and they must have recited all their scriptures. Honors will be a 90% average, with no grade lower than an 80%. It is not necessary for them to have recited all their scripture for an honor card. However, all students must have attempted to recite their scripture.

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## ***Year End Honors***

A special year end honor award will be given to those students that have achieved high academic standards through the entire academic year. This award will be broken up into two categories. High Honors (95% overall avg.) and Honors (90% overall avg.). Each grading period will be averaged together. Each nine week period, students earning Honor or High Honor cards will receive a certificate and have their name published in the local paper.

## ***Graduation Requirements***

Students will be required to complete a minimum of 22.5 credits to graduate. Only credits earned in grades 9-12 will be applied towards graduation. Students will meet with the administrator or designated individual during the month of April to discuss the courses for the following year. Dependent upon the individual student, alternative courses may be offered. In general, the following courses are offered to 7-12 grade students:

- Bible – 4 credits
- English – 4 credits
- Math – 4 credits
- Science – 3 credits
- Social Studies – 3 credits
- Health/Physical Education – 1.5 credits
- Foreign Language – 2 credits
- Elective/Extra Science/Extra Foreign Language – 1 credit

Below is a breakdown of credits by grade:

9<sup>th</sup> Grade (Total of 6.25 credits):

- Bible – 1 credit
- English – 1 credit
- Math (Algebra 1) – 1 credit
- Science (Physical Science or Biology)– 1 credit
- History – 1 credit
- Physical Education - .25 credit
- Spanish I – 1 credit

10<sup>th</sup> Grade (total of 6.25 credits):

- Bible – 1 credit
- English – 1 credit
- Math (Geometry or Algebra 2/Trigonometry) – 1 credit
- Science (Physical Science or Biology) – 1 credit (1.25 credits for Biology)
- History – 1 credit
- Physical Education - .25 credit
- Spanish II – 1 credit

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11<sup>th</sup> Grade (total of 5.50 credits):

Bible – 1 credit

English – 1 credit

Math (Stats, Business Math, Consumer Math, Geometry, or Algebra 2) – 1 credit

Science (Physics or Chemistry) – 1 credit

History – 1 credit

Physical Education - .25 credit

Health - .5 credit

12<sup>th</sup> Grade (total of 4.75credits):

Bible – 1 credit

English – 1 credit

Math (Stats, Business Math, Consumer Math, or Pre-Calculus) – 1 credit

Physical Education - .25 credit

Journalism/College Prep – 1 credit

Health - .5 credit (if not taken in 11<sup>th</sup> grade)

Elective (Extra Science class, Extra Spanish Class, Art) - .50 or 1 credit, depending on class taken

Students must also complete a senior project to receive a diploma from Punxsutawney Christian School. All seniors will receive a packet explaining the details of the senior project and will be assigned a mentor to aid them in completing the project. Details of the project requirements are also listed below.

Most students will gain more credits than those required, as we offer online electives and other courses so as to keep a full schedule.

## ***Early Graduation and Grade Advancement***

In rare cases, students may be advanced one year beyond their current grade level. Parents may request such advancement, but the decision will be made solely by the teachers and administrator. This decision will be made based on the student's academic performance, maturity level, and overall work ethic. The teachers and administrator must be in agreement, the Board of Directors must approve it, and all decisions made regarding advancement are final.

Students may graduate one year early if they meet all of the requirements listed above. Extra credits may be obtained through dual enrollment college classes or taking extra credits throughout the school year. Credits obtained during the summer months, unless they are college courses, may only count toward credit recovery, not early graduation. Early graduation must be approved by the Board of Directors.

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## ***Promotion to Next Grade***

Requirements to be promoted to the next grade level are as follows:

<u>To Enter:</u>	<u>Students Must Have:</u>
9 <sup>th</sup> Grade	failed no more than two core classes in 8 <sup>th</sup> grade
10 <sup>th</sup> Grade	4 credits
11 <sup>th</sup> Grade	10.5 credits
12 <sup>th</sup> Grade	16 credits

## ***Senior Project***

### I. Requirements for Project

- A. Projects must be service or career oriented.
- B. Students will be assigned a teacher who will act as a mentor.
- C. Projects must be approved by mentor and principal.
- D. Students will present projects to the school board, teachers, and parents using a Power Point presentation by the May board meeting.
- E. Students will write a two-page essay stating why they chose their particular project and explaining what they did.

### II. Throughout the School Year

- A. Students will be required to meet with their mentor once every nine weeks, with more meetings being scheduled at the discretion of the mentor. These meetings will be scheduled during the student's regular study hall or activity period time.
- B. Students will be granted permission to leave the school building to work on the project when necessary. Students will only be allowed to leave the building with permission from the mentor and principal, and they must explain what they plan to do prior to leaving the building. Students may not leave during a scheduled academic class. If leaving the building is necessary, the student must return to the school by 2:30 or by the start of his/her next class with written documentation of what was done.
- C. Mentors will keep a detailed file for each student including, but not limited to, mentor meetings, documentation of students leaving the building, and rough drafts. This file, along with any items used for final presentation, will be included in the student's permanent record.

### III. Grading

- A. This project will be considered a requirement for graduation from the Punxsutawney Christian School, and as such will be assigned a percentage grade according to the following criteria:

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1. All requirements outlined in section I are met.
2. Project is completed and presented by the May Board meeting of the student's senior year.  
Late projects will be penalized by 10% per week late.
3. The presentation and essay portions of the project will be graded according to the attached rubrics.
  - i. Board members and teachers will assign a grade for the presentation portion of the project, and these grades will be averaged for a final grade for the presentation portion.
  - ii. The student's mentor will assign a grade for the essay portion of the project.
  - iii. The student's mentor will assign a grade for the fulfillment of requirements such as attending mentor meetings, as outlined in the attached rubric.
  - iv. The grades for presentation, essay, and fulfillment of requirements will be averaged to calculate a final grade for the project, which is on a pass/fail basis.

## ***Selection of Valedictorian and Salutatorian***

The selection of the valedictorian and salutatorian of the graduating class will be based on the following criteria:

- Academic performance: Academic standing will be calculated by multiplying the cumulative high school GPA times the cumulative high school credits. In the event of a tie, cumulative high school percent average will be used. Valedictorian 3.8 and higher. Salutatorian 3.4 and higher.
- Candidate for valedictorian must have attended PCS for the final four semesters (junior/senior year) of high school. Candidates for salutatorian must have attended PCS the final 2 semesters (senior year).
- Candidates for valedictorian/salutatorian shall have no documented Acts of Academic Dishonesty during the final 4 semesters.
- Candidates for valedictorian/salutatorian shall have no disciplinary suspensions during the final four semesters.
- Candidate for valedictorian/salutatorian shall have no more than one disciplinary administrative action (action other than suspensions) during the final four semesters.
- Candidates for valedictorian/salutatorian shall have no more than 3 unexcused/illegal absences during each of the final two years of high school.
- Candidates for valedictorian/salutatorian shall have no failing grade during the final 4 semesters.



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## ***Senior High Mission Trip***

- The trip will be no longer than 10 days.
- Students will be chaperoned by a minimum of 1 male and 1 female adult approved by PCS Board of Directors.
- A nurse will accompany students if needed.
- Students will attempt to cover all cost through fundraising throughout the year. A final amount that students will have to pay will be given to the students no later than 30 calendar days before the date of departure.
- An informational parent meeting will be held to discuss details of the trip.
  - Itinerary & estimated costs will be given
  - Permission & medical forms
- In order to be eligible to attend the mission trip:
  - Each student must have a permission slip signed from a parent stating that they are permitted to attend.
  - Each student must complete a medical history form.
  - Each student must be in good academic and disciplinary standing.

Each student must abide by all school rules. If a student does not follow school rules, parents may be called to come to the location and pick up the student. The student will then attend PCS during the remainder of the days planned for the trip. The student will meet with the Administrator upon arrival to school to discuss the discipline policy. Failure to follow through the discipline procedure may result in immediate expulsion from PCS.

## **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

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- 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

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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
- Ongoing behavior that disrupts the educational process

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.

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

The following offenses may result in a suspension:

- fighting
- inappropriate language
- cutting class
- vandalism
- bringing dangerous items into school
- use or possessions of drugs or alcohol
- use or possession of tobacco or look alike
- 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
- tampering with fire code
- endangering other students
- indecent exposure

## ***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.

## **Dress Code**

### ***Student Appearance***

When a student's appearance does not conform to PCS policy, parents shall be contacted. Cooperation of the parents is expected in the encouragement of the students to present a neat, clean, and modest appearance at all times. All questions in regard to student appearance will be at the discretion of the school administrator. Health and safety standards will be maintained at all times for the protection of the students. NO HOLES will be permitted in any clothing item. A "hole" is defined as an area where the fabric is worn through or has been cut. Students must follow dress code policy at all school sponsored events. The school has a dress code visual packet available through the office at your request.

### ***Policy***

#### **Shirts**

Students will wear polo shirts with 2 to 5 buttons of a solid color at all times. The polo shirt must be long enough to be comfortably tucked in and should be tucked in at all times, **even when worn under a dress code approved sweatshirt or jacket.** There should be no gap between the shirt and pants when students raise their arms, sit in a chair, or bend over. Polo shirts must be buttoned to an acceptable degree as to promote modesty. Polo shirts may have a small embroidered emblem that is appropriate for a Christian

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school setting. No fluorescent colored polo or dress shirts are permitted. Students in grades 7-12 are permitted to wear a button-up dress shirt of a solid color. No denim shirts are permitted.

On jeans days or in warmer weather, students are not permitted to wear 'spaghetti strap' shirts, tank tops, or sleeveless shirts. In other words, shoulders must be covered for both boys and girls. Sleeveless polo shirts are not permitted.

In colder weather, students may wear a solid colored turtleneck, solid color T-shirt, or a solid colored long-sleeved-shirt under the polo shirt. Sweatshirts with the PCS emblem or any solid colored sweatshirt or sweater are permitted to be worn over their polo shirts with the collar visible. Students are permitted to wear a cardigan (which may or may not have buttons) over their polo or dress shirt. Students are not permitted to wear any type of top that has a hood while in school. Gloves, coats, scarves, and jackets are not permitted to be worn in the school building. **Students may also wear the dress code approved polar fleece or zip up jacket which is available to be purchased through the school.**

## Pants/skirts

Students will wear pants, capris, skorts, culottes, skirts, jumpers, or dress shorts that are navy blue, tan, gray, or black in color. No denim, no yoga pants, baggy pants, or sweatpants are permitted. Straight legs are acceptable provided that they are NOT low rise and they are not so tight as to be immodest. **Pants may not taper in from the knee to the ankle. If pants are tucked into boots, the school reserves the right to ask the students to remove their boots if it is suspected that the pants are skinny style.**

Leggings/"jeggings", "skinny pants" are **NOT** considered dress code appropriate. **Solid color leggings may only be worn under a skirt or jumper.** All of the above (except pants) may not be shorter than two inches above the knee. Dress code issues will be handled at the discretion of the administrator, who will consult the board if further clarification is required.

## Shoes

Students will wear appropriate shoes at all times. High heels (over 1" in height), sandals, or other open-toed shoes are not to be worn. Clogs with straps may be worn if the strap is fastened appropriately. Images on shoes must be appropriate to be worn in a Christian school setting. Sneakers with flashing lights, wheels, or any other modification to the shoe which would cause a distraction to learning or a threat to student safety are not permitted. For safety reasons, shoes must be tied, buckled, or latched at all times.

## Accessories for girls

Girls who choose to wear earrings are permitted to wear studs only. For safety reasons, earrings that dangle are not permitted. If girls choose to have their ears pierced, they may only be pierced twice and, again for safety reasons, no cartilage piercings will be permitted. If a student enrolls at PCS and already has multiple ear piercings, earrings will only be permitted to be worn in the first two piercings, on the ear lobe. Any other piercings must be covered at all times. No body piercings or tattoos are permitted. No fake tattoos are permitted.

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Girls in grades 7 to 12 should use natural colors when wearing face and eye make-up. Use discretion and be modest in the application of the make-up. Girls in younger grades should limit make-up to clear lip gloss. Girls are asked to keep fingernails manicured at an appropriate length and use modest colors.

Girls are permitted to wear solid-colored headbands, barrettes, and/or hair ties as long as they are not a fluorescent color and do not call undue attention to the hair accessory. They must not be a distraction or present a threat to student safety. Trendy styles or hair extensions are not permitted. Girls may highlight their hair using only natural colors. Mohawks, Afros, shapes shaved into the hair, hair of an unnatural color or strips of hair of an unnatural color are not permitted for either boys or girls. No hats or bandannas are permitted in the building (unless it is an approved “spirit day” by the administrator).

Solid colored tights, hosiery, or shorts must be worn under skirts and/or jumpers at all times. Solid colored socks must be worn under pants at all times. Boys and girls both may wear solid-color fabric or leather belts, but the buckle cannot be a distraction or a threat to student safety.

Back packs must have school appropriate art designs.

## Accessories for boys

Boys must wear their hair short enough so it is off the collar. Hair that is shaved to the scalp is not permitted. Buzz or crew cuts are acceptable. No trendy-like haircuts i.e. Mohawks, Afros, shapes shaved into the hair, hair of an unnatural color or strips of hair of an unnatural color are not permitted for either boys or girls. The “front-flip” hair style is permitted, but the “flip” may not exceed one inch in length. Facial hair must be well groomed. Boys are not permitted to wear earrings. No body piercings or tattoos are permitted. No fake tattoos are permitted. Boys are not permitted to wear make-up. Also, chains on wallets are not permitted for safety reasons.

No hats or bandannas are permitted in the building unless it is approved by the administrator.

Solid colored socks must be worn under pants at all times. Boys and girls both may wear solid-color fabric or leather belts, but the buckle cannot be a distraction or a threat to student safety.

Back packs must have school appropriate art designs.

## Jewelry

All jewelry (necklaces, bracelets, earrings, rings) must be modest, tasteful, and appropriate for a Christian-school setting. Students are discouraged from wearing expensive jewelry items to school. PCS is not responsible for lost items.

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## ***Dress Code Violations***

### NOTE TO PARENTS:

Parents are encouraged to teach their children to live happily and submissively within the code's guidelines. Nitpicking criticism, to which any set of rules is susceptible, creates a spirit of unrest in children. We want to prevent the dress code from becoming a major issue at Punxsutawney Christian School. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home. We are not here to be "clothes police". It is inappropriate that complying students, teachers, or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the code.

Dress code questions will be addressed at the discretion of the administrator. Once the administrator decides that a student has violated dress code, the student will be warned not to wear or bring the item back to school. Parents will also be notified of dress code violations. If the student wears the item to school again, the discipline policy will be enforced. The administrator will attempt to locate an alternative to the garment. If an alternative is not available, a parent will be called to bring appropriate clothing. In the event that the parent is unable to bring the clothing, the student will be assigned to In School Suspension for the remainder of the day.

Students must follow the dress code established by the PCS staff for field trips. Students will be made aware of appropriate dress prior to the date of the trip. If students are not appropriately dressed, and alternative clothing is not available before departure, the student could lose the privilege of attending the field trip.

## **Emergency Policies**

### ***Fire Drills***

Fire Drills are held periodically. The fire alarm signal is distinct from all other school bells. PCS regularly holds drills so that students and staff will be familiar with the sound and procedures. Each room will have the fire exits and alternate routes posted. It is the responsibility of the teacher to be at the alternate exits. The teachers are responsible for following procedures upon ringing of alarms. Students should conduct themselves in an appropriate manner so as not to add further confusion to the situation.

### ***Disaster Drills***

Disaster drills may include drills for tornados, bomb threats, earthquakes, flooding, and lockdowns. Each drill includes specific instructions for that event. Students are reminded to be attentive to the teachers' directions so that students & staff are adequately prepared in case of emergency situation.

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## Extra-Curricular Activities

### ***Requirements for Participation***

PCS conducts their interscholastic sports program in the belief that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our players, our students, and parents to represent PCS in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests. The administration is directed to implement these policies, and those established by the league, at all levels of competition.

### ***Student Athletic and \*Extra Curricular Eligibility***

Our goal is that the athletes develop positive Christ-like character qualities and express them through the medium of athletics. Athletes are confronted with all types of life situations, which are perfect learning situations for Biblical principles. Athletics are a means to an end, not an end in themselves, in that athletics represent an aspect of the educational program, not the main focus of the program. It is a goal that the student becomes a well-rounded individual, striving toward his God given potential. Although PCS does not have team sports, we encourage students to be a part of public school activities through Punxsutawney School District.

Students must follow all guidelines set forth by the school district as well as those set by PCS. Forms and guidelines can be obtained from the Public school athletic office. PCS students are responsible for obtaining and completing an eligibility form by Friday of each week.

Students must maintain a "C" average in all subject areas in order to participate in the sport. A student found to be deficient in any one subject will be placed on one-week probation in that subject during which time he may continue to practice and play in games. After one-week of probation, if a student is still deficient, the student will be found to be ineligible to participate in any practices or play in scheduled games. This period of ineligibility will extend for a minimum period of one week. The student will be re-evaluated again at the end of the one-week period to determine whether or not he/she is eligible. It is the student's responsibility to see teachers before leaving school for work they will miss. They are required to turn home work in on time before leaving school for sporting activities.

**\* The same guidelines above apply to activities such as Spelling Bee, Geography Bee, Fine Arts, Festival, etc.**



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## Health Care

### ***Health Records***

School Health Law requires all children to have a medical and dental examination upon initial entry into school. State law also mandates the immunization schedule for students within the state of Pennsylvania. Students will not be able to attend kindergarten unless immunization record is provided prior to first day of school. Each school age child must have an immunization record, as an immunization history is required by law. It is the responsibility of the parent/guardian that the immunizations are appropriate for age and kept up to date. Health records are maintained by the school nurse. It is imperative that parents comply with mandated exams and referrals. We urge you to communicate contagious/non-contagious diseases, surgeries, health conditions or allergies to the nurse. The necessary forms for the physical exam and dental exam may be obtained through the school office or nurse.

### ***Immunization Policy***

- 4 doses of tetanus\* (1 dose on or after the 4<sup>th</sup> birthday)
- 4 doses of diphtheria\* (1 dose on or after the 4<sup>th</sup> birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

\*Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

In addition, children attending **7<sup>th</sup> grade** need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 yrs has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

Please refer to the PA Department of Health (1-877-PA HEALTH) or contact your child's health care provider to verify that your child is current on all required immunizations. As previously stated, it is the responsibility of the parent/guardian that immunizations are appropriate for age and kept up to date. If there is a legitimate medical concern or a religious objection, please consult the school nurse prior to the start of school for procedure to document such information. If your child is exempt from immunizations, he/she may be removed or excluded from school during an outbreak, should one occur.

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## ***Illness and Diseases***

Children with contagious diseases should be kept home until the doctor releases them to return to school. Children with a fever can **NOT** be sent to school. If a child has a fever over 100.2 degrees at school, the parent or guardian will be contacted to pick up the student. Your child must be fever free for 24 hours without medication before returning to school.

## ***Screenings***

Every child of school age attending or who should attend a public or non-public school within the Commonwealth of Pennsylvania should have the following services:

**Growth Screening (Height/Weight/BMI):** Yearly for all students

**Vision Screening:** Yearly for all students, may be repeated upon request

**Hearing Exams:** Grades K, 1, 2, 3, 7, 11 and upon request from parent or teacher

**Dental Exams:** Grades K, 3 and 7, and students who missed previous exams. If a private dental exam is desired, forms are available from the school nurse.

**Physical Exams:** Grades K, 6 and 11, and students who missed previous exams. If a private physical exam is desired, forms are given in grade 5 from the school nurse, and available at the school

**Scoliosis Screening:** Grades 6 and 7

## ***Head Lice (Pediculosis)***

Students who are found to have live lice and nits in their hair will be sent home with instructions to the parent/guardian to treat the child's hair, clothing, and other items in the house that may have become infested.

Punxsutawney Christian School has a practice of not admitting students back into school until all live lice and/or nits have been removed from the hair.

Upon return to school, your child will need to be checked by the nurse or designee to ensure that this has been accomplished; otherwise, your child will not be admitted back into the school environment. Continued infestation could result in a citation issued, stating that you are in violation of compulsory attendance laws and submitted to the district magistrate.

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## ***Communicable/Infectious Childhood Diseases***

Upon having the following diseases, a child must have a written consent from either a physician or the Health Department, and/or proof of treatment, to return to school, or be subject to school office approval for re-admittance. Such diseases include but are not limited to:

- Chicken Pox/Shingles
- Measles
- Mumps
- Pneumonia
- Meningitis
- Scabies

## ***Medical Appointments***

If it is absolutely necessary for a child to leave early for a medical appointment, you will be required to provide an appointment slip signed by the provider. These forms are available through the main office. In addition, a written request must be given to the child's teacher in advance. No child will be released to anyone other than those authorized in writing by the parent. This is for the student's safety.

## ***Medication Policy for Non-Prescribed Drugs***

No student may at any time give medication to another student. In the event a student does give medication to another student, disciplinary action will be taken at the discretion of the administrator.

## ***Administration of Medication***

The control of medication in school is a very serious concern of the staff at PCS. Physicians are encouraged to establish medication schedules so medication can be administered in the student's home before and after school.

When a child is required to have medication administered at school, the following steps must be taken.

1. All long-term medication requires written medical authorization from a physician. Authorization forms are available through the school nurse or main office of PCS.
2. No-over-the-counter medication will be dispensed at school without written medical authorization from the doctor. However, parents of students are welcome to administer such medications to their child during school hours.
3. All medications (long and short term), including refills, are encouraged to be brought to school by the parent in an appropriately labeled pharmacy container. The prescribed medicine is to be delivered to the school nurse, or whoever that building's designated person is that handles medications. All controlled substances such as Ritalin should be delivered to the school by the student's parent. Likewise, these medications must be picked up by the

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parent/guardian for all grade levels of students if the medication is discontinued, or at the end of each school year.

4. Please be aware that any medication that is not in the original container cannot be administered. This includes both prescription and over-the-counter medications, treatments, etc. Your pharmacy will be able to give you a prescription labeled FOR SCHOOL USE or similar. However, the label on the package does not constitute a doctor's order or give PCS the authority to administer medications. A written authorization from the physician is still required.
5. Most medications that are prescribed three times daily may be given before school, after school, and at bedtime. Any questions should be directed to your school nurse.
6. Standing physician orders for p-r-n (as needed) emergency medications are permitted. (For example: asthma inhalers, allergy medications, migraine medication.) They must also be accompanied by a written medical authorization form from the physician.

## ***Accident Reports***

All accidents which result in injury to a student or staff member while on school property, going to and from school, or during school-sponsored activities, shall be reported on the accident report form. The original accident report will be sent home to the family, with a copy being retained in the student's records.

## ***Child Abuse***

All adults working with students at PCS, including but not limited to, teachers, administrators, school health personnel, or staff, are required to report suspected cases of child abuse and/or neglect.

Suspected child abuse and/or neglect must be reported by any of the above individuals by either calling Child Line or reporting electronically.

## ***Substance Abuse***

### **Use of Drugs, Alcohol, Tobacco (real or imitations)**

All students are expected to refrain from use and possession of illegal drugs, tobacco, and alcoholic beverages. (This includes on and off school premises.) All prescription and over-the-counter medications must be given over to the school nurse for administration during school hours. Any student using these substances at school is subject to the discipline policy, and depending on the severity, may be recommended for expulsion.

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## Selling or Distributing Drugs

The distribution or possession of drugs, real or imitation, is a crime. The official position for PCS is to report all such violations to the local law enforcement agencies as well as consider what action that we as an institution must take in reference to that student's future at PCS. Again, that student will be subject to the discipline policy and may be recommended for expulsion depending on the severity of the incident.

## Students with Substance Abuse Issues

If a student has a substance abuse problem, regardless of whether they come forward for help or not, the administrator will contact the parents or guardians of the student in order to seek treatment for the addiction. PCS will help as much as possible to find a treatment center for the child. If the parent or guardian is unwilling to get their child the help they need, CYS will be contacted.

## Technology Usage

### Cell Phone/Tech Policy

All iPods, iPads, MP3 players, CD players, hand held video games and all other electronic devices are prohibited during school hours. Cell phones and other hand held devices should not be visible or heard at any time during the school day. All electronics should remain off until the students are out of the building. Exceptions may be granted by PCS staff only.

1. Students may carry phones or other hand held devices, but they **MUST** be TURNED COMPLETELY off and should not leave the student's pocket or purse for any reason. Students needing to make an emergency phone call home may go to the office to request use of the phone. Students in grades 7-12 will have pockets assigned in each classroom where their phones will be kept during class time. Students will be required to leave the phone in the pocket for the duration of each class unless directed by a teacher to get them out for a teacher directed classroom activity.
2. Any device that heard or seen in any way will be confiscated.

**1<sup>st</sup> Offense:** The phone or other device will be confiscated and the student may pick up the cell phone from the administrator at the end of the school day.

**2<sup>nd</sup> Offense:** The phone or other device will be confiscated and the parent/guardian may pick up the cell phone from the administrator after a parent, student, and administrator conference.

**Each following offense:** The phone or other device will be confiscated and the parent/guardian may pick up the cell phone from the administrator. Each time the phone is taken from this point, the student will have the appropriate consequence as dictated by the PCS disciplinary policy (beginning with detention) as well as having the phone confiscated.

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## ***Internet Use Policy***

Punxsutawney Christian School provides internet resources to extend teaching opportunities and resource materials. All users are required to conduct themselves in a responsible, decent, ethical, polite, and Christ-like manner while using technology resources. The user is ultimately responsible for his/her actions while using school-owned technologies. The user (student) is solely responsible for all resources assigned to him/her. In addition, any personal equipment used to access the internet while students are on school property is subject to the same rules outlined in this policy. The PCS internet network is password protected and is not intended for students' personal devices. This code will not be given to students. Failure to follow school policy could result in the student paying for repairs and/or entering the discipline system for misusing technology resources.

## ***Acceptable Use Guidelines***

- Access to technology and to the PCS computer network is a privilege and must be treated as such by all users.
- Technology will be used for the purpose of research, education, and school-related business and operations. No games will be permitted unless assigned by the teacher.
- The resources of Punxsutawney Christian School are limited. All users must exercise prudence in the shared use of this resource. Students should not share personal technology items such as flash drives.
- All communications and information accessible should be treated as property of Punxsutawney Christian School.

## **Examples of Unacceptable Uses**

Punxsutawney Christian School has the right to take disciplinary action, remove computers and networking privileges and/or take legal action for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute but are not limited to:

- Violating Copyright laws
- Installing unauthorized software on school computers. This includes downloading unauthorized programs from the internet.
- Interferes with or disrupts other users, services, or equipment. Disruptions include but are not limited to the following:
  - ✓ Distribution of unsolicited advertising
  - ✓ Spreading computer worms or viruses via use of flash drives
  - ✓ Downloading large quantities of information that overwhelm the system
  - ✓ Altering individual or network computer settings

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- Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
- Uses or allows another to use any computer, computer network, computer system, program, or software to attempt to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- Destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information, and/or information resources.
- Invades the privacy of individuals or entities
- Print, submit, publish, or display any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials, or messages, either public or private.
- Using technology to harass or bully other students or staff will not be tolerated.
- Vandalism is defined as any attempt to harm or destroy an operating system, application software or data, or hardware. Vandalism will not be permitted or tolerated.

## Bullying Policy

Punxsutawney Christian School does not tolerate bullying in any of its forms. We define bullying as: Any intentional electronic, written, verbal or physical act that:

1. physically or emotionally harms a student or damages the student's property
2. has the effect of interfering with a student's education.
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
4. has the effect of disrupting the orderly operation of the school.

Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

If it is determined that a student is engaged in "bullying behavior", the school discipline plan will be followed (see Discipline Policy). If the behavior is extreme, the student may be removed from class or suspended from school for a given amount of time without following the normal steps in the discipline policy.

*Please note: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other. We do not consider this **occasional** misbehavior "bullying". In these instances, the teachers and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.*

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## ***Slander Policy***

The Punxsutawney Christian School will not tolerate any student, parent/guardian, teacher, or staff member criticizing, defaming, or destroying the image of the school verbally or via online medias such as Facebook, Twitter, etc. or through emailing, and/or text messages. This policy also applies to defaming the image of any staff or students. Anyone who is found to be acting in this way will face appropriate disciplinary action which may include meeting with the administrator and/or board, or possibly being dismissed from the school.

## **Cafeteria Services**

### ***Breakfast***

A variety of healthy breakfast choices are available in the morning for students to purchase ala carte. Students will need to bring money in addition to their lunch money if they choose to purchase breakfast items.

### ***Lunch***

Hot lunch is available for purchase daily for all students. Lunch prices are determined by cafeteria staff. Each month, a lunch envelope is sent home with the menu. Please complete the envelope, enclose payment (made out to PCS Hot Lunch Program) and return to PCS before the beginning of the month.

Students are encouraged to eat a healthy, well-balanced meal to provide them with the energy needed for the rest of the school day. Students will not be permitted to leave the school during the lunch period. All students are expected to eat their lunches (packed or purchased) at school.

Please do not send carbonated beverages with your child's lunch. There will be special days announced when carbonated beverages will be available for purchase from the cafeteria or may be brought from home provided they are on the list of acceptable products. (List available from the cafeteria) Milk and juice are always available for purchase at school. Please remember that certain items (such as pizza on Fridays) must be pre-ordered the day before or a substitution may be required by the cafeteria staff.

Inappropriate behavior, throwing food, taking someone's food, inappropriate language, etc, at lunch will result in, but is not limited to, lunch detention. Continued inappropriate behavior will result in the student entering into the Disciplinary Policy.



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## **General School Policies**

### ***Property Damages***

Any damage done to school property will be repaired or replaced at the expense of the offender. Parent cooperation is requested in helping to teach children to respect school property, materials, furnishings, equipment, and the building itself. Students must cover their hardbound textbooks with a cover. Final report cards will be held if there are outstanding financial obligations due to damages.

### ***Security***

All doors that lead outside are locked at all times. Students are not to open doors for anyone. All visitors and parents are to sign in at the school office when entering the building, and sign out when leaving. Each visitor must be issued a 'visitor' tag to wear upon leaving the office area. Upon completion of visit, please return to the office to turn in the visitor tag and sign out. Any visitor in the building without a visitor tag must be directed immediately to the office. All classrooms are to be locked at the end of every day.

### ***Home & School Communication***

Parents are kindly requested to use good judgment in making phone calls to the school. Only in case of emergency should a teacher be called out of the classroom. **THE TELEPHONE IS AVAILABLE TO STUDENTS ONLY IN CASE OF EMERGENCY.** High school teachers are generally available for calls from 7:45 to 8:00 am and 2:45 to 3:00 pm each day. Elementary teachers are generally available from 8:15 to 8:45 am and 3:00 to 3:15 pm.

Each teacher will provide the parents of their students an email address that may be used for contact for school business. Please be respectful and allow the teachers 24 hours to return contact. While PCS is grateful to have many of our teachers live in our community, please do not call the teachers at their homes to discuss school business.

### ***School Yearbook***

A school yearbook highlighting student individual pictures, athletic pictures, musical activities, classroom activities, and other occurrences during the year will be made available for purchase at the end of the year. PCS offers two yearbooks: one for Preschool to grade 6 and another for grades 7 to 12. The high school students will actively be involved in preparing their yearbook.

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## ***Solicitation or selling***

- There shall be no soliciting or selling to students or staff members within the school without prior written approval from the administrator.
- No employee shall solicit money from students or parents for additional materials or equipment without prior written administrative approval.
- All soliciting outside the school premises for funds for school activities, or sale of products for school activities by the student or staff of PCS, shall have prior written approval of administration. All solicitation materials must be posted in the office. Room to room sales are not permitted.
- There shall be no soliciting from or selling to students or staff members within the school by non-school related organizations without prior written approval of the administrator.

## ***Student Sexual Morality Policy***

Because Punxsutawney Christian School is a religious organization affiliated with Christianity, certain immoral behaviors are viewed as sin and will not be tolerated. Students are required to follow Biblical principles regarding their moral conduct.

## ***Book and Movie Policy***

PCS encourages students to view visual entertainment that is of appropriate moral nature. The book and movie policy applies **to any and all books and movies that students view or read during school hours.**

The purpose of personal reading or movies shown at the PCS school should contribute to the informational, cultural, recreational and inspirational needs of the students. The criteria will be used to create unified standards.

For classroom purposes, movies rated “G” are permitted. Movies rated “PG” will require a signed parent permission form in order for the student to view the movie. Teachers and administrators will monitor books and movies utilized at PCS.

## ***Observed Holidays***

PCS observes the following major holidays: Thanksgiving, Christmas, Groundhog Day, Valentine’s Day, and Easter. When following these holidays, emphasis is placed on the religious aspect of that holiday rather than the secular aspect. Classroom teachers will make the students aware of classroom activities planned for each specific holiday.

# Punxsutawney Christian School Student Handbook

## ***Search and Seizure Policy***

For safety reasons, PCS has the right to search a student if there is a suspected threat. Students may also be searched if they are suspected of having compromised items. If a student is suspected of having a dangerous or compromised item in their backpacks or on their person, (i.e. a weapon), the procedure for searching students here at PCS is as follows:

- Student will be removed from the classroom and taken to a private location, out of the view of the general public.
- **If possible** the student's parents will be notified of the situation. However, if a student's parent cannot be reached, the search will continue.
- The school administrator and no less than two (2) witnesses will ask the student to empty all pockets, remove their shoes and turn around so they can visually check the student's back pockets.
- Then the student will be asked to empty their backpack in the presence of the school administrator and the witnesses.
- Students are NOT to be “patted down” by any school official at any time without a parent present, parental permission (either written or over the phone with more than one person able to hear what is being said).
- Any seized material will be either turned into law enforcement, or otherwise dealt with at the discretion of the administrator.
- Desks, lockers, and/or “cubbies” are viewed as PCS property and may be searched at any time by the administrator with no less than two (2) witnesses present.

# Punxsutawney Christian School Student Handbook

## Rules of Respect

1. **If you have a problem with me, come to me** (privately).
2. **If I have a problem with you, I'll come to you** (privately).
3. **If someone has a problem with me and comes to you, send them to me** (I'll do the same for you).
4. **If someone consistently will not come to me, say, "Let's go to the person together." I am sure he/she will see us about this** (I will do the same for you).
5. **Be careful how you interpret me - I'd rather do that.** On matters that are unclear, do not feel pressured to interpret my feelings or thoughts. It is easy to misinterpret intentions.
6. **I will be careful how I interpret you.**
7. **If it's confidential, don't tell.** If anyone comes to me in confidence, I won't tell unless (a) the person is going to harm himself/herself or someone else, (b) a child has been physically or sexually abused. I expect the same from you.
8. **I do not read unsigned letters or notes.** Information should always travel with a person's name so it can be cleared up if necessary.
9. **I do not manipulate, I will not be manipulated.** I will not be used to manipulate another.