

PBCA

Parent - Student

Handbook



2024-2025

Table of Contents

<u>Title</u>	<u>Page #</u>
<u>Table of Contents</u>	3-4
<u>Handbook Overview</u>	5
<u>School Information</u>	
History	6
Purpose	7
Mission Statement	8
Declaration of Faith	9-10
Educational Objectives	11
Staff Selection	12
<u>Academics</u>	
Courses	13
College Level/Dual Enrollment	14-15
Vocational Studies	16
Grading System	17
Homework	18
Report Cards	19
Honor Roll	20
Christian Service	21
<u>Activities</u>	
Field Trips	22
Extra Curricular Activities	23
<u>Admissions</u>	
Application	24
Enrollment Information	25
Enrollment Steps	26
Admission Decisions	27
Financial Information	28-29
Back to School Night	30
<u>Communication</u>	
Communication Policy	31-32
Parent/Teacher Conferences	33
Written Notices	34
<u>Dress Code</u>	35-37

Table of Contents (Continued)

<u>Title</u>	<u>Page #</u>
<u>Discipline</u>	
Standard of Conduct	38-39
Philosophy	40
Demerit Policy	41-42
Detention Policy	43
Privilege System	44
Problem Resolution	45
Other Discipline	46
<u>Electronic Device Policy</u>	47
<u>Operations</u>	
Drills	48
Lunch	49
Schedule	50
School Closings & Delays	51
<u>Health</u>	
Health	52-54
Medications	55
<u>Records</u>	
Attendance Policy	56-57
Work Release	58
Records & Transcripts	59
Testing	60
<u>Support</u>	61
<u>Sports</u>	62-63
<u>Transportation</u>	64
<u>Visitors</u>	65

Handbook Overview

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 the expectations set forth at PBCA.

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 and without prior notice given.

The 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 the student handbook. Students who fail to abide by our school's policies, rules, regulations, and student handbook may be disciplined for their conduct.

History

PBCA began in 1978 as a ministry of Perth Bible Church. The administration, teachers and staff seek to extend Perth Bible Church's purpose, and mission through developing young people who love God absolutely and love others sacrificially.

Purpose

The purpose at PBCA is to glorify God by providing a Christ-centered biblically based education. The 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.

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!

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.

References: Psalm 19:7-11; 2 Timothy 3:16-17; 2 Peter 1:16-21; 1 Corinthians 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.

References: Mark 12:29; John 1:1-4; Matthew 28:19-20; Acts 5:3, 4; 2 Corinthians 13:14; Hebrews 1:1-3; Revelation 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 on behalf of man.

References: John 1:1, 2; Philippians 2:6; Genesis 3:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:35; John 1:14; Ephesians 2:8; Acts 15:11; Romans 3:24; John 3:16; Matthew 18:11; Philippians 2:7-8; Hebrews 2:14; Isaiah 53:4-7; Romans 3:25; 1 Corinthians 15:3; 2 Corinthians 5:21; Galatians 1:4; 1 Peter 2:24; 1 Corinthians 15:20; Hebrews 9:12-15; 1 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 to convict of sin, of righteousness and of judgment.

References: 1 Corinthians 12:13; Romans 8:14-27; John 14:16-17; John 16:7-11; Acts 4:31

Declaration of Faith (continued)

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.

References: Matthew 4:1-3; Mark 1:13; 2 Corinthians 4:4; Ephesians 2:2; Revelation 20:10

Section F: Creation - We believe and accept the Genesis account of creation and believe that man came into being by the direct creation of God, not by evolution; that man was “created in God’s own image.”

References: Genesis 1:2; Colossians 1:16-17; John 1:3; Genesis 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.

References: Genesis 3:16; Romans 5:19, 3:10-19; Ephesians 2:1-3; Romans 1:18, 1:20, 1:32; Galatians 3:22

Educational Objectives

The educational objectives of Perth Bible Christian Academy are patterned after the principles found in Scripture. We are committed to the following four areas of human development, which were contained in this verse.

