



Family Handbook || **2017-2018**

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TABLE OF CONTENTS

Dear Parents and Students	5
Faculty	5
Mission Statement	5
Purpose	5
Declaration of Faith	6
Educational Objectives	9
Communication.....	10
Lines of Authority.....	10
Proper Lines of Communication.....	10
Application Procedures.....	11
Financial Information	12
Financial Policies.....	12
Registration/Re-registration.....	13
Tuition Refund Policy.....	13
Our Philosophy of Christian Discipline.....	14
Standards of Conduct.....	15
Correction Policy	16
INCENTIVES	16
Privilege system.....	16
Privilege Days.....	17
Conventions	18
CONSEQUENCES.....	18
Discipline Controls	18
Demerits.....	19
Problem Resolution	20
Probation.....	20
Out-of school suspension.....	20
School Policies.....	20
Transportation Policy.....	22
Dress & Grooming Policy	23
Girl's Dress Code:	23
Boy's Dress Code:	24

Additional requirements	24
ON and OFF CAMPUS DRESS.....	24
Enforcement.....	24
ELECTRONIC DEVICES & PERSONAL ITEMS Policy.....	25
Attendance Policy	25
ABSENCES.....	25
WRITTEN EXCUSES.....	25
TARDINESS.....	25
SIGN-IN/SIGN-OUT PROCEDURE.....	26
FAMILY TRIPS	26
Medical Appointments.....	26
Medical Information	26
Communicable Diseases	26
Medication	27
Sports Medical.....	27
Contagious Illnesses	27
Academics.....	28
Student Promotion	28
Courses of Study.....	28
HONORS COURSE OF STUDY.....	28
COLLEGE PREPARATORY COURSE OF STUDY	29
GENERAL COURSE OF STUDY	29
VOCATIONAL COURSE OF STUDY	29
SPECIFICS FOR ALL STUDENTS	30
Grading System	31
Enrichment work	31
Honor Classes/Advanced Placement	31
Report Cards	32
Written Notices.....	32
Homework	32
Transcripts	32
Christian Service.....	32
Extra Curricular Activities.....	32
Interscholastic Sports.....	33

Appearance and Conduct.....	33
Attendance at Practice, Games, and Team Affairs	33
A Special Note To All Who Attend PBCA Events!	34
Responsibilities of Athletes:	34
Responsibilities of Parents:.....	34
Parental Involvement	35
Parent Orientation	35
Parent Teacher Fellowship (PTF)	35
Parent/Teacher Conferences	35
PBCA Forms Checklist.....	36
PERMISSION and AFFIRMATION FORMS	37
PARENT DIRECTORY	37
INTERNET and SCHOOL PUBLICATION PERMISSION FORM	37
AFFIRMATION of READING and COMMITMENT to FOLLOW the	37
PROCEDURES and POLICIES set forth in this HANDBOOK	37
PERTH BIBLE CHRISTIAN ACADEMY PARENT COVENANT	38

DEAR PARENTS AND STUDENTS

What a special privilege it is to welcome you to Perth Bible Christian Academy. Our prayer is that each student will come to know Jesus Christ as his personal Savior and learn to love and obey Him in all areas of life. We are glad that you are here and look forward to helping you in your academic growth and spiritual development.

FACULTY

Our faculty members are selected not only because of their strong academic qualifications but especially because of their Christian heart, character and example. Each staff member has received salvation and sees his/her service at PBCA as a ministry to the Lord and is dedicated to the individualized learning and discipleship of each student.

MISSION STATEMENT

The mission of Perth Bible Christian Academy is to extend the effectiveness of Christian parents as they seek to train their sons and daughters in the subject matter, skills, and attitudes that will help them become mature, capable, and responsible members of the Body of Christ – loving God absolutely and loving others sacrificially!

PURPOSE

Perth Bible Christian Academy began in 1978 as a ministry of Perth Bible Church. We seek to extend Perth Bible Church's purpose and mission through developing young people who love God absolutely and love others sacrificially.

Our purpose is to glorify God by providing a Christ-centered biblically based education. Our goal is to assist parents in training their children in an environment where God is acknowledged as the Author of truth. God's Word is the foundation upon which a high quality Christian education is built. Our goal is to see our children become God-fearing young men and women who will significantly impact our community, nation and world for Christ in whatever they do.

DECLARATION OF FAITH

- Section A. **THE SCRIPTURES-** We believe the Bible to be the verbally inspired, infallible, authoritative Word of God. All Scripture is given by inspiration of God, meaning that the Holy Spirit gave the very words of the sacred writing to holy men of old, and that His divine inspiration is not in different degrees, but extends equally and fully to all parts of those writings, historical, poetical, doctrinal, and prophetic, and to the smallest word, and inflection of a word, provided such word is found in the original manuscripts. Ps19:7-11; Tim. 3:16-17; II Pt 1:16-21; I Cor. 2:13; Mark 12:26, 13:11; Acts 1:16, 2:4.
- Section B. **THE TRUE GOD –** We believe that the Godhead exists in three persons, the Father, the Son, and the Holy Spirit, and that those three are one God, having precisely the same nature, attributes and perfections, and worthy of precisely the same homage, confidence and obedience. Mark 12:29; John 1:1-4; Matt. 28:19-20; Acts 5:3, 4; II Cor. 13:14; Heb. 1:1-3; Rev. 1:4-6.
- Section C. **JESUS CHRIST –** We believe in the unique deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death though His shed blood, in His bodily resurrection and ascension to the right hand of the Father. We believe Christ is the only Mediator between God and man and the only Advocate and Intercessor before God in behalf of man. John 1:1, 2; Phil. 2:6; Gen. 3:15; Isa. 7:14; Matt. 1:18-25; Luke 1:35; John 1:14; Eph. 2:8; Acts 15:11; Rom. 3:24; John 3:16; Matt. 18:11; Phil. 2:7-8; Heb. 2:14; Isa. 53:4-7; Rom. 3:25; I Cor. 15:3; IICor. 5:21; Gal. 1:4; I Pet. 2:24; Cor. 15:20; Heb. 9:12-15; I John 2:2.
- Section D. **THE HOLY SPIRIT –** We believe in the personality and Deity of the Holy Spirit, that He descended to earth at Pentecost to regenerate, to indwell, and to set apart believers to an holy life, and to be the administrator of the Church, and who is here also to convict of sin, of righteousness and of judgment. I Cor. 12:13; Rom. 8:14-27; John 14:16-17; John 16:7-11; Acts 4:31.
- Section E. **THE DEVIL OR SATAN –** We believe in the personality of Satan, that he is the unholy god of this age, the author of all powers of darkness, and is destined to the judgment of an eternal justice in the Lake of Fire. Matt. 4:1-3; Mark 1:13; II Cor. 4:4; Eph. 2:2; Rev 20:10.
- Section F. **THE CREATION –** We believe and accept the Genesis account of creation and believe that man came into being by the direct creation of God and not by evolution; that man was “created in God’s own image.” Gen. 1:2; Col. 1:16-17; John 1:3; Gen. 1:27, 3:7.
- Section G. **THE FALL OF MAN –** We believe that man was created in innocence, under the law of his Maker, but by voluntary transgression fell from his sinless and happy state in consequence of which all mankind are now sinners, not only by constraint, but of choice, and therefore under just condemnation without defense or excuse. Gen 3:16; Rom. 5:19, 3:10-19; Eph. 2:1-3; Rom. 1:18, 1:20, 1:32; Gal. 3:22.

