

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 or her 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.

PURPOSE OF THIS HANDBOOK

This handbook has been developed for both the students and their parents. Every effort has been made to summarize school guidelines so that students and parents will have a basic understanding of our expectations. Each family is accountable for the handbook's content. The school board reserves the right to change, eliminate, or revise all school policy as well as the statements set in the handbook. This may be done at any time that a change is considered necessary.

BRIEF HISTORY OF THE SCHOOL

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.

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

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.

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.

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 through 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; II Cor. 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.

HANDBOOK OVERVIEW

This handbook is an extension of board policy and reflects the goals and objectives of the school board. Students are expected to comply with and abide by our school's policies, rules, regulations, and student handbook. Students who fail to abide by our school's policies, rules, regulations, and student handbook may be disciplined for their conduct. The school reserves and retains the right to modify, eliminate, or establish school policies, rules, regulations and student handbook provisions as circumstances warrant. Students are expected to know the contents of the handbook and comply with it.

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, personal evangelism, and Bible classes. Students will 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.

ACADEMICS

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. Beginning with the 2021-2022 academic year, students must complete a minimum of 15 hours of community service for each year of high school enrollment. No more than 10 hours a year can be PBCA service hours. The non-PBCA service hours should be outside the regular school day unless approved. Log sheets are available in the school office and on our website. Students are required to submit annual hours of service to the main office. (Due to current circumstances this requirement is not being enforced).

DAILY SCHEDULE

Students may arrive between 8:00 – 8:10 am.

Student dismissal time is at 3:30 pm.

FIELD TRIPS

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

GRADING SYSTEM

The following grading scale will be used:

<u>Percent Grade</u>	<u>Letter Grade</u>	<u>GPA Value</u>
98–100	A+	4.0
95–97	A	4.0
92–94	A-	3.67
90–91	B+	3.33
87–89	B	3.0
84–86	B-	2.67
82–83	C+	2.33
79–81	C	2.0
76–78	C-	1.67
74–75	D+	1.33
72–73	D	1.0
70–71	D-	.67

College Level/Dual Enrollment Courses

The letter grade earned is the grade that will be assigned. For example, a college course with a grade of "C" will be recorded as a "C" (81%). Regardless of the number of college credits earned in a college class, the number of high school credits will be determined by the class time. For example, a one semester course will be recorded as ½ high school credit. Two semesters of the same course will be recorded as 1 high school credit.

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 student must complete at least 23 credits with at least a 3.67 GPA and the required community service hours.

The Honors program includes the College Preparatory plus additional courses. No Remedial / Vocational courses are allowed for credit in the program. Honors Study represents the very highest quality preparation for a college education. The following courses are required:

<u>Course</u>	<u>Units</u>
Bible	Credit for each year at PBCA
English	4
Math	4
Social Studies	4
Science	4
Foreign Language	2
Speech	.5
Physical Education	Credit for each year at PBCA
Electives	<u>.5 - 2</u>
Minimum Total	23

COLLEGE PREPARATORY COURSE OF STUDY

The College Preparatory program is designed to assist college bound students. No Remedial / Vocational courses are allowed for credit in the program. The student must complete at least 23 credits with at least a 3.0 GPA and the required community service hours. The following courses are required:

<u>Course</u>	<u>Units</u>
Bible	Credit for each year at PBCA
English	4
Math	3
Social Studies	4
Science	3
Foreign Language	2
Speech	.5
Physical Education	Credit for each year at PBCA
Electives	<u>1.5 - 5</u>
Minimum Total	23

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. No Remedial / Vocational courses are allowed for credit in the program. The student must complete at least 23 credits and the required community service hours. The following courses are required:

<u>Course</u>	<u>Units</u>
Bible	Credit for each year at PBCA
English	4
Math	3
Social Studies	4
Science	3
Foreign Language	1
Speech	.5
Physical Education	Credit for each year at PBCA
Electives	<u>2.5 - 6</u>
Minimum Total	23

VOCATIONAL COURSE OF STUDY

We strongly encourage every student, regardless of 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 taking predominately High School courses (regardless of biological age). When a student attains age 14 and is working considerably below High School course work, 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.

The student in the Vocational track must complete at least 22 credits (any combination of remedial/vocational or regular) and the required community service hours. The following courses are required:

<u>Course</u>	<u>Units</u>
Bible	Credit for each year at PBCA
English	4
Math	3
Social Studies	4
Science	3
Physical Education	Credit for each year at PBCA
Electives	<u>1.5 - 5</u>
Minimum Total	22

SPECIFICS FOR ALL STUDENTS

1. Bible is required of all students. High school students who transfer must have one credit of Bible for each year enrolled.
2. Physical education is required for all students.
3. 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.
4. Courses may not be dropped after the start of the school year.
5. All students are encouraged to take the American College Test (ACT) or Scholastic Aptitude Test (SAT) before graduation.
6. Graduating seniors who fail to attend graduation will not receive recognition during the service.

HOMEWORK

Teachers assign homework as a reinforcement of classroom work. Students are expected to complete homework on time.

Students with late work may receive a reduced grade as a result. The semester grade may be reduced by as much as 10% because of late work. When extenuating circumstances exist, a written explanation from the parent/guardian may be taken into consideration.

Any student carrying two or more late assignments in any class will be assigned an after-school homework completion detention. This will take place until the student's assignments are current in each class. If a work session is assigned, it will be served on the next available school day. If the late work is completed and turned in before the work session starts, the student will not need to attend the work session.

INCOMPLETE WORK

An "I" designation for an incomplete is issued when a student has not completed assigned and/or required work. A grade is not given until the work is completed. The incomplete work should be done within the allowable time (one day for every day absent). If work is not completed during the allotted time, the missing work will be given a zero grade and will be averaged accordingly. A student may also be placed on academic probation for a period of time if low or failing grades persist.

HONOR ROLL

There is an "A Honor Roll" and an "A/B Honor Roll." Students must have all A's or all A's and B's to be included. Students must also have recited each month's Bible passage for that quarter and have at least a satisfactory mark (S) in all specials to be on the Honor Roll.

MUSIC

It is PBCA's desire to help our students develop a personal relationship with the Lord Jesus Christ through music. We also intend to use drama, multimedia technology, and a full range of instrumentation. The choice of music is intended to help students grow spiritually and to think and act as Christians.

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.

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 in their parent notification packet. Notices concerning behavior and/or attitude are also sent to parents. This packet and specified papers should be viewed by parents and returned on the following class day. Teachers may require a parent signature with the return of the packet.

RECORDS AND TRANSCRIPTS

Student record and transcript requests must be made in writing at least one business day, no less than 24 hours, ahead of when they are needed. Addresses to which information should be sent needs to be included. With appropriate authorization, a student's records will be forwarded as requested.

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.

Requests for transcripts must be made in writing. There may be a fee collected for each transcript request.

ENRICHMENT WORK

Some highly motivated and gifted students advance so rapidly through their assignments 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, teachers seek to expand the academics horizontally as well as vertically. Enrichment work may include expanded curriculum, computer assisted instruction, and group classes. All students participate in at least some enhancement activities, and all receive supplemental and remedial work when the teacher determines that it is necessary.

TESTING

Standardized testing is given each year to PBCA students. PBCA recommends that junior level students take the ACT. Seniors may want to retake the test to achieve their best possible score. Students register for the ACT at www.actstudent.org.

ATTENDANCE

Classroom participation is a valuable part of the educational experience for every student. For this reason, PBCA has developed this attendance policy to ensure that all 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, tardies, 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. Ten (10) days per semester 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 10:30 a.m. or leaving before 1:30 p.m.

MEDICAL APPOINTMENTS

It is important that doctor and dentist appointments be made after school hours whenever possible so that valuable instructional time will not be missed.

Academic problems often develop when students continually leave school for medical purposes. Parents should make every effort to schedule medical outside of 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.

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) may require a doctor's release for return to school.

TARDINESS

Students are required to report by 8:15 am or they are considered tardy. In the case of an emergency, parents should supply a written explanation for the lateness. Five tardies will count as an absence. 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.

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. Please let the school office know in writing at least 10 day in advance. Make-up work will be due on the first day back after the absence. With Teacher approval, it may also be an option to 'work ahead' in the days or weeks prior to the trip.

WORK RELEASE

12th grade students may be allowed an early dismissal to go to a job providing the following requirements are met:

1. Student must be on target to meet the required number of credits
2. A minimum grade average of 87 is maintained
3. Students maintain satisfactory participation in school activities
4. Students may leave school no earlier than 1:00 PM
5. A parent note granting permission
6. A work permit is provided
7. 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 following the normal schedule.

WITHDRAWAL

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

1. Notify the PBCA office of intent to withdraw a student from school
2. Return all materials on loan from PBCA
3. Sign a Change of Enrollment Form in the School Office

Please also carefully note: All financial accounts will be updated regularly and marked as being "Current," "Paid in Full," or "In Arrears."

EXPECTATIONS FOR STUDENTS

PHILOSOPHY OF CHRISTIAN DISCIPLINE

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

Discipline is something that is vitally 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 consequences, it must always be motivated by and end in love! Confrontation and consequences are a sometimes-necessary means, but never the end. Nor is discipline limited to consequences. 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 both 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 had trouble in fulfilling their role.

Students must always 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 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, marijuana, and sexual immorality. Possession, use of, 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, and be obedient and respectful to those in authority. 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

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 ensuring 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.

CONSEQUENCES

When disciplinary action is necessary, our staff strives to be firm, consistent, fair, and tempered with love. PBCA uses several controls for discipline.

DISCIPLINE CONTROLS

Detention for minor offenses:

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 multiple after school detention periods.

1. 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 teacher.
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 can re-apply for restoration for the next school year.

<u>Demerits</u>	<u>Consequence</u>
1	0
2	0
3	30 minutes detention
Each additional demerit	+10 minutes detention

Demerits:

In each category, offenses receive progressively stronger discipline for the individual student until the end of the: week K4 – 6th, every 3 weeks 7th – 12th. 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/Folder not returned or signed
- Excuses for absence or tardiness not turned in
- Dress code violation
- Out of seat without permission
- Homework slip not signed or returned
- Incomplete class supplies
- Not following directions
- Arguing a demerit

First-Time Offenses Receiving 6 demerits:

- Inappropriate physical contact (12" rule)
- Boys and girls being alone together
- Cheating
- Lying
- 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 can return to class.

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.

ELECTRONIC DEVICES & PERSONAL ITEMS

Except for school approved purposes there will be no use of personal items or electronic devices (i.e. cell phones) 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 teacher before Opening. Any electronic device found in student’s possession without permission will be turned into the Principal's office for parents to pick up after school.

Dress Code

**“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 teacher 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 determine the appropriateness of individual outfits, and that determination is considered final.

General Dress Code Guidelines

1. Clothing needs to be in good condition with no holes, whether accidental or on purpose
2. Printed messages/pictures on any garment should be positive, non-distracting, and should not promote non-Christian values
3. Earrings (not more than 2 per ear) for female students are the only acceptable body piercing
4. Tattooing will not be allowed
5. Outdoor attire is not to be worn indoors
6. Undergarments should not show during any activity

Tops

1. Midriff, either front or back, may not be exposed
2. Cleavage must not be visible at any time
3. Shirts with an open back are not allowed
4. Camisoles, sheer shirts or side neck shirts, sleeveless top, strapless tops, or halter-tops are not allowed

Bottoms

1. Pajama, flannel, and sweatpants may not be worn
2. Lettering across the seat is not permitted
3. Leggings may only be worn under a knee length dress / skirt
4. Shorts should not be more than 2" above the top of the knee

Dress/Skirts

1. Skirts/dresses, including slit, must be no higher than the top of the knee
2. Sleeveless dresses are not allowed

Hair, Hats, & Shoes

1. Hair should be kept out of the eyes, and a non-distracting style
2. Boys' hair is not to be shaggy or touch the shirt collar or any part of the ear or eyebrow
3. Boys are to be clean-shaven with sideburns no longer than the middle of the ear
4. Caps, hats, and headwear are not allowed during the school day
5. No slippers
6. PreK-6th may not wear sandals without a back strap for the purpose of playground safety

Business Dress (for designated events)

Boys

1. Collared button-down shirt and tie (a sweater may be worn over the shirt)
2. All shirt tails must be tucked in
3. Khakis or dress pants with a belt
4. No sneakers
5. Suit/Sport coat when designated

Girls

1. A dress, skirt, or dress pants with a nice top or sweater (no T-shirts)
2. A belt if loops are present
3. No sneakers

Formal Wear (Guests must abide by this same dress code)

Gentlemen

1. Dress pants, dress shirt, tie, belt, suit jacket, or tuxedo are acceptable formal attire
2. Dress shoes

Ladies

1. Dresses should be modest
2. Midriff, either front or back, may not be exposed

3. No plunging necklines cleavage must not be visible
4. Skirts or dresses, including slits, must be no higher than the top of the knee
5. Strapless dresses are not allowed
6. Dresses with straps must have straps which are at least 2" wide
7. Dress shoes (2" heel maximum)

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.

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 volunteers. Parent volunteers are necessary for the success of each trip. Students may ride with these 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.

HEALTH

MEDICAL INFORMATION

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 October 1. Any new or transfer students will have three weeks from their date of admission to submit a school physical form.

IMMUNIZATION OF STUDENTS

Every child entering or attending PBCA must present proof of immunization or proof of immunity by serology (blood test) if applicable in accordance with Public Health Law Section 2164 and the New York State Department of Health Regulations unless a New York State licensed physician certifies that such immunization is detrimental to the child's health. The requirement for that immunization is waived until such immunization is no longer detrimental to the child's health.

Except for this exemption, the school may not permit a child lacking evidence of immunization to remain in school for more than fourteen (14) days, or more than thirty (30) days for an out-of-state or out-of-country transferee who can show a good faith effort to get the necessary certification or other evidence of immunization.

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.

CONTAGIOUS ILLNESSES

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

Students with contagious illnesses must 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.

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 nit free for at least one day.

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 form of drops or ointment).

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.

SAFETY

Fire and Evacuation Drills

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

DANGEROUS ITEMS

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

STUDENT LIFE

EXTRA CURRICULAR ACTIVITIES

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

Legislative Day and other Conferences

All students 10th grade and up are required to attend Legislative Day each spring and are responsible for their own registration fee. There may be other opportunities for various student conferences which may or may not have a fee attached.

Fine Arts

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.

Interscholastic Academic Competition

As opportunities arise students are encouraged to enter interscholastic competition.

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 regarding 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 always expected to present a neat and clean appearance. All athletes and managers are expected to adhere to the school dress code when traveling to away

games. All squad members are always expected to conduct themselves as ladies and gentlemen. Unbecoming conduct will result in disciplinary action and possible suspension from the team.

Attendance at practice, games, and team activities

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 4:30 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 always 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.)

SCHOOL INFORMATION

COMMUNICATION

LINES OF AUTHORITY

Classrooms: The Teacher is the first line of authority in the learning environment. In addition to the classroom, the Teacher has authority anywhere on school grounds as well as off-campus functions. Where and when applicable a teacher's aide may be the first contact.

Principal/Administrator: The Principal/Administrator 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 Teacher to review discipline of their student. Parent should detail the conduct and discipline to be addressed. The Teacher will contact the parent in a timely manner.
2. The parent, after communicating with the Teacher, 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 (PBCA) 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. PBCA does not discriminate based on 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 these needs.

Children are not usually accepted who have smoked habitually for a period, 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 potty trained & be four years of age before December 1.

K5 enrollment: the child must be potty trained; be five years of age before December 1st; 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:

1. Probationary admission is reviewed each grading period for acceptable progress in academics, conduct and character.
2. 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:

1. The application forms
2. Standardized test scores
3. Diagnostic exam results
4. Previous grades, transcripts
5. Disciplinary records and the family interview
6. Pastor's recommendation
7. Ability to facilitate special needs or circumstances
8. 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 complete until the student has been formally accepted and parents submit a signed Financial Agreement and Parent and Student Covenants.

FINANCIAL INFORMATION

Perth Bible Christian Academy 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. A schedule of the current fees can be obtained from the office.

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 ensure our ability to honor PBCA's financial obligations, prompt payment is necessary.

REGISTRATION/RE-REGISTRATION

The registration fee must accompany the enrollment forms. This fee is non-refundable.

STUDENT ACCOUNT PAYMENT

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 considered when re-registering a student and selecting payment option.

Annual tuition should be paid in full before the school year begins. To assist families the payment may be divided into a maximum of 8 months. The number of payments is determined by when a family starts paying. The final month of payment may be no later than March 15. The offer of a payment plan is for the convenience of paying the annual tuition and has no relationship to the number of school days in an academic year or the number of days a student attended.

If a payment is 10 or more behind the student will be considered withdrawn from school. (I.E. if the December 1 payment is not paid by December 10 the student will be considered withdrawn from school.) When a student is withdrawn from school, parents are financially responsible based on the refund procedure identified in this handbook.

TUITION REFUND PROCEDURE

A student who elects to withdraw from PBCA or is withdrawn at the request of the school, may be refunded a portion of their annual tuition based on the following:

<u>Before</u>	<u>Refund</u>
September 1	80%
October 1	70%
November 1	55%
December 1	40%
January 1	35%
February 1	20%
March 1	No Refund

Extenuating circumstances may be considered.

In addition to the registration fee there are other fees which are non-refundable (see the Financial Agreement for additional details). Transcripts may reflect a financial history which will include monies due.

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 mention's television channels. You may also check school closing and delay information online at www.timesunion.com, www.wrgb.com, www.wten.com. 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 children 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 is required that all students attend church regularly. Students and their families must be convinced of the importance and Biblical mandate 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.

TRANSPORTATION

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 they have been properly signed out to 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.

PARENTAL INVOLVEMENT

PBCA encourages parent involvement. Parents can support the school in a variety of ways including, but not limited to, the following:

- Attend our Parent/Teacher fellowship meetings
- Help with our parent teams
 - Academic team
 - Facilities team
 - Fine Arts team
 - Extra-curricular team
- Volunteer on a weekly basis
 - Recess duty
 - Lunch duty
 - Reading groups

VISITORS

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 classroom. 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.

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 parent orientation meeting before school begins. You will be notified of the date and time.

Parents can help ensure proper attitudes toward the environment desired at PBCA by doing the following:

1. Demonstrate a positive attitude toward your student's academic education
2. Get to know your student's school, its staff, curriculum, programs and activities
3. Attend parent/teacher conferences and school/parent functions
4. Understand and support what is in this handbook, and discuss it with your student

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.

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:

Enrollment Application
Medical Report & Aid Release form
Pastoral Recommendation
Record Request form
Transportation Application

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 #'s: _____

Email: _____

Business: _____

Parent 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 the school office by 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 will use 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 to cooperate with the staff and administration 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 always keep our account current.
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 _____