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

Spiritual

The foundational aim of Christian education is to lead students to a personal relationship with Jesus Christ and 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 Chapel sessions, 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 a student's coordination, health, and competitive spirit. Older students will be encouraged to be involved in competition, which will help them to 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. Students will also be encouraged to experience a living faith in God that will be a credit to Christ, the community, and to the nation. Responsible patriotism and Christian service, that is in harmony with a Christian faith, is encouraged and modeled to students.

Staff Selection

Faculty members are selected not only because of 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.

Courses

Bible Class

Bible Class is required of all students. High school students who transfer must complete one credit of Bible Class for each year enrolled.

Music

PBCA desires to assist students in developing a personal relationship with the Lord Jesus Christ through Music as well as through academic studies. We also intend to use drama, multimedia technology, and a full range of instrumentation to assist in learning. Participation in the Music program is intended to help students grow spiritually.

Physical Education

Physical education is required for all students, for each year of study.

Electives

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.

Withdrawal

Courses may not be dropped after the start of the school year..

Testing

All students are encouraged to take the American College Test (ACT) or Scholastic Aptitude Test (SAT) before graduation.

Graduation

Graduating seniors who fail to attend graduation will not receive recognition during the service.

College Level/Dual Enrollment

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 1/2 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

Honors represents the very highest quality preparation for a college education. A Honors student must complete at least 23 credits, with at least a 3.3 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.

The following courses are required to qualify for Honors

Bible - credit for each year at PBCA

English - 4

Math - 4

Social Studies - 4

Science - 4

Foreign Language - 2

Speech - 0.5

Physical Education - 1 credit for each year at PBCA

Electives 0.5 - 2

Minimum Total: 23

College Level/Dual Enrollment (Continued)

College Preparation

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:

Course Units

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 1.5 - 5
Minimum Total 23

General Courses 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 with at least a 2.0 GPA and the required community service hours. The following courses are required:

Course Units

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 2.5 - 6
Minimum Total 23

Vocational Studies

We strongly encourage every student, regardless of their plans or vocational desires, to complete one course of study that prepares them for college or gainful employment following 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 predominantly 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. This is because some students mature after age 14 and/or may excel through additional school options.

When the student reaches age 16, the Principal should meet again with the parents of each student 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 for a Vocational Diploma.

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 1.5 - 5

Minimum Total: 22

Grading System

The following grading scale will be used:

<u>Percent</u>	<u>Grade/Letter</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-	0.5

Homework

Expectations

Teachers assign homework as a part of learning and as a reinforcement of classroom work. Students are expected to complete homework on time. Failure to complete homework will result in disciplinary actions.

Late Work

Students with late work may receive a reduced grade as a result. Their 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 late assignments in any class may be assigned an isolated lunch or an after-school Homework Opportunity. This will take place until the student's assignments are current for each class. If the late work is completed and turned in before the work session begins, the student will not need to attend the work session.

Incomplete Work

An incomplete is issued when a student has not completed their 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.

Report Cards

Report cards will be generated and distributed electronically after each quarter ends. For quarter end dates please refer to the [School Calendar](#).

Honor Roll

There are two Honor Rolls: A Honor Roll and A/B Honor Roll. Students must have all A's or all A's and B's to be included. Students must also have completed all Monthly Scriptures for that quarter, and be in good standing in all electives/specials to be on the Honor Roll.

Christian Service

Throughout the school year, students will have various opportunities to engage in diverse Christian Service activities, in service to Christ and our community. 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. Log sheets will be provided. Students are required to submit annual hours of service to academy@perthbiblechurch.org

Field Trips

Field trips will be coordinated during the year. They are mandatory parts of the school year. They are not optional. Field trips are typically scheduled following Opening. Opening is a mandatory part of the school day for any day, as well as for field trip days, unless otherwise stated.