- Section H. **THE NEW BIRTH** – We believe that in order to be saved, sinners “must be born again,” that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become the children of God, that by the new birth, the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God, that the new birth is brought about in a manner above our comprehension, not by culture, not by character, not by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; that its proper evidence appears in the holy fruits of repentance, faith and newness of life. John 3:3; Gal. 2:26; Acts 16:31; II Cor. 5:17; I John 5:1; John 3: 6-7; Acts 16:30-33; II Pet. 1:4; Rom. 6:23; Eph. 2:1; II Cor. 5:19; Col. 2:13; John 3:8; John 1:12-13; Gal. 5:22; Eph. 5:9.
- Section I. **JUSTIFICATION** – We believe that the great Gospel blessing which Christ secures to such as believe in Him is justification: (a) that justification includes pardon of sin, and the gift of eternal life on principles of His righteousness; (b) that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer’s blood, His righteousness is imputed unto us. Acts 13:39; Isa. 53:11 Zech. 13:1; Rom. 8:1, 5:1, 5:9; Titus 3:5-7; Rom. 1:17; Hab. 2:4; Gal. 3:11; Rom. 4:1-8; Heb. 10:38.
- Section J. **SANCTIFICATION** – We believe that sanctification (to be “set apart”) is the process by which God makes us partakers of His holiness; that it is a progressive work that is begun in regeneration and continued in our hearts by the work of the Holy Spirit, in connection with self-denial, watchfulness and prayer and completed at the return of Christ for His own. I Cor. 6:11; II Pet 3:18; I Thess. 3:13; I John 3:2.
- Section K. **THE SECURITY OF THE BELIEVER** – We believe that all believers are sealed by the Holy Spirit and are kept by the power of God through faith unto the redemption of the body. Eph. 4:30; John 6:37-40; 10:27-30; I Cor. 1:4-8; I Pet. 1:5; Phil. 1:6; Rom. 8:35-39. We believe that it is the privilege of the believer to rejoice in the assurance of their salvation through the testimony of God’s Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. Rom. 3:13-14; Gal. 5:13; Titus 2:11-15.
- Section L. **THE TWO NATURES** – We believe that every born again believer possesses two natures—spiritual and carnal, with provision made for victory of the new nature over the old nature, through the power of the indwelling Holy Spirit and that all claims to the eradication of the old nature in this life are unscriptural. Rom. 6:13, 8:12-13; Gal. 5:16-25, Ephesians 4:22-24; Col. 3:10; I Pet. 1:1-16; 1 John 3:5-9.
- Section M. **THE LOCAL CHURCH** – We believe that a local church is a voluntary association of members of the Body of Christ, of baptized believers, equal in rank and privilege, subject to the Word of God and independent of any external ecclesiastical control whatsoever; associated by a declaration of faith and fellowship of the Gospel, observing the ordinances of Christ; governed by His laws, and exercising the rights and privileges invested in them by His words that the true mission of the Church is the faithful witnessing of Christ to all men as we have opportunity. We hold that the local church has absolute right over any hierarchy of individuals or organizations, and that the one and only superintendent is Christ, through the Holy Spirit. On all matters of membership, of policy, of government, of discipline, of benevolence, the will of the

local church is final. Acts 2:41-42; I Cor. 11:2; Eph. 1:22-23, 4:11; Acts 10:17-18; I Tim. 3:1-7; Col. 1:18; Eph. 5:23-24; Acts 15:13-18.

- Section N. THE ORDINANCES – We believe there are two ordinances of the church: Baptism and the Lord’s Supper. We believe that water baptism, although not essential for salvation, is public testimony of the believer’s identification with Christ in His death and resurrection, and is by immersion in the name of the Father, Son and Holy Spirit. We believe that Christ instituted the Lord’s Supper to commemorate His death until He come, that it should never be engaged in without examination and that all are invited to the Lord’s Supper who have confessed their faith in Christ and are leading a Christian life. John 3:23; Rom. 6:3-5; I Cor. 11:23-32; Luke 22:19; Matt. 26:27.
- Section O. EVANGELISM – We believe it is the solemn obligation of every believer to be a personal soul-winner and to do his utmost to carry out the Savior’s command to give the Gospel to the whole world. Eph. 4:12; Mark 16:51; Acts 1:8.
- Section P. THE RESURRECTION OF THE JUST AND UNJUST – We believe that through the power of Almighty God there will be a resurrection of all the dead: of the just, a resurrection unto life; and of the unjust, a resurrection unto condemnation and eternal punishment. I Thess. 4:13-18; John 5:28-29.
- Section Q. FUTURE EVENTS – We believe in the blessed hope, the imminent return of our Lord and Savior, Jesus Christ for those who are fallen asleep in Him, and for His living saints, which is to be followed in order by: the Tribulation – the Second Coming of Christ on the earth for one thousand years (Millennium), the eternal state of punishment for the unsaved, and the eternal state of blessing for the saved. I Thess. 4:13-18; I Cor. 15:50-55; Acts 1:11; Titus 2:1`3; I Thess. 5: 4-10; Rev. 3:10, 20:1-6, 20:11-15; Matt. 24:21-29, 30: 25-46. We believe in the sovereign selection of Israel as God’s covenant people, that she is now being disciplined because of her rejection of Christ and that she will be re-gathered in the Holy Land and saved as a nation at the second coming of Christ. Romans chapters 9, 10 and 11.
- Section R. THE LORD’S DAY – We believe that the first day of the week, the Lord’s Day, should be hallowed by refraining from worldly amusements and recreations and aside from the duties of necessity and mercy, be devoted to public and private worship, spiritual culture and Christian activity. Acts 20:7; Col. 3:1-3.
- Section S. DIVERGENT DOCTRINE – We believe that the foregoing statements in these Articles of Faith include only items in keeping with the Scriptural admonition to teach those things which become sound doctrine. We are unalterably opposed to the inclusion of any items such as speaking in tongues or any other extra-Biblical “second blessing,” adding to or taking away from the Word of God, etc. The criterion of judgment must be the Word of God and not the experience or experiences of men either today or in past days. II Tim. 3:16, 4:2; Titus 2:1.

EDUCATIONAL OBJECTIVES

The educational objectives of Perth Bible Christian Academy are patterned after the principles found in Scripture:

*“And Jesus increased in wisdom and in stature, and in favor with God and man.”
Luke 2:52*

We are committed to the four specific areas of human development contained in this verse:

SPIRITUAL – The foundational aim of Christian education is to lead students to a personal relationship with Jesus Christ and then to challenge them to completely surrender themselves to Christ as Lord of their lives. This objective will be pursued through classroom devotions, Scripture memorization, inspirational chapels, and personal evangelism, as well as Bible classes. Students will also be taught that the Bible is the inspired Word of God and that it is the pattern for their lives both now and in the future.

MENTAL – The Academy will encourage students to think for themselves within the framework of God’s principles and to study God’s Word and God’s world. An emphasis on academic excellence will be used to motivate students to not only master facts, but to begin applying them in everyday living. Students will be taught to work independently, as well as cooperatively.

PHYSICAL – The Academy provides a program of physical fitness, which endeavors to develop the student’s coordination, health, and competitive spirit. Older students will be encouraged to be involved in interscholastic competition which should help them develop standards of good sportsmanship and Christian character, as well as excellence in their athletic abilities.

SOCIAL – The Academy seeks to establish in students the ideals and habits of Christ-like living in everyday situations and to apply those ideals as they develop human relationships. The result should be the development of wholesome attitudes toward their individual places in society. As students encounter difficult situations, this will help them to face life with courage and understanding. They will also be encouraged to experience a living faith in God that will be a credit to Christ, the community, and the nation. Responsible patriotism and Christian service that is in harmony with our Christian faith is encouraged and modeled before students.

COMMUNICATION

LINES OF AUTHORITY

Learning Centers: The Supervisor (teacher) is the first line of authority in the learning environment. In addition to the learning center, the Supervisor has authority anywhere on school grounds as well as off-campus functions. Where and when applicable a Monitor may be the first contact.

Lead Supervisor/Principal: The Lead Supervisor/Principal is the next line of authority on school grounds as well as off-campus functions.

PBC Pastor: The PBC Pastor has the right, at his discretion, to become involved in matters involving PBCA students.

PBC Deacon Board: The PBC Deacon Board has the right, at its discretion, to become involved in matters involving PBCA students.

PROPER LINES OF COMMUNICATION

Communication is to be timely. Communication regarding serious, controversial or possibly contentious issues should be written. Steps are to be followed sequentially.

1. The parent should request (in writing if serious, controversial or possibly contentious) an opportunity to speak with the Supervisor to review discipline of their student. Parent should detail the conduct and discipline to be addressed. The Supervisor will contact the parent in a timely manner.
2. The parent, after communicating with the Supervisor, may choose to contact the Administrator. Details of the conduct, discipline and teacher contact should be provided. The Administrator will contact the parent in a timely manner.
3. The parent, if still not satisfied, may choose to contact the PBC Pastor. Written details of the conduct, discipline, teacher, and administrator contacts are to be provided. The Pastor will contact the parent in a timely manner.
4. The parent, if still not satisfied, may choose to contact the PBC Deacon Board. Written details of the conduct, discipline, teacher, administrator, and Pastor contacts are to be provided. The Deacon Board, at its discretion, will choose whether to be involved in individual discipline issues.

APPLICATION PROCEDURES

Perth Bible Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

PBCA recognizes that it cannot meet the education needs of all children. Our academy offers Christian training, but it is not designed to be a correctional institution for problems that arise beyond those usually encountered. While we love children who may struggle with emotional instability or certain other physical limitations, we are not equipped or staffed to meet *all* of these needs.

Children are not usually accepted who have smoked habitually for a period of time, run away from home, been arrested, used drugs, consumed alcohol, shown a pattern of bullying, or are married or engaged. A student may be dismissed who violates any of these prohibitions or exhibits any other behavior that violates Biblical standards.

To be eligible for enrollment:

K4 enrollment: the child must be four years of age before December 1st; be potty trained.

K5 enrollment: the child must be five years of age before December 1st; be potty trained, and show proper readiness to begin school. Readiness tests will be given. If the staff recommends that a child wait a year to begin school, or stay in the readiness stages a little longer it will be to the child's benefit not to be pushed too fast.

1. **Read the Handbook**
2. **Complete the application forms;** return them to the school office with the registration fee. (See the "PBCA Forms Checklist" for forms.)
3. **Turn in all documents** requested by the school office.
4. **A family interview** will be scheduled by the Administration upon completion of the above three steps. In the interview, students fourth grade and above will be asked to share their salvation experience. If uncertain about salvation, the student is welcome to receive information about how to know Jesus Christ as their personal Savior. Any student enrolled in fifth grade and above should complete the "Personal Student Testimony Form". Younger students may complete this form with assistance if they wish to.
Since the PBCA mission is to assist Christian parents in the spiritual growth of their child(ren), at least one parent will be asked to share a personal testimony of his/her faith to Jesus Christ. During the interview process, the general attitude of the student is taken into consideration for admission. Students who are in rebellion to authority or who exhibit a poor attitude may not be admitted.
5. The student will be required to take **a diagnostic exam**.
6. All **Immunization records** must be current before student can start School.

Admission decisions fall into two categories:

- a. Probationary admission is reviewed each grading period for acceptable progress in academics, conduct and character.
- b. Denial of admission is a result of not meeting the criteria to the satisfaction of the administration.

Decisions regarding admission and placement are based on the following criteria:

- a. The application form
- b. Standardized test scores
- c. Diagnostic exam results
- d. Previous grades, transcripts
- e. Disciplinary records and the family interview.
- f. Pastor's recommendation
- g. Ability to facilitate special needs or circumstances
- h. Ability to fulfill financial obligations to PBCA

Parents will be informed of the Administration's decision.

Parents affirm their decision to enroll the student in the school by submitting a signed Affirmation Form, along with payment of registration fee and required tuition.

Registration is not completed until the student has been formally accepted and parents submit a signed Financial Agreement, Parent and Student Covenants.

FINANCIAL INFORMATION

PBCA is a ministry of the Perth Bible Church and is supported by the offerings of the membership of the church, as well as by your tuition fees. Each family will be charged an annual tuition fee as well as certain other defined special fees. *An insert into this handbook will reflect the current years' specific tuition and fee schedule.*

FINANCIAL POLICIES

Annual tuition and other charges provide less than the full cost of educating each student. The balance is paid through the generosity of PBC and fundraising efforts. To insure our ability to honor PBCA's financial obligations, *prompt payment is necessary.*

Annual tuition may be paid in full before the school year begins or divided over a 10-month plan. The offer of a 10 month payment plan is for the convenience of paying the annual tuition, and has no relationship to the number of school days in a particular month or the number of days a student attends.

The 10-month plan requires payment from August 1st to May 1st. *If tuition is not paid by July 1st and there is a waiting list for the class in which the student is enrolling, that student will lose his/her spot.*

Unless a student's tuition is prepaid, tuition will be billed over ten months, beginning in August and ending in May. Tuition and fees are billed on the 1st of the month and due on the 15th. If complete payment is still not received by the 15th of the next month, the children will need to be kept home. If complete payment is still not received by the end of the next month, the children will be considered withdrawn from school. When a child is withdrawn from school, parents are

financially responsible through the last statement issued. Students enrolling during the school year (Sept-June) are required to pay one month's tuition prior to the month of enrollment.

REGISTRATION/RE-REGISTRATION

The application and reservation fees must accompany the application for initial enrollment. These fees are non-refundable.

The re-registration fee for continuing enrollment is due by June 20th. This fee is non-refundable. Parents may elect to pay the annual tuition, which is a contracted amount stated on the Financial Agreement, in full, in advance. This is the preferred method of payment because the school forms contractual obligations based on the total dollar amount of annual tuition due. Financial history may be taken into account when re-registering a student and selecting payment option.

TUITION REFUND POLICY

A student, who elects to withdraw from PBCA or is withdrawn at the request of the school, will be responsible for tuition payments based on the scheduled school days, as follows:

<u>Students withdrawn between Scheduled school day</u>	<u>Tuition and related costs due and payable to date plus % of remaining costs</u>
1 and day 30	10%
31 and day 60	40%
61 and day 90	70%
91 or more	100%

Extenuating circumstances may be taken into account.

In addition, the registration fee & all other pre-paid fees are non-refundable (see the Financial Agreement for additional details). *Transcripts will reflect a financial history which will include monies due.*

In order for PBCA to release school records for students withdrawing, the following must be completed:

- a. Notify the PBCA office of intent to withdraw a student from school
- b. Return all books on loan from PBCA
- c. Sign a Change of Enrollment Form in the School Office

Please also carefully note:

- 1) All financial accounts will be updated regularly and marked as being "Current," "Paid in Full," "Arrears Now Current," "Settled," or "In Arrears."
- 2) Any and all transcripts will include a notation of the financial account standing per the above categories.

OUR PHILOSOPHY OF CHRISTIAN DISCIPLINE

Discipline is something that is *vitaly important*, yet should not be overcomplicated. Above all else, we must remember that “discipline” and “disciple” come from the same root words. The Hebrew word often used in Proverbs that we translate “discipline” literally means “to narrow or hedge in.” *The concept is providing a boundary that ensures both safety and an optimum environment for healthy and full growth.* As an Academy we have a responsibility to provide this boundary for all students and staff.

It is essential that we correctly understand the purpose of discipline. The purpose of discipline is not to punish. Rather, *the purpose of discipline is to teach, train, correct and/or restore for one’s own good as well as that of the community!* Discipline helps children develop their thinking and character so that they may become all that God desires them to be in all facets of their lives.

Experienced teacher, administrator and author Jody Capehart, writes: “When we discipline children, we correct them in a way that shows them they are loved. When kids sense our loving concern, they’re much more willing to emulate our values and our relationship with God . . . The best approach to discipline is to require ourselves to understand the needs of kids and prepare ourselves to meet those needs appropriately. . . Above all, we need to always bear in mind that our students are children of God who deserve to be treated with respect and dignity” (*The Discipline Guide For Children’s Ministry*, pp. 8-9).

While providing discipline may at times include punishment, it must always be motivated by and end in love! Confrontation and punishment (or consequences) are a sometimes necessary means, but *never* the end. Nor is discipline limited to consequences and/or punishment. *As much as possible, discipline should be proactive, preventative and positive!*

The bottom line is the spiritual, emotional and physical well-being of the students and staff. To achieve this, there must be clearly defined and defended boundaries regarding attitude, speech and behavior. Jesus showed His compassion in sacrificing 'one' (Himself) for the many (all of us). We will not reverse His example by sacrificing the many for the one. Any student who exhibits an attitude, speech or behavior which endangers the well-being of him/herself or others will be subject to discipline. Persistent or incorrigible behavior that produces a constant and significant disruption will not be tolerated and may result in suspension or expulsion from the Academy.

Our ultimate example of loving and purposeful discipline is our Heavenly Father. He seeks to correct, rebuke, teach and encourage us, to give us both boundaries and freedoms so that we may always grow into the best that we can and should be (Hebrews 12:7-11). When we do wrong, He allows us the painful lesson of consequences that we might be the better for it. In the same way, we are to do the same for those under our “charge.”

The best starting point for us, then, is to be sure that each of us understands and is responsive to God’s discipline in our own lives. As we are secure in God’s love and fellowship, seeking wisdom and control in the Holy Spirit, then we can pass this security on to others. As we choose to love all those under our charge and discipline ourselves to prepare our lessons, prepare our spirits and provide an orderly, encouraging environment for the children we too can meet their basic needs such as: acceptance, approval, security, a sense of accomplishment, Truth and reconciliation with their Lord and God

STANDARDS OF CONDUCT

Christian Character, Mutual Respect and Common Courtesy **These standards apply to all students of PBCA on and off campus**

PBCA desires to assist parents as they help their children to achieve life-long spiritual values, to adopt Christian principles of conduct, and to uphold the integrity of a believer's testimony.

Perth Bible Christian Academy is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform them. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.

Students must at all times conduct themselves in a manner becoming a Christian. If your child comes home complaining about a policy or a discipline, please follow this procedure:

1. Give PBCA the benefit of the doubt
2. Realize that the child's reporting is emotionally biased without all the information
3. Contact us for a more thorough investigation (please refer to pg. 9).

Perth Bible Christian Academy functions as a group of believers, joined together for the specific purpose of training students to live a Biblical lifestyle. Scripture specifically prohibits stealing, drunkenness, sexual immorality, lying, gossiping, backbiting, profane language, occult practices, cheating, indecent language, and attitudes such as pride, lust, bitterness, jealousy, and an unforgiving spirit. The scriptures also indicate an attitude of brotherly love and not one of bullying (bullying is not tolerated at PBCA). These are Biblical commands every believer should strive to obey and every student will be required to obey.

In addition, PBCA has adopted rules which are considered necessary for maintaining a climate conducive to the fulfillment of our Scriptural goals and purpose. The personal standards of the believer should be on the highest level.

Students must refrain from talking favorably about alcoholic beverages, tobacco, threatening violence, weapons, hallucinogenic drugs and marijuana; and sexual immorality. Possession, use or involvement in these activities is grounds for dismissal.

Furthermore, PBCA expects each family to use discretion in their choice of television programs, videos, commercial stage productions, music, reading material, use of the Lord's Day, and the choice of entertainment and associations.

Students should seek to remain pure mentally, physically and verbally. Inappropriate physical contact (hand holding, public displays of affection, etc.) between students is not permitted in or around the school or at any school activities. Certainly in a Christian school we desire that our students should develop wholesome Christian fellowship, but physical contact must be avoided.

Our students should be courteous, practice the fruit of the Spirit, be kind and helpful to younger children, be obedient and respectful to those in authority, and be disciplined in choice of entertainment. Any attitude or behavior that involves conversation or actions that would cause others to have a poor opinion of our youth (and Christ's name) must be avoided.

It is recognized that standards and restrictions in themselves do not produce spirituality and that all Christians do not agree on what should or should not be included in such rules. These minimal standards have been adopted to further our objectives and to maintain our integrity. The observance of these, or any other set of standards, does not comprise the whole of one's responsibility to God. However, students' willingness to obey these regulations shows maturity and spiritual concern for the whole Christian community. When understood and applied as intended, these standards further character, spiritual maturity, and academic growth.

CORRECTION POLICY

"Obey them that have the rule over you, and submit yourselves: for they watch for your souls."
Hebrews 13:17a

Since the Christian school is an extension of the Christian home, we must work together in the development of self-discipline in our students. Students must be taught both at home and at school to honor the rights and property of others and to respect authority, rules, and laws, all of which were created by God for their protection. When students learn the importance of self-discipline and accept responsibility for their own actions and emotions, the role of parents and teachers is diminished. He who disciplines himself need not be disciplined by another.

Students are expected to behave in a manner that is appropriate for their age and level of development. A Christ-honoring testimony should be the goal of every believer. When a student's behavior reaches the point where it is a distraction to the learning process, some form of discipline must take place. Because of our commitment to the home, we will be quick to contact parents for involvement in the disciplinary process. Parents will then be expected to correct discipline problems in a timely and appropriate manner. If progress is not seen, we will have no choice but to dismiss uncooperative students.

Both minor and major violations of school rules and policies are met with appropriate consequences which involve loss of privileges, as well as possible detention, suspension and/or, in extreme cases, expulsion. Records are kept to insure that students are held accountable for their actions.

The emphasis is on encouraging positive behavior rather than negative, correction rather than punishment. A sincere attempt to maintain fairness, consistency, and Christian love in all correction is the goal.

INCENTIVES

PRIVILEGE SYSTEM

All Learning Centers

The supervisor will plan incentives that will be meaningful to the students. Some incentives will be daily and some will be more long range. Incentives may include privilege centers, special field trips, certificates, and other awards appropriate for the age of the children. Parents will be notified at the beginning of each quarter what the privileges and responsibilities are.

A privilege system will be utilized. The student will display the privilege he/she has earned.

Third grade and above

PB: Eligible for extracurricular activities (Music, drama, yearbook, interscholastic sports):
Qualifications for PB are evaluated quarterly. Once a student has earned their PB They keep it for the entire quarter. (Students gain this privilege if they have lost “PBC”.)

Requirements:

1. Previous quarter's required work finished on schedule
2. Previous month and Current month's monthly scripture recited
3. No more than 6 detentions in previous quarter

New students or those not eligible by the end of the previous Quarter may gain their activity privilege after the 3rd week of the quarter if they:

1. Are academically on schedule
2. Have recited monthly scriptures
3. Have no more than 6 detentions

PBC: “C” privilege is evaluated at the end of 3rd, 6th, and 9th, weeks, and gives student all privileges of PB, plus the following:

1. Regularly schedule privilege breaks
2. Out of seat without permission in LC (scoring, computer use, getting a book, etc...)

Requirements:

1. On schedule with PACE and non-PACE curriculum
2. Current on monthly scripture recited (Includes previous months scripture only.)
3. No more than 6 detentions in current quarter

Grades nine to twelve only

PBCA: “A” also evaluated 3rd, 6th, and 9th weeks; gives student all privileges of PBC as well as following:

- May work on extra-curricular or otherwise enjoyable activities any time during the day as long as supervisor gives permission.
- Friday off if not involved with a scheduled extracurricular activity.

Requirements:

1. Three weeks ahead of schedule
2. Meets all requirements of “PB” and “C”
3. Involved in an approved Local church Ministry

Note: PBCA Privileges are also granted to Honor Roll students for the first three weeks in the quarter following their achievement.

PRIVILEGE DAYS

Students who are on or ahead of schedule will not be required to attend regular classes on designated privilege days at the end of each quarter. They will be expected to come in if so requested by the sponsor of some group activity in which they are involved (for example music, drama, sports). Those eligible for this privilege will be given a slip stating so by their supervisor.

CONVENTIONS

Students Thirteen-years-old and above by December 31st are encouraged to enter interscholastic competition at the annual state convention of Accelerated Christian Education held each spring. Because of the nature of convention, eligibility is a little different than that for other interscholastic activities: To compete in group events second quarter's required work must be completed on schedule. Students who are on schedule at the end of the third quarter may participate in non-group events. All students going to convention must enter at least one individual event and one performance event. First and Second place winners are eligible to compete at the international Convention. Complete details are contained in the Convention guidelines Book in the LC.

Students should learn tremendous lessons in faith, prayer and industriousness as they work and look to the Lord throughout the school year to supply the funds they need to attend the convention.

CONSEQUENCES

When disciplinary action is necessary, our staff strives to be firm, consistent, fair, and tempered with love. **We use a number of controls for discipline:**

DISCIPLINE CONTROLS

1. Detention for minor offenses and excessive carelessness:

<u>Demerits</u>	<u>Consequence</u>
1	0
2	0
3	30 minutes detention
4	40 minutes detention
5	50 minutes detention
6	60 minutes detention
Each additional demerit	+ 10 minutes detention

A detention slip will be sent home with the student on the day the offense occurred. This slip must be returned the *next* school day signed by the parent. Please do not write a note on the detention slip. If you have any Questions, please call or visit the principal before the next school day begins. Failure to return the signed detention slip will result in another automatic detention. Usually the detention will be served on the day the slip is returned or the next school day. Detention time in excess of one hour (7 or more demerits in one school day) will be spread into two **after school** detention periods.

The first 7 detentions in a quarter will be served after school. For all detentions after 7 within a quarter, the student will be suspended the following day and complete work assigned by the supervisor.

- 2. Loss of privilege:** Students who misuse a privilege or misbehave while using a privilege may have that privilege taken away.
- 3. Excessive offenses, defiant attitude, and destructive actions** – The parents will be informed and be responsible for discipline.
- 4. Suspension** with or without assignment: Student must be brought by parent to be reinstated whether this is in- or out-of school. See below for more details.

5. **Dismissal:** Pastor and principal may ask the parents to withdraw their child.
6. **Expulsion:** Pastor and principal dismiss the student from PBCA. There will be no refund of financial fees. The student is able to re-apply for restoration for the following school year.

DEMERITS

In *each category*, offenses receive *progressively stronger discipline* for the individual student until the end of the: every 3 weeks LC 1, every 6 weeks LC2 and quarterly LC3 every grade. For example, the first time a student is disciplined for wasting time, he will receive one demerit. The second time he is disciplined for the same offense, he receives two demerits. The third time, he receives three demerits.

First-time Offenses worth 1 Demerit:

Disturbance

Disrespect

Damage or misuse of church property: *(In addition, the student will be charged a fee. Accidental damage will also be charged even though the student will receive no demerits.)*

Improper Language

Gum chewing or eating at times and in locations other than those designated

Reading and passing notes

Wasting Time

Late

Yelling or Screaming

Running

Improper use or storage of electronic equipment

Envelope not returned or signed

Excuses for absence or tardiness not turned in

Homework not done

Dress code violation

Out of seat without permission

Bible not brought to school

Homework slip not signed or returned

Incomplete gym uniform

Disorderly Behavior

Incomplete office supplies

Not following learning center procedures (checkups, vocabulary not signed)

Improper Goals

Goals not set

Arguing a demerit

First-Time Offenses Receiving 3 Demerits:

Detention slip not signed or returned

PACE not brought to school

“Write-ups” on your school district’s bus (See “Transportation Policy”)

First-Time Offenses Receiving 6 demerits

Inappropriate physical contact (12” rule)

Boys and girls being alone together
Cheating, Lying
Off limits
Defiance in attitude or action toward staff
Bullying
Fighting
Major damage or misuse of property

PROBLEM RESOLUTION

Occasionally misunderstandings or problems can arise. School personnel are committed to resolving problems one-on-one and in a spirit of Christian love and respect. Please refer to the “Proper Lines of Communication” section of this handbook.

PROBATION

Students with consistent discipline problems may be put on probation that may include: not participating in extra-curricular activities, sports or class trips. Safety of all students and staff is of the utmost importance.

OUT-OF SCHOOL SUSPENSION

Suspension is the most severe form of discipline that PBCA can employ before dismissing a student. It is reserved for serious violations (lying, cheating, stealing, swearing, physical contact, disrespect, etc.) or repeated incidents of a less serious nature. The student will be removed from school for 1 to 5 days that school is in session. Students must do all work assigned during this period. A parent conference will be required before the student is allowed to return to class.

Any student who has in their possession a weapon or anything that can be used to cause harm will face strong disciplinary action.

Perth Bible Christian Academy, and its administration, may consider extenuating circumstances in administering any of the defined disciplinary measures and/or substitutions thereof at any time and not in any ascending order or degree of difficulty.

SCHOOL POLICIES

School Time Schedule

Students may arrive between 8:15 – 8:30am.

Student dismissal time is at 3:15 pm for all grades.

Cafeteria/Lunches

All students will need to bring a sack lunch to school. Behavior should always be orderly in the dining area. Students must maintain good, courteous behavior and acceptable table manners. Food is never to be wasted or shared and garbage is to be disposed of properly. Throwing and/or playing with food will not be permitted. Students will assist in the cleaning and maintenance of the cafeteria.

Fire and Evacuation Drills

Fire and other emergency drills will be conducted throughout the school year in accordance with town, county, and state regulations.

After School Hours

Students should leave school grounds as soon as school is dismissed unless they are involved in a supervised activity.

School Closings

For information about school closings, parents should listen to radio stations WGNA, WCSS, WIZR, WROW and WENT, or watch television channels 6, 10, or 13, or check the news app of one of the previous mentions television channels. You may also check school closing and delay information online at www.timesunion.com, www.wrgb.com, www.wten.com or check the school's website. If the weather changes during the school day, and you are concerned about early school dismissal, please follow the procedures above to see what the current situation is. As local school districts decide to close, students from our school will be dismissed to ride their bus home at that same time. If you have any doubt, please call the school office.

Church Activity

The primary responsibility for the education of the child or young person rests on parents. However, God has raised up this school to assist parents in this instruction. We also believe that there is another primary institution, designed by God, for the education and edification of every believer; and that is the church. For this reason, *it required that all students attend church regularly*. Students and their families must be convinced of the importance and Biblical mandates of Christian fellowship and public worship.

Telephones

The school office telephones are intended for business use only. Only in an emergency may permission be obtained from the office personnel to use the office telephone. Learning will not be interrupted to call a student to the phone, except in the case of an emergency. In case of illness, office personnel will call the student's parents.

Work Release

12th grade students are allowed to leave school early to go to a job providing the following requirements are met.

- a. Student must be on target to meet the required number of credits
- b. A minimum GPA of 90 is maintained
- c. Students do not return to campus except for school activities
- d. A parent note granting permission
- e. A work permit is provided
- f. No reduction in tuition is granted for work release.

Seniors that do not meet the requirements for work release as stated above will attend classes at PBCA a full day.

TRANSPORTATION POLICY

It is the responsibility of the parents to request bus transportation from their local school district on or before April 1st of each year. Local school districts may not provide transportation on days they are closed. On these days, the parents are responsible for transporting their children to and from school.

The 10 mph speed limit should be observed on church property. During school hours, one-way traffic is observed. All drivers should enter by the far driveway and exit the driveway nearest the church.

Students are not permitted to go home with other students by bus or car unless written parental permission is submitted to the administrator and the bus company (or school district) well in advance. School districts are well within their legal rights to refuse to transport out of district riders. **DO NOT ATTEMPT TO BOARD A BUS OTHER THAN YOUR OWN UNLESS SPECIFIC PERMISSION HAS BEEN GRANTED.**

After school, all students who are going home by car will wait in the school building until the buses leave. Traffic laws prohibit cars from passing stopped school buses. These laws **DO APPLY** in school parking lots. When dropping off or picking up your children be extra careful to **NOT DRIVE AROUND or NEAR** the school buses.

Bus Conduct

All students riding the buses provided by their local school districts are to conduct themselves with appropriate Christian character and are to adhere to the “Standards of Conduct” in this handbook. Any “write-up” on the buses will result in an automatic detention.

Student Drivers

All students who drive to school must register their automobiles and driver’s license with the school office. Students must park in the designated student parking area. Once a vehicle is parked in the morning, a student is not permitted to return to it without office permission until the end of the school day.

PBCA Trips

PBCA has not acquired buses or vans. Therefore, all transportation must be arranged for all trips, off-campus events, practices, games, field trips, etc. using faculty and parent vehicles. Parent volunteers are necessary for the success of each trip. Students may ride with these parent volunteers **ONLY** if they have written permission from their parent. Car seats must be used according to NYS law. Students will **NOT** be allowed to drive to off-campus activities without administrative approval. A school staff member and one adult must be present at all PBCA trip events.

DRESS & GROOMING POLICY

*“Man does not see what the Lord sees, for man sees what is visible, but the Lord sees the heart.”
I Samuel 16:7b*

A Christian’s appearance may not be the most important part of his testimony, but it is the most obvious. Perth Bible Christian Academy seeks to train students so they will know how to enhance rather than detract from their testimony for Christ. In order to do this effectively, a dress code is necessary. This dress code is based on the biblical principles of modesty, humility, consideration for others, and distinction of the sexes (1 Timothy 2:9-10; I Peter 3:3-5; I Corinthians 8; Deuteronomy 22:5).

It is impossible to design a dress code to cover all the variations in styles of clothing, therefore the student’s supervisor will decide on matters of questionable dress. Parents and students are expected to cooperate in this area. If you are in doubt about an article of clothing, do not wear it to school. Let us not allow an area such as dress to engender strife or to interfere with the process of education. Students are to be neat and proper in appearance (i.e. no torn, faded, or stained clothing), well-groomed and to practice good physical hygiene.

Students are expected to obey these standards of dress for school and official school activities.

PBCA has adopted a dress code which we believe is reasonable and practical. Clothes for school should be chosen for usefulness, comfort and appropriateness under the guidelines of modesty, neatness and good taste. Current fads should be avoided. The administration reserves the right to make a determination about the appropriateness of individual outfits, and that determination is considered final.

GIRL’S DRESS CODE:

1. Shirts must be solid polo shirts. There may be a logo on the polo, but it may be no larger than the size of your palm. Polos must be tucked in and have short or long sleeves: no tanktop polos. Top button only may be unbuttoned.
2. Casual khaki style dress pants (4 pocket maximum) or skirts may be worn. They may be navy blue, black, brown, or tan in color. Belts must be worn if loops are present. No baggy pants. Jean skirts are not permitted. Skirt length, including slits, must be to the knees. Pants and skirts must be pulled up to the waist.
3. SKORTS (K4 thru 6th grades only)
4. Shorts (K4-12th grades) April, May, June, September and October until Columbus Day, Casual dress solid colored khaki; black, navy, brown or tan to be worn to the waist, Must not be tight fitting, Shorts to be no more than two inches above the knee.
5. Moderation should rule in choices and amount of jewelry and makeup.
6. Sneakers or dress shoes, in good condition, may be worn; no sandals or open toes; heels to be two inch maximum.

BOY'S DRESS CODE:

1. Shirts must be solid polo shirts. There may be a logo on the polo, but it may be no larger than the size of your palm. Polos must be tucked in and have short or long sleeves: no tanktop polos. Top button only may be unbuttoned.
2. Casual khaki style dress pants (4 pocket maximum). They may be navy blue, black, brown, or tan in color. Belts must be worn if loops are present. No baggy pants. Pants must be pulled up to the waist.
3. Shorts (K4-12th grades) April, May, June, September and October until Columbus Day, Casual dress solid colored khaki; black, navy, brown, or tan to be worn to the waist, Must not be tight fitting, Shorts to be no more than two inches above the knee.
4. Sneakers or dress shoes, in good condition, may be worn; no sandals or open toes.
5. No earrings, chains, or bracelets.
6. Hair is not to be shaggy or touch the shirt collar or any part of the ear or eyebrow. Boys are to be clean-shaven with sideburns no longer than the middle of the ear.

ADDITIONAL REQUIREMENTS

1. Hair styles such as "Mohawks" and excessive hair sculpturing are not acceptable.
2. No body piercing (other than earrings for girls) or tattooing will be permitted.
3. No fleece/sweatshirts/vests/coats may be worn in Learning Center (with or without hoods).
4. Sweaters must have collared shirt worn underneath (no hood).
5. No camouflage clothing will be allowed in Learning Center.
6. Clothing advertising or suggesting worldly or ungodly interests is not permitted.
7. Outdoor attire is not to be worn indoors (hats, sunglasses, coats, jackets, boots, etc.)
8. Gym attire (boys and girls): Uniform shirts and shorts; gym sneakers and socks.

Note: There will be NO dress down days unless specified by a teacher for special occasions: field trips, etc...

ON AND OFF CAMPUS DRESS

Realizing that PBCA students represent Jesus Christ, themselves, their families and their school, it is important that they dress according to school dress code (unless otherwise specified) both on and off campus at school functions. Modesty is essential in the appearance of students at these events.

ENFORCEMENT

1. **Parents are expected to support the school's position when questions arise. Interpretation of the dress and grooming code rests ultimately and solely with the administration. PBCA reserves the right to evaluate and place restrictions as needed as new fashions and fads emerge.**
2. The administration may refuse to allow a student to attend classes or an event until the student is in the required attire. The parent/guardian of the student may be called to bring in the needed attire or take the student home to change. The student is responsible for any class work missed as a result and class time missed will be considered unexcused and usual attendance policies will apply. The student will be subject to further disciplinary action.

ELECTRONIC DEVICES & PERSONAL ITEMS POLICY

There will be NO use of personal items (i.e. scooters) or electronic devices (i.e. cell phones, MP3 players, palm pilots, game boys, etc.) permitted during the school day, at after school programs, or at school activities.

This is for safety purposes, as well as maintaining a proper learning environment.

Students bring personal items/electronic devices to school at their own risk. They must remain completely off, and turned in to their supervisor before opening. **Any electronic device found in student's possession will be turned into the Principal's office for parents to pick up after school.**

ATTENDANCE POLICY

Classroom participation is a valuable part of the educational experience for every student. For this reason PBCA has developed this attendance policy to insure that all of our students are taking advantage of every opportunity possible to further themselves academically. Compulsory education laws are also in force in the State of New York which mandates that students ages 6-16 be actively enrolled in an educational program. These laws make provision for students who miss school occasionally for reasons of illness, impassible roads, or death in the immediate family.

As a school in this state, we are required to keep accurate attendance records. These records must include an accounting of all absences (legal or illegal), tardiness, and early dismissals. We need your help and support as parents in this difficult and important responsibility.

ABSENCES

Parents need to notify the office by 10 a.m. the day of the absence (legal or illegal). Ten (10) days per quarter is the maximum number of allowable absences for any student at PBCA. After the maximum number of absences has been taken, a student will be unenrolled, unless a written doctor's excuse is provided for each specific date missed beyond the maximum. A half day absence will be given for students arriving after 11:00 a.m. or leaving after 12:00 p.m.

WRITTEN EXCUSES

Upon return to school after any absence, a written excuse, signed by a parent is required (a phone call is insufficient). The excuse is to be submitted to the office on the first day after any absence. A prolonged medical absence (more than three consecutive days) requires a doctor's release for return to school.

TARDINESS

Students are required to report by 8:30 am or they are considered tardy. A late bus does not constitute tardiness as long as the student reports directly to the office upon arrival. In the case of an

emergency, parents should supply a written explanation for the lateness. 3 tardies will count as an absent. Excessive tardiness may result in further action by the school.

SIGN-IN/SIGN-OUT PROCEDURE

Students must give written permission from their parent to the office in order to leave school prior to the end of the school day. Early dismissals are excused for unavoidable appointments, illnesses, and emergency situations only.

FAMILY TRIPS

We respect the potentially educational and relational value of students who occasionally travel with their families. While we encourage family vacations that coincide with school vacations, we do realize that it is not always possible. Parents who intend to keep their children out of school for family trips must submit to the administrator, in writing, at least one week in advance, their plans and a request for make-up work. Supervisors will be notified and work will be provided in advance of the trip. It will be due on the first day back after the trip. Make-up tests and quizzes must be taken within the first week after returning to school. With Supervisor approval, it may also be an option to 'work ahead' in the days or weeks prior to the trip. This will be marked as an unexcused absence.

MEDICAL APPOINTMENTS

Academic problems often develop when students continually leave school for medical purposes. Parents should make every effort to schedule medical appointments before and after the regular school hours. If that can be accomplished, it will eliminate many of the problems associated with absenteeism and the requirement to do make-up work. If you cannot avoid scheduling a medical appointment during school, afternoon absences would be less disruptive than morning ones.

MEDICAL INFORMATION

New York State laws require that a child must be immunized to meet New York State Board of Health Regulations before being allowed to enter school. The above laws allow for applying for a religious as well as a medical exemption with a statement from the physician indicating that the immunization is not indicated for reasons of health.

Physicals are required by NYS for all students enrolling for the first time as well as for those entering grades K, 2, 4, 7 and 10. They must be turned in to the school office by November 30. Any new or transfer students will have six weeks from their date of admission to submit a school physical form.

COMMUNICABLE DISEASES

Perth Bible Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent or rashes which may be transmitted whether directly or indirectly by a susceptible host, infected person or animal or to other

persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify a member of the administrative team.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Perth Bible Christian Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Perth Bible Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

MEDICATION

If students are taking over-the-counter medication or prescribed medication, every attempt should be made to administer the medication at home. If it absolutely must be administered during school hours, the medication should be sent in its original container, which must indicate the proper dosage and the medication title, and should be accompanied by the prescription to the school office. The student will report to the office and take the medication at the proper time.

Students may not have medications of any kind in their possession. Aspirin or other medicines are to be kept in the school office with a note indicating when they may be administered. This note must be signed by a parent or guardian. The school will not supply medications to students under any circumstances.

SPORTS MEDICAL

It is required that all students participating in interscholastic sports have a physical examination for that purpose. Parental permission must also be granted for such participation. It is important that doctor and dentist appointments be made after school hours whenever possible so that valuable instructional time will not be missed.

CONTAGIOUS ILLNESSES

Students with contagious illnesses need to be kept home during the infectious or communicable time. You may contact your physician or local county public health office with questions. Some of the more common illnesses are listed below.

Any rash should be seen by your physician to determine what it is.

Chicken Pox – Keep at home for one week after outbreak. Scabs should be dried out and falling off before returning.

Strep Throat – May return to school after being on antibiotic for 48 hours if feeling well enough.

Head Lice – Treated and one day nit free.

5th Disease – Students are not restricted from attending during the time of the rash unless

other symptoms such as fever are present.

Pink Eye (Conjunctivitis) – May return 24 hours after the first dose of prescription eye medication (usually in the forms of drops or ointment).

ACADEMICS

STUDENT PROMOTION

At Perth Bible Christian Academy, students are generally grouped according to age. However, there are basic steps a student must achieve in order to progress by academic levels (grade wise). With our curriculum, we consider 12 Paces to be a year's work in a given subject. (There are some slight variations in High school). If a student falls more than 36 PACE's behind level then they will remain in current grade.

COURSES OF STUDY

PBCA offers four basic courses of study for graduation candidates: Honors, College Preparatory, General, and Vocational.

HONORS COURSE OF STUDY

The Honors program includes the College Preparatory plus additional courses. No General or Remedial courses are allowed for credit in the program. Students taking the Honors program automatically earn the “PBCA” privileges. *Honors Study represents the very highest quality preparation for a college education.* The following courses are required:

<u>Courses</u>	<u>Units</u>
Bible	4
English	4
Math	4
Social studies	4
Science	4
Foreign Language	2
Music	.5
Speech	.5
Physical Education	2
Christian Growth	.5
<u>Elective(s)</u>	<u>1.5</u>
Minimum total credits	27

The Honors student must complete at least 27 credits and attain a 94 percent average, demonstrate an ability to communicate effectively in written and oral presentations, attain a composite reading rate in excess of 600 WPM as measured on the Read Master program, and should score at least 1,000 on the SAT or 22 on the ACT.

COLLEGE PREPARATORY COURSE OF STUDY

The College Preparatory program is designed to assist college bound students. The student must complete 25 credits, demonstrate the ability to communicate effectively in written and oral presentations, achieve a composite reading rate *in excess of 500 WPM as measured on the Read Master program, and should score at least 900 on the SAT or 20 on the ACT.*

<u>Courses</u>	<u>Units</u>
Bible	4
English	4
Math	3
Social studies	4
Science	3
Christian Growth	.5
Electives	4
Speech	.5
Physical Education	2
Minimum total credits	25

GENERAL COURSE OF STUDY

This program is the minimum course of study for a standard high school diploma and is recommended *only* for those with no plans to pursue a college or other advanced education. The student must complete a minimum of 23.5 credits in accordance with the following chart:

<u>Courses</u>	<u>Units</u>
Bible	4
English	4
Math	3
Social studies	4
Science	3
Music	.5
Electives	2.5
Speech	.5
Physical Education	2
Minimum total credits	23.5

VOCATIONAL COURSE OF STUDY

We strongly encourage *every* student, regardless of future plans or vocational desires, to complete one of the above courses of study that prepares the student for college or gainful employment after graduation in a variety of potential fields. However, we also recognize that age at enrollment, aptitude, interests, or skills *may* prevent a student from completing an Honors, College Preparatory, or General Program.

Officially, a student is considered a High School student when they begin PACE 1097 (regardless of biological age). When a student attains age 14 and is working considerably below PACE 1084, parents may begin to consider electing the Vocational course of study at some point. This is because, at this point, it would indicate a student who is working nearly two years (or more) below grade level with only three school years remaining before the age-commensurate graduation. Even so, as much as possible, we encourage families to strongly consider pursuing at least a General Course of study even if it means remaining in school an additional year or two.

In any case, our policy is to wait until the student is age 16 before finalizing the decision to place him or her on the Vocational track, because some students 'bloom' after age 14 and/or may 'gain ground' through Summer school options. When the student reaches age 16, the principal should meet again with the parents of students to determine if the student should finish only the Vocational course of study.

A student in the Vocational track will earn one credit for every 12 PACES in each subject until completing the minimum of 23 credits required for graduation. In order to complete the Vocational track, the student must complete courses in each subject at least through PACE 1096.

<u>Courses</u>	<u>Units</u>
Bible	4
English	4
Math	3
Social studies	4
Science	3
Music	.5
Electives	2.5
<u>Physical Education</u>	<u>2</u>
Minimum total credits	23

SPECIFICS FOR ALL STUDENTS

1. A general course is one that includes PACE's below 1096 (or the equivalent).
2. A remedial course is one which may include PACEs or material which a student has completed before and is assigned when a student shows need of additional instruction in a particular subject.
3. Physical education is required for all students.
4. Every effort will be made to offer the subjects required for each course of study. However if a subject required for a course of study is not offered, the student will be assigned an additional elective to make up the credit.
5. After a projection has been determined, courses may *not* be dropped after the start of the School year
6. *Bible is required of all students* who will be in attendance at our school. Transferring freshmen or sophomores must complete all four credits of Bible. Transferring juniors must complete a minimum of three credits of Bible. Transferring seniors must complete at least 2 credits before receiving a diploma.
7. All students are encouraged to take the American College Test (ACT) or Scholastic Aptitude Test (SAT) before graduation

8. Graduating seniors are required to attend the commencement service. Those who fail to attend will *not* receive recognition during the service.

GRADING SYSTEM

The grading system is designed to give a true indication of the student's progress or lack thereof. Only passing grades (80% or higher) are recorded and averaged to compute grades for Progress Reports and Academic Records. The 80% requirement for passing PACEs and classes is a built-in success factor to ensure educational mastery.

The Following Grading Scale Will Be Used:

<u>Percent Grade</u>	<u>Letter Grade</u>	<u>GPA Value</u>
95-100	A	4.0
90-94	B	3.0
85-89	C	2.0
80-84	D	1.0

A student's GPA is based on a four point-scale. Each "A" is worth 4 points. Each "B" is worth 3 points. Each "C" is worth 2 points. Each D is worth 1 point. Adding the total points for all completed courses and dividing by the total number of courses yields the student's grade point average. Students are recognized for superior achievement with the Honor Roll and various other quarterly and annual awards. Repeat PACE's – at supervisor's discretion - may take 5-8 school days to complete, the score on the repeat PACE will not exceed a 90%. A 100% score on a repeat PACE equals 90%.

Honor Roll status is granted on a quarterly basis according to the following requirements:

1. 92.00 average or above
2. All required work completed.
3. Each month's Bible section for that quarter must be recited.
4. No more than five unexcused absences.
5. No more than 6 detentions

ENRICHMENT WORK

Some highly motivated and gifted students advance so rapidly through their PACEs that their academic achievement exceeds their neurological maturation. Consequently, they "hit a wall" of abstract concepts before they are mentally capable of processing abstract material. To guard against this, supervisors seek to expand the academics horizontally as well as vertically.

Enrichment work may include expanded curriculum (Animal Science, Bible reading), computer assisted instruction, and group classes. All students participate in at least some enhancement activities, and all receive supplemental and remedial work when the supervisor determines that it is necessary.

HONOR CLASSES/ADVANCED PLACEMENT

Some students may qualify to take honors, advanced placement or college courses through ACE. Interested students are to submit a written request to the administrator.

REPORT CARDS

Report cards will be issued at the end of each quarter. Students will take them home on designated days or they will be mailed. At an appropriate time a required Parent-Teacher Conference will be scheduled.

WRITTEN NOTICES

At various times during the year, students will be bringing home notices concerning grades or school activities. Mid-marking and report cards should be signed and returned to the homeroom teacher within one week. Students shall receive graded work in their "Friday Folder". Notices concerning behavior and/or attitude are also sent to parents. This folder and specified papers should be viewed by parents and returned on the following Monday. Teachers may require a parent signature with the return of the folder.

HOMEWORK

Supervising of homework can be a good opportunity for parents to be actively involved in their children's learning. Failure to complete assigned homework *will* result in disciplinary action. Extra-curricular activities are not an excuse for incomplete homework assignments.

TRANSCRIPTS

The final transcript will be figured on the numerical grades received at the end of each academic year. Class rank will be based on the GPA.

Written requests to send transcripts to educational institutions must be made in writing. Within one year of graduation each student may request three transcripts to be sent at no cost to the student. There will be a \$25 fee collected for each transcript in excess of three the first year, or all requests after one year of graduation.

CHRISTIAN SERVICE

We place a strong value on not only teaching Christian service, but on modeling and doing it together. Throughout the school year, students will have various opportunities to engage in diverse activities in service of Christ and our community.

EXTRA CURRICULAR ACTIVITIES

Activities may include ministry opportunities, interscholastic sports, yearbook, choir, and other scheduled activities. All of these experiences are designed to enrich the students' learning and educational experience.

Field Trips

Special trips may be coordinated during the year. Field trips are **required** participation. The costs of all trips are the responsibility of the student and parent.

Music

Music instruction may include praise team, chorus and drama.

Clubs

As we are able, PBCA will offer clubs and other activities, based on the interest, support of the staff and students, and the availability of adult sponsorship.

Legislative Day

All students 10th grade and up are required to attend Legislative Day each spring and are responsible for their own registration fee.

A.C.E. Conference (extra fees may apply)

See “Incentives” above

INTERSCHOLASTIC SPORTS

The interscholastic sports program of our school is an extension of the Perth Bible Church’s physical education program for boys and girls. In return for the privileges of participation, it is expected that players will accept the necessary responsibilities with regard to the following:

1. Academic Eligibility
2. Appearance and Conduct
3. Attendance at practices, games & all team affairs
4. Maintenance of eligibility
5. Training and team rules

APPEARANCE AND CONDUCT

All players and managers are expected to present a neat and clean appearance at all times. All athletes and managers are expected to adhere to the school dress code when traveling to away games. All squad members are expected to conduct themselves as ladies and gentlemen at all times. Unbecoming conduct will result in disciplinary action and possible suspension from the team. We all have an obligation to the Lord to uphold our Christian testimonies.

For more information please see the “Dress & Grooming Requirements” and the “Standards of Conduct” sections.

ATTENDANCE AT PRACTICE, GAMES, AND TEAM AFFAIRS

Athletes who stay after school before a contest must remain in the gym under the supervision of their coach. Athletes should not plan to stay after school for a game that begins later than 4 pm. They should go home and return at the scheduled time. Players are expected to attend all practice sessions, games, and other team affairs unless excused.

Failure to do so could result in disciplinary action, including possible suspension from the team. Unexcused absence from practices or games may result in being dropped from the squad depending on the rules set by the coach.

It is the responsibility of athletes to notify their coach in advance of an anticipated absence from any squad activity. If students are detained for disciplinary or academic reasons it is their responsibility to notify the coach at the earliest possible time.

Students who are absent from school for any length of time will not be eligible for participation in either practice or competition on the day of the absence. Exceptions to this rule will be with prior consent by the school administration for reasons of family emergencies, special appointments, or similar activities.

For more information please see the “Attendance Policy” section.

A SPECIAL NOTE TO ALL WHO ATTEND PBCA EVENTS!

It is the responsibility of all who may attend any athletic or extra-curricular event to present themselves in a mature and respectful manner. Those who represent PBCA are also representatives of God and present testimony to others through their words and actions. It is essential that all behavior show the proper respect for everyone present (including officials and opponents). If a situation arises that is inappropriate; the pastor, administration, officials, coaches or other PBCA staff have the right and responsibility to ask the behavior to change or to request removal from the facility. Please enjoy yourselves, but do so in a respectable manner! Thank you for your cooperation and assistance!

For more information please see the “Standards of Conduct” section.

RESPONSIBILITIES OF ATHLETES:

1. Respect Jesus Christ and Perth Bible Christian Academy at all times and in all places. Athletes are high profile and are under constant observation, so take extreme care to conduct yourself as a Christian in your appearance, speech, body language, and actions.
2. Show respect for the coaches (address them by their last name), team-mates, officials, and for the opponent (coaches, players, cheerleaders, and spectators).
3. Attend all practices, games, and team responsibilities. If absent, there must be a written excuse signed by the parent no later than the team gathering.
4. There are to be no electronic devices, inappropriate personal items or questionable reading material at PBCA athletic events.

RESPONSIBILITIES OF PARENTS:

1. Support your child in their athletic involvement. You can do this by attending games and showing interest in their team.
2. Support the coaches of our teams and the director of athletics. We are responsible for more people than just your son/daughter and therefore make some difficult, less popular decisions. If an issue arises, approach these individuals in private and in an appropriate manner.
3. Get Involved! Our coaches are always looking for assistants (statistics, keeping the book, transportation, inviting the team to your house, filming a game, leading cheers, making noise, buying Gatorade for the team, etc.

PARENTAL INVOLVEMENT

PBCA expects to have a close relationship with our parents through parent and teacher fellowship meetings, individual conferences, and weekly communication. Parents are expected to volunteer their services at the school. The school values your assistance in the Learning Center, lunchroom, library, on field trips, at parties, sports activities, and other activities. Please contact the school office if you'd like to volunteer your time.

Visits to the school are welcomed and encouraged but are to be arranged in advance through the office so as not to disrupt classroom instruction. All visitors must register at the school or church office. If a parent needs to deliver a forgotten item to school, please drop it off at the office, we will deliver it to the Learning Center. Emergency messages may be called in to the school or church office when necessary. Please observe the school's visitor pass system and remember to stop at the office at any time you enter the school building during school hours.

You, as a parent, can help assure proper attitudes toward the environment desired at PBCA by doing the following:

- a. demonstrate a positive attitude toward your student's academic education
- b. get to know your student's school, its staff, curriculum, programs and activities
- c. attend parent/teacher conferences and school/parent functions
- d. understand and support what is in this handbook, and discuss it with your student

For safety purposes, custodial parents of children in divorce situations should provide a copy of custodial papers and guidelines to the school officials.

PARENT ORIENTATION

Each year PBCA will hold a mandatory parent orientation meeting before school begins. You will be notified of the date and time.

PARENT TEACHER FELLOWSHIP (PTF)

To promote a strong relationship with our parents, PBCA encourages you to check the school calendar for dates of these meetings.

PARENT/TEACHER CONFERENCES

The teacher or the parent may initiate conferences. Parents who wish to initiate a teacher conference should call the school office and leave their name and telephone number and the teacher will return the call. **Out of respect for our teachers' private lives and other ministries, please use discretion when calling them at home.**

No parent is to detain teachers before, after, or during the school day unless a meeting has been scheduled for that time. **Our teachers have assigned duties before and after school, and an interruption could jeopardize the learning or safety of our students.**

PBCA FORMS CHECKLIST

Included in this Handbook:

Parent Directory Form
Internet and School Publications Permission
Affirmations of Reading and Commitment
PBCA Parent Covenant

Not Included in this Handbook:

Application for Admission
Application for Transportation
Records Transfer Request
Reenrollment Form
Pastoral Recommendation
Personal Student Testimony
Persons Authorized for Student Sign Out
Physical Examination for School Form
Pre-K Health History

PERMISSION AND AFFIRMATION FORMS

PARENT DIRECTORY

PBCA would like to provide you with a directory. If you give the school permission to list your family in the directory, please fill in the information you would like included and return it to the PBCA office:

Date: _____

Children/Grade _____

Address _____

Phone: Home _____ Work _____ Cell _____

E-Mail _____

Business Name and Type _____

Parent/Guardian Signature _____

INTERNET AND SCHOOL PUBLICATION PERMISSION FORM

PBCA has a website, internet accessibility, brochures, etc.

Please initial the following statements if you give permission:

_____ I give permission to have my child's work or photo with or without name featured in any of the publications of PBCA.

_____ I give permission for my child to have access to the internet under supervision. I give permission for my child's photo, name, grade, work or age to be published on the PBCA website.

Parent Signature

Date

AFFIRMATION OF READING AND COMMITMENT TO FOLLOW THE PROCEDURES AND POLICIES SET FORTH IN THIS HANDBOOK

Parents and the school need to be of one mind in understanding and agreeing to abide by the purpose and policies of PBCA. Having read and agreed to abide by the Handbook, fill in the appropriate information below. Please remove this entire page and return it to your child's teacher the first week of school.

Student Signature _____

Date: _____

Parent Signature _____

Date _____

PERTH BIBLE CHRISTIAN ACADEMY PARENT COVENANT

Please prayerfully consider:

1. As a family we have carefully read and discussed the PBCA Family Handbook
2. We understand that PBCA is a ministry of Perth Bible Church which seeks to develop young people who love God absolutely and others sacrificially.
3. We understand and agree that the word of God will be reflected in all the affairs and teachings of the Academy.
4. We understand that the Academy will exercise Christian discipline and we accept that the teacher and administration has full discretion in the discipline of PBCA students and will honor their judgment about the necessity of such discipline.
5. We agree to resolve issues Biblically, following the lines of communication.
6. We accept responsibility for building a strong relationship with the staff. We commit to pray for the staff, the students, the Academy and its families.
7. We agree that the staff and administration have full discretion as to the academic pacing of our child.
8. We agree to work to comply with school standards and PBC doctrine and, if asked by the administration, will peaceably withdraw our child.
9. We understand the PBCA financial policy and will keep our account current at all times.
10. We understand that we will be expected to maintain a family and church life that is consistent with the teachings of the word of God, including prayer, Bible reading, church attendance and loyal support of the Academy ministry.
11. We recognize the importance of our testimonies before the world and will endeavor to avoid even the appearance of evil.

We acknowledge that attending Perth Bible Christian Academy is a privilege and not a right.

In prayerful consideration of our preceding agreements, we willingly accept and support the policies and principles of PBCA and agree to abide by and support the decisions of the administration. We do hereby request the enrollment of our child in PBCA.

Father's Signature

Date

Mother's Signature

Date