

# *Punxsutawney Christian School*

216 N. Jefferson Street  
Punxsutawney, PA 15767  
(814) 938-2295

Email: [1pcselem@comcast.net](mailto:1pcselem@comcast.net)

Website: [punxsutawneychristianschool.com](http://punxsutawneychristianschool.com)

Administrator: Mrs. Brenda Troutman

## ***Application for Admissions***

2021 – 2022

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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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Serving Four County Communities  
(Armstrong, Clearfield, Indiana, Jefferson)

Offering a Quality Christ-Centered Education

[www.punxsutawneychristianschool.com](http://www.punxsutawneychristianschool.com)

**APPLICATION FOR ADMISSIONS**

**2021-2022 School Year**

<p>Office use only</p> <p><b><u>Reg. fee paid:</u></b></p> <p>Check #: _____</p> <p>Amt. pd: _____</p> <p>Date: _____</p>
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\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Phone: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Sex: Female Male Age: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(please submit official birth certificate with application).

Place of Birth: \_\_\_\_\_

Name of Parent(s) or Guardian(s) with whom your child resides: \_\_\_\_\_

Relationship(s) \_\_\_\_\_

**Family Information:**

**Father's Full Name** (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_

Marital Status: Married Divorced Separated Widowed Single

**Mother's Full Name** (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_

Marital Status:      Married      Divorced      Separated      Widowed      Single

List siblings beginning with the oldest:

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**Educational Information:**

Reason you have selected the Punxsutawney Christian School?

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Have you attended another school? • Yes • No (if yes, please state which school)

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**In addition to this form you will be required to sign a “Transfer of Records Request Form” if your child was previously enrolled in any other educational facility. This includes Kindergarten and above.**

Did you child attend Preschool? • Yes • No If so, where? \_\_\_\_\_

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Does your child have any physical limitations or special education requirements, which might require some adjustment to his/her student schedule? • Yes • No (if yes, please explain)

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**Has your child ever been: (answer if child is going into 1<sup>st</sup> through 12<sup>th</sup> grade):**

Expelled	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Suspended	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Involved in an truancy hearing	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Refused admission to another school	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recommended to repeat a year	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you have replied **YES** to any of the above, kindly give details (continue on a separate piece of paper if needed):

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**Personal Information:**

How did you first hear about PCS ? \_\_\_\_\_

Have you ever been convicted, plead guilty or no contest to a felony charge? • Yes • No  
(If yes, please explain on a separate piece of paper)

I declare that all information given is true to the best of my knowledge. I have read and, if accepted to PCS, agree to abide by the rules and regulations of PCS.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Transportation Information:**

By which of the following would your child travel to school:

\_\_\_\_\_ Car    \_\_\_\_\_ Walk    \_\_\_\_\_ Bus

School district you live in: \_\_\_\_\_

If selecting bus transportation, it will be your responsibility to contact your school district's transportation provider. Below is a list of school district numbers you may call:

Armstrong: 724-548-6014	Marion Center: 724-397-5561
Brookville: 814-849-1101	Punxsutawney: 814-938-5151
DuBois: 814-653-2292	Purchase Line: 724-254-4312

## *Financial Information*

It is my desire as parent/guardian of the above child/children, that he/she be enrolled in classes at Punxsutawney Christian School for the 2021-2022 school year. I understand that an enrollment fee of **\$75.00 per child** (non-refundable if accepted) must accompany this application, and that acceptance is at the discretion of the PCS Board of Directors.

<b>PCS K-6 Fee Schedule</b>	Tuition	12 Month	10 Month
First Child	\$3,735.00	\$311.25	\$373.50
Any Additional Children	\$3,235.00	\$269.58	\$323.50

<b>PCS 7-12 Fee Schedule</b>	Tuition	12 Month	10 Month
Grades 7-12	\$4,050.00	\$337.50	\$405.00
Any Additional Children	\$3,550.00	\$295.83	\$355.00

**Registration Fee: \$75.00 per child (non-refundable)**

I understand that tuition from current/previous years are due by August 1<sup>st</sup> to be considered for re-enrollment. I understand that any tuition payment over thirty (30) days late will incur a 1.5% interest charge. In addition, I understand that if my account falls over ninety (90) days past due, Punxsutawney Christian School, at the Board of Directors discretion, reserves the right to terminate student enrollment. I understand and accept the terms of payment as herein described. Payments to begin August 15.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Punxsutawney Christian School**  
**216 N. Jefferson Street**  
**Punxsutawney, PA 15767**  
**814-938-2295**  
**FAX 814-938-2251**

*Transcript Release Form (1<sup>st</sup> – 12<sup>th</sup> grades)*

School Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____ Fax #: _____

I/We hereby request that all medical and academic records, for the following student, be released to the Punxsutawney Christian School, 216 North Jefferson Street, Punxsutawney, PA 15767.

Achievement test results

Grades

Psychological reports

Medical records

Discipline records

Attendance records

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Parents/Guardian Signature:**

**Date:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **Admission to PCS**

## **Student Acceptance & Admission Policy**

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

It is our belief that it is a school's responsibility to properly educate a child in all areas of development. Our goal is to work with the parents to meet the mental, physical, and spiritual needs of every student.

Unfortunately, at this time, PCS is unable to meet the needs of most students eligible for special education services. This includes students eligible for autistic support, life skills support, physical support, emotional support, learning support, and multiple disabilities support. In addition, PCS may not have the resources to meet the needs of students who require more than itinerant services for deaf or hearing impaired support, blind or visually impaired support, or speech or language support. If we cannot effectively meet the needs of these students at this time, we are unable to accept their admittance into PCS.

## **Privilege and Not a Right**

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

## **Preschool Program**

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

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

## **K-12 Program**

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

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

## **Financial Responsibilities**

### **Tuition**

Preschool-full time	\$3,780.00
Preschool-part time	\$2,457.00
Elementary- 1 <sup>st</sup> child	\$3,735.00
Elementary-any additional children	\$3,235.00
High school 7-12	\$4,050.00
High school 7-12 –additional children	\$3,550.00

Additional costs may include but not limited to:

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



# 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)

- 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)

# **Disciplinary Policies**

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

## **Definition of offenses – Middle/High Demerit System**

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

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

The consequences for receiving demerits are as follows:

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

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

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

## **Definition of offenses - Elementary**

Minor offenses:

- Unprepared for class
- Dress code violation
- Disrupting class
- Not following school or classroom rules
- Tardies (3 tardies per each nine weeks is considered an absence. At this point, the tardies will become a disciplinary issue.)

1st offense: warning

2nd offense: lunch detention / miss recess

3rd offense: parents will be notified by teacher

4th offense: referral to administrator

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

## **School Wide Offenses**

Moderate offenses:

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

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

Severe offenses:

- Fighting
- Bullying (verbal or physical)
- Cheating
- Making threats
- Possession of a weapon
- Stealing
- Inappropriate use of technology

- Alcohol, drug, tobacco, or any look alike possession, use, or distribution

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

## **After School Detention**

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

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

The following offenses may result in a suspension:

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

## **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. There should be no gap between the shirt and pants when students raise their arms. Polo shirts must be buttoned to an acceptable degree as to promote modesty. Polo shirt may have a small pocket embroidered emblem that is appropriate for a Christian 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.

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 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. 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. No body piercings or tattoos are permitted. No fake tattoos are permitted.

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 lipgloss. Girls are asked to keep fingernails manicured at an appropriate length and use light or neutral colored polish.

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 an approved “spirit day” 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.

## **Dress Code Violations**

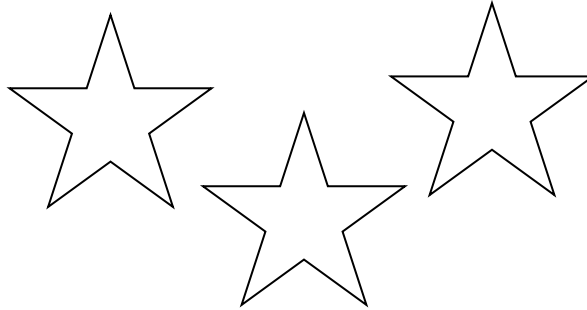
### **NOTE TO PARENTS:**

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.





# ***Congratulations!!***

You have completed the application process for PCS!

Before you mail or hand in your completed application, take a few moments to check and make sure that the following items have been included or requested:

- Application
- \$75 Application Fee
- \$220 Book Fee
- Any previous Transcripts
- Official copy of Birth Certificate
- Immunization Record
- Financial Information/Completed FACTS Agreement

PCS admits students without regard to race, color, sex, age, disability, and national origin.