Costs

The costs of all field trips are the responsibility of the student and parent. Costs will be determined and announced prior to the trip and are to be paid before the trip occurs. Staff is not responsible for financial irresponsibility on behalf of the student or parent. If a student does not provide finances prior to the trip as required, they will not be able to participate, and may be asked to be picked up from school, if those particular circumstances occur.

Payments

As field trips are planned, different payment methods may be requested. For example, cash may be the only accepted form of payment at an establishment or business that is to be visited during a field trip.

Permission

Permission slips are required of all field trips. They are the responsibility of the student and parent to be completed. Unless stated otherwise, permission slips will be located on the Academy webpage and shared prior to each field trip. Staff is not responsible for irresponsibility on behalf of the student or parent. If a student does not complete a permission slip prior to a trip as required, they will not be able to participate, and may be asked to be picked up from school, if those particular circumstances occur.

Transportation

PBCA does not own any vehicles. Therefore, all transportation must be pre arranged for all field trips, off-campus events, athletic practices and games, conferences and trips...ect. All transportation is made available from parents, staff, and volunteers. It is highly recommended that parents make arrangements to chaperone their child(ren)s school activities. To help facilitate this, the calendar has most of the field trip days scheduled. If transportation cannot be arranged, a trip or event will be canceled. Some special exceptions may occur, requiring the use of a rented vehicle. If this happens, fees will be included in the cost of the event or trip.

Assigned Seating

Students may be assigned to specific vehicles and/or seats in a vehicle. This is to avoid certain circumstances from occurring in order to keep all students, staff and volunteers safe. Seat belt use is required, following NYS and Federal law.

Car Seats/Booster Seats

The school isn't required to supply any car seats or booster seats to accommodate students for trips and events...etc. Parents are to communicate with staff and make appropriate and necessary arrangements. All seats must be used according to NYS and Federal law.

Student Drivers

Students are NOT able or are allowed to drive for or to off-campus activities without prior administrative approval.

Supervision

At least one staff member and one additional adult must be present for all PBCA trips and events.

Extra Curricular Activities

Extra curricular activities may include ministry opportunities, sports, yearbook club, ski club, convention, other clubs, church/school activities and other related activities. All these experiences are designed to enrich a student's learning and educational experience. Some of these activities may have requirements to be eligible to participate.

Clubs and extracurricular activities are a privilege and not a requirement. They also are not a primary responsibility. The primary responsibility of the student is their academic role and performance.

Point Person/Club Head

For each club, a point person will be in charge of running the club, assigning and communicating dates, and be in charge of general club operations and affairs. It is the responsibility of this person to handle all of the communication, to set up transportation, to set up meetings, and other details.

It is not the responsibility of the administration, staff, or faculty to do so, unless they are in charge of the club, meeting, or event.

The point person/club head is required to communicate plans and activities with administration, and to keep lines of communication open and plans transparent. Administration, staff, and faculty can assist if absolutely necessary.

Legislative Day and Other Conferences

All students in 10th-12th grade are required to attend Legislative Day, each Spring. Parents are responsible for their child's registration fee. There may be other opportunities for various student conferences which may or may not have a fee required.

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.

Student Convention Competition

As the opportunities arise, applicable students are highly encouraged to enter into the available competition.

Application

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 every student 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 educational needs of all children. The academy offers Christian training. The school 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 required to be equipped or staffed to meet all these needs.

When processing applications, it should be noted that children are not usually accepted who have certain circumstances in life that they are suffering with, including those who have smoke in any form, have run away from home, been arrested, used drugs, consumed alcohol, shown a pattern of bullying, or who has other circumstances which prevent others from being provided a privileged learning environment.

Enrollment Information

K5 Enrollment

All K5 enrollments must be potty trained, be at least 5 years old before December 1st; and show proper readiness to begin school. Staff may make a recommendation that a child wait a year to enter into and begin school, or be kept at a specific stage of learning or life a little longer, as it would benefit the child, and not benefit them to be pushed into or through school.

Application Interview

Children entering 4th grade and above will be asked to share their salvation experience in the interview. If a child is uncertain about their salvation, they are welcome to reach out and talk about how to begin a personal relationship with Jesus Christ as their Savior.

PBCA's mission is to assist Christian parents in the spiritual growth of their child(ren). At least one parent will be asked to share their salvation experience in the interview. During the interview process, the general attitude of the student will be taken into consideration for admission. Students who are in rebellion to authority or who exhibit a poor attitude may not be admitted.

Enrollment Steps

1. Read the Parent - Student Handbook
2. Visit the PBCA website, click the link to Complete an Application through Praxi. The application includes the required health information necessary to attend PBCA.
3. Pastoral Recommendation Form filled out and submitted
4. Scholarship Application Form filled out and submitted
5. Records Request Form filled out and submitted (if transferring from another school)
6. Schedule an interview with the Principal and Pastor
7. Interview with the Principal and Pastor
8. Review this year's Tuition Cost
9. Acceptance or Denial of the student's application
10. Deposit or Full Payment made - Payment Plan Agreement to be sent out
11. Parent Covenant Form filled out and submitted
12. Publication Permission Form filled out and submitted
13. Electronic Device & Personal Item Policy Form filled out and submitted
14. Internet Usage Form filled out and submitted
15. Handbook Agreement Form filled out and submitted
16. Children's Online Privacy Protection Parental Consent (COPPA) Form filled out and submitted

All forms are to be submitted electronically to academy@perthbiblechurch.org

Admission Decisions

All admission decisions fall into the following 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.

The following criteria are to be used for decisions regarding admission and placement:

1. Application
2. Standardized test scores
3. Transcripts and previous academic records
4. Disciplinary records
5. The family interview
6. Pastor's recommendation
7. Ability to facilitate a child's circumstances or needs
8. Ability to fulfill financial obligations

Parents will be informed of the Administration's decision or acceptance or denial. Parents affirm their decision to enroll a student in the school by submitting a signed Parent Covenant Form, along with payment of any applicable tuition deposit fee and/or the full tuition.

Just because a child has applied to PBCA, does not guarantee their acceptance.

Registration is not complete until the child has been formally accepted, parents have signed the Financial Agreement, and have submitted all required application forms.

Financial Information

Perth Bible Christian Academy is a ministry of the Perth Bible Church. The school is supported by the membership of the church, and through the tuition cost to attend PBCA.

Annual tuition and other charges don't provide the full cost of educating each of the students. The difference in balance is paid through the generosity of PBC and fundraising efforts. To ensure the ability to provide education to all of the students at PBCA, parents are to honor their individual financial obligations to the school. Prompt payments are a necessity.

Additional defined fees including field trip fees, event fees...ect that are required, are excluded from the Tuition Cost.

Financial Agreement

Financial Agreements are sent out monthly and are available by email request to finances@perthbiblechurch.org

Registration Fee

For the 2024-2025 school year, there is no registration fee, only a Tuition Cost. Registration fees are non-refundable.

Tuition

An up-to-date Tuition Cost breakdown is available on the school website.

Deposit:

The deposit is a down payment for tuition, not an additional cost. Any payment processing fees are to be paid by parents.

If a student is registered before 4/30/24, the deposit cost is \$500

If a student is registered after 4/30/24, the deposit cost is \$800

Payments

To pay tuition, parents have two options.

1. Parents may elect to pay the annual tuition, in full, in advance.
2. Parents may also elect to pay the annual tuition minus the deposit, and divided up into 10 payments. These payments are to be made in August through May of the current school year.

Option 2, the offer of a payment plan, is available 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 attends PBCA.

Financial history will be considered when re-registering a student and selecting payment option.

Financial Information (Continued)

Payment Information (Continued)

Tuition and fees are billed on the 1st of the month and due on the 15th of the following month. If a complete payment is still not received by the 15th of the next month, the student will need to be kept home. If complete payment is still not received by the end of the next month, the student's account will be flagged as default and a notice sent home.

Account Default

If a student's payment plan falls behind for a month, their account will be flagged as default and a notice will be sent home. If a student's payment plan falls behind 2 months or more, the student will be considered withdrawn from school. When a student is withdrawn from school, the student's parents are still financially responsible for their account balance owed, which is based on the Refund Procedure.

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	75%
October 1	50%
November 1	25%
December 1	10%
January 1	No Refund

Extenuating circumstances may be considered.

Transcripts may reflect a financial history which will include account status and balance, if applicable.

Back to School Night

Each year PBCA will hold a Back to School parent orientation meeting before school begins. Parents will be notified of the date and time via email.

Expectations

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

1. Demonstrate a positive attitude toward your child's academic education
2. Get to know your child'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 child

Communication Policy

Lines of Authority

If an issue or conflict arises, it is required to follow the Communication Policy as outlined below.

1st - 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.

2nd - Principal

The Principal is the next line of authority on school grounds as well as any off-campus function.

3rd - Administrator/Perth Bible Church Lead Pastor

The Perth Bible Church Lead Pastor has the right, at his discretion, to become involved in matters involving PBCA students.

4th - School/Church Deacon Board

The Perth Bible Church Deacon Board has the right, at its discretion, to become involved in matters involving PBCA students.

Requirements

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

1. A parent should request by email to their child's Teacher, an opportunity to speak with them to review the issue regarding their child. Parents should include details of the matter to be discussed and addressed. The child's Teacher will contact the parent in a timely manner.
2. A parent, after communicating with the Teacher, may choose to contact the Principal. Parents should include details of the matter to be discussed and addressed. The Principal will contact the parent in a timely manner.
3. A parent, if still not satisfied, may choose to contact the Perth Bible Church Lead Pastor. A parent should include details of the matter to be discussed and addressed. The Lead Pastor will contact the parent in a timely manner.
3. A parent, if still not satisfied, may choose to contact the Perth Bible Church Academy School Board/Perth Bible Church Deacon Board. A parent should include details of the issue to be discussed and addressed. Details of the issue, their child's conduct, discipline, Teacher communication, Principal communication, and Lead Pastor communications are all required to be provided. The Board, at its discretion, will choose whether to be involved in the matter.

Communication Policy (Continued)

Office Telephone

The office phone is to be used for business use only. Only in an emergency may permission be granted by the office manager to use the office phone. Parents are not able to interrupt any form of learning to communicate with a student. Parents and students are required to make all necessary arrangements for appointments and after school activities before school begins. Only in the case of an emergency will students be able to use the office phone. In case of illness, the office manager will call the student's parents.

Parent/Teacher Conferences

Scheduled

Parent-Teacher conferences are mandatory and are scheduled for two times a year: one time in the Fall, and another in the Spring. Additionally, a teacher or the parent may initiate additional parent/teacher conferences.

Requested

Parents who wish to initiate a Parent-Teacher conference should email their teacher asking them to set-up a meeting. Out of respect for our teachers' private lives and other ministries, please refrain from calling them after 4pm.

Parents are not allowed to interrupt or detain teachers before, after, or during the school day for any reason, unless a meeting has been specifically scheduled for that allotted time. Teachers have duties before and after school that they must accomplish.

Written Notices

At various times during the year, students may bring home notices concerning grades or school activities in their backpacks. Notices concerning behavior and/or attitude are also sent to parents. These materials should be viewed by parents and returned on the following class day. Teachers may require a parent signature with the return of the materials.

Dress Code

A Christian's appearance may not be the most important part of his testimony, but it can be at times, the most obvious. PBCA seeks to train students to know how to enhance their testimony, rather than detract from it for Christ. In order to be effective at this, a dress code is necessary. The dress code is based on the biblical principles of modesty, humility, consideration for others, and distinction of the sex.

Parents, staff, and students are expected to cooperate and follow the Dress code. If there is any doubt about an article of clothing, please, just don't wear it to school. A person's clothing and the school's Dress Code, should not interfere with the process of education. Students are expected to be neat and proper in appearance. No torn, faded, or stained clothing is allowed. Students are to be well-groomed, and to practice good hygiene. If a circumstance of poor hygiene occurs, a student may be asked to be removed from school.

The Dress Code standards apply to school and to all school activities and events. The Dress Code is reasonable and practical. Clothes for school should be chosen for usefulness, comfort, and appropriateness under the guidelines of modesty, neatness, and good taste.

The administration is responsible for and reserves the right to determine if an outfit or article of clothing is appropriate or not. This determination will be final. A student who comes to school, out of compliance with the Dress Code, will be asked to switch into another outfit or if this is not possible, be picked up from the school immediately.

References: 1 Samuel 16:7, 1 Timothy 2:9-10; 1 Peter 3:3-5; 1 Corinthians 8; Deuteronomy 22:5

Daily Dress

The following guidelines should be observed when choosing what clothes to wear to school.

General Dress 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 are for only ladies, with no more than 2 allowed per ear, and are the only acceptable type of body piercing allowed.
4. Tattoos will not be allowed.
5. Outdoor attire of any type is not to be worn indoors for any reason.
6. Undergarments of any type should not be showing for any reason.

Dress Code (Continued)

Hair, Hats, & Shoes

1. Hair is to be kept out of the eyes, and a non-distracting style.
2. Boys' hair is not to be shaggy, touch their shirt collar or any part of their ear or eyebrow.
3. Boys are to be clean-shaven with sideburns no longer than the middle of the ear.
4. No form of headwear is allowed during the school day, except hair bands for ladies
5. Sneakers or dress shoes are recommended.
6. No slippers, flip flops or sandals are allowed at any time for any reason.

Tops

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

Bottoms

1. Jeans are recommended
2. Pajamas, flannel pants, sweatpants, and joggers are not allowed
3. Lettering across any part of pants or other form of lower attire is not permitted
4. Ladies - leggings may only be worn under a knee length dress or skirt, and are not to be worn as a primary leg covering
5. Shorts are not to be more than 2" above the top of the knee, a 9" in seam or more is required
6. Ladies - Skirts and dresses must be long enough to reach the top of the knee
7. Ladies - Slit and sleeveless dresses are not allowed

Business Dress (for designated events)

Gentleman

1. Collared white button down long sleeve shirt and a tie
2. All shirt tails must be tucked in
3. Black dress pants with a black leather belt
4. Black dress shoes, no other form of shoe is allowed
5. Black Suit/Sport coat

Ladies

1. A black dress, skirt, or dress pants with a white top; t-shirts are not allowed
2. A belt if belt loops are present
3. Black dress shoes

Dress Code (Continued)

Formal Wear (Guests to events must abide by this same Dress Code)

Gentleman

1. Dress pants, dress shirt, tie, belt, suit jacket, or tuxedo are acceptable formal attire
2. Dress shoes
3. No facial wear (other than eyeglasses) is allowed

Ladies

1. Dresses should be modest
2. Midriff, either front or back, may not be exposed
3. No plunging necklines
4. Cleavage must not be visible
5. Skirts or dresses, including slits, must be no higher than the top of the knee
6. Strapless dresses are not allowed
7. Dresses with straps must have straps which are at least 2" wide
8. Dress shoes

Athletic Attire

Gentleman & Ladies

1. T-shirt or sweatshirt top
2. Shorts - must be 2" or less above the knee, and a 9" or more inseam
3. Sneakers are the only form of footwear allowed
4. No jewelry or watches are allowed
5. Athletes must have a complete uniform to participate in a practice or game

Standard of Conduct

Christian character, mutual respect and common courtesy are standards that apply to all students of the school, both on and off of campus. PBCA desires to assist parents as they help their children to achieve life-long spiritual values, to adopt and instill Christian principles of conduct, and to uphold the integrity of a believer's testimony. PBCA is not a corrective institution. Consequently, we ask that you refrain from enrolling 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 the home, or of parents who have had trouble in their role.

Students must always conduct themselves in a manner appropriate to a Christian. If your child comes home with disagreements about a policy or an exercise of discipline, please follow these guidelines to help resolve the circumstance.

1. Please give the school and staff the benefit of the doubt.
2. Realize that a child's reporting may be emotionally biased without all the information
3. Contact PBCA by emailing academy@perthbiblechurch.org to get more details, for a more thorough analysis into the matter.

This school 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 of pride, lust, bitterness, jealousy, and an unforgiving spirit. The scriptures also communicate that as believers, we are to have an attitude of brotherly love and affection. An attitude of bullying will not be tolerated. 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 an environment conducive to the fulfillment of our Scriptural goals and purpose.

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

Families are expected to use discretion in their choice of media, which includes programs, videos, commercial productions, music, reading materials, choices of entertainment, clubs and associations, as well as uses of the Lord's Day for other reasons than it has been established for.

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

Students are expected to 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 shouldn't be included in such rules. These minimal standards have been adopted to further our objectives and to maintain our integrity.

Standard of Conduct (Continued)

The observance of these, or any other set of standards, does not comprise the whole of one's responsibility to God. However, a person's willingness to obey these regulations shows maturity and spiritual concern for the whole Christian community. When understood and applied as intended, these standards help to develop and further character, spiritual maturity, and academic growth.

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. Proverbs 15:32 says: Whoever ignores instruction despises himself, but he who listens to reproof gains intelligence.

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. Due to our commitment to the home, we will be quick to contact parents for involvement in the disciplinary process. Parents are 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.

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.

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

Records are kept ensuring that students are held accountable for their actions.

Philosophy

Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account.

“Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.” Hebrews 13:17

Discipline is vitally important, and should not be overcomplicated. Discipline provides boundaries that ensure a safe, healthy, and optimal learning environment is offered to students. The Academy has a responsibility to provide this type of environment for both our students and staff. It is essential that our staff, parents, and students are uniform in the purpose of discipline.

The purpose of discipline is not to punish, but 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 life.

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 goal. Nor is discipline limited to consequences. As much as possible, discipline should be proactive, preventative, and positive!

The goal 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 us compassion by sacrificing Himself for all sinners. We won’t deviate from His example by sacrificing the many for the one.

Any student who exhibits an attitude, speech or behavior which endangers the well-being of themselves, 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.

The ultimate example of how to be loving and purposeful in and through discipline is our Heavenly Father. He seeks to correct, rebuke, teach, and encourage us. His desire is to give us both boundaries and freedoms, so that we may live and share in his holiness (see Hebrews 12:7-11).

When we do wrong, He allows us the painful lesson of consequences that we might be better for it. In the same way, we are to do the same for those who we are responsible for. The best starting point for us, then, is to be sure that each one of us understands and is responsive to God’s discipline in our own lives.

Demerit Policy

PBCA has implemented a demerit system to assist in the discipline for students. It is communicated to students that they don't get demerits, but rather they earn them. This policy applies to students during the school day, both on or off of campus.

For each demerit category, students earn progressively stronger discipline for each offense until the end of a 9 week period for Grades 5-12.

As an example, if a student is disciplined for wasting time, the first time, they will earn one demerit. The second time he is disciplined for the same offense, he will earn two demerits. The third time, he will earn three demerits.

1 Demerit Offences

Absence or Tardy Without Excuse - arrival to school or class without an excuse or pass

Arguing a Demerit - students are allowed to ask about, but not argue about a demerit

Chewing Gum - no gum chewing is allowed

Dress Code Violation - see dress code page for requirements

Eating at a Time or Locations Unapproved - snack/lunch breaks are as designated and as scheduled

Damage or Misuse of Property - if applicable, a damage fee will be charged (this includes accidental damages)

Disrespectful - being disrespectful to anyone in a statement or action

Disturbance - causing or being apart of a disturbance

Homework Not Completed - all homework is to be done before the start of the school day

Homework Opportunity Slip not signed or returned

Improper Language - profanity, disrespectful, abusive, violent, or using the Lord's Name in vain

Improper/Unapproved Use (or Storage) of Electronic Equipment

Late - late for class, late from lunch...ect

Materials or Property not returned or signed

Not Listening and/or Following Directions

Not Prepared - missing books, supplies...etc

Out-of-Seat Without Permission - students are to stay seated at all times, unless approved

Passing/Reading Notes - applies to both parties involved

Running - no running in the building at all, unless approved such as during P.E.

Screaming or Yelling - no screaming or yelling at any time, unless approved such as during P.E.

Wasting Time - not working, not working on school related materials

Demerit Policy (Continued)

6 Demerit Offences

Boys & Girls Alone Together - at no time are boys and girls allowed together unsupervised

Bullying - no bullying is allowed; this includes verbal and physical abuse

Cheating - no cheating is allowed

Defiance in Attitude or Action - any aggressive behavior or language is not allowed

Fighting - no fighting is allowed

Inappropriate Physical Contact - (within 12") -students are to remain in their own space and keep to themselves

Lying - no lying is allowed

Major Damage or Misuse of Property - if applicable, damage fees will be charged

Stealing or Theft of Property - any removal of property that does not belong to them

Demerits - Consequence

1 - 0

2 - 0

3 - 30 minute detention

4+ (for each additional demerit) +10 minutes will be added to the assigned detention

Detention Policy

Detention

For circumstances leading to a detention, please refer to the Demerit Policy section of this handbook.

Detentions will be served on the school day following the offense, unless it is a Tuesday, which then results in the detention set to be served on that Wednesday, due to staff meeting occurring on Tuesday right after school dismissal. Detention time in excess of one hour (7 or more demerits in one school day) will be spread into multiple 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 teacher.

Detention Slips

When a detention is issued, a detention slip will be filled out, and issued to the student to bring home on the day of their offense. This slip is to be signed and returned to their appropriate teacher at school on the next school day. Failure to sign the detention slip, will result in an additional detention automatically being issued. Detention slips are not to be written on. If you have any questions, or need to discuss the circumstances leading to the detention, please email academy@perthbiblechurch.org to schedule a time to discuss the matter with the principal, before the next school day.

Sports and Activities

It is the responsibility of the student athlete to notify their coach in advance of an anticipated absence from any activity or of a detention. It is the responsibility of the student's parents to make arrangements to participate in any activity including a sports practice or game after the served time has ended.

Supervision After Detention

It is not the teacher or administration's responsibility to provide supervision after a detention or meeting has occurred to accommodate parents. Teachers and administration have their own schedules to abide by.

Privilege System

This section will be updated when the information becomes available.

Problem Resolution

When disciplinary action is necessary, the staff strives to be firm, consistent, fair, and tempered with love. PBCA uses several controls for discipline. Occasionally misunderstandings or problems can arise. School personnel are committed to resolving problems and in a spirit of Christian love and respect. Please refer to the Proper Lines of Communication section of this handbook for more details.

Probation

Students with consistent discipline problems may be put on probation that may include not participating in extracurricular 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.

Other Discipline

Loss of Privilege

Students who misuse a privilege or misbehave while using a privilege will have that privilege taken away. See [Privilege System](#) for more information.

Excessive Offenses, Defiant Attitudes, & Destructive Actions

For any of the above, a student's parents will be informed and be responsible for discipline.

Suspension With or Without Assignment

The student must be brought by the parent to be reinstated.

Withdrawal

The Pastor and Principal may ask the parents to withdraw their child from the school.

For PBCA to complete a student withdrawal, the following must be completed:

1. Parents must email academy@perthbiblechurch.org in advance of their intent to withdraw a student from the school.
2. If applicable, return all materials that are owned by PBCA (textbooks...etc).
3. Tuition and any other charges (including any pending at the time of request) be paid in full. All financial accounts will be updated regularly and marked as being Current, Paid in Full, or Default.

Expulsion

The Pastor and Principal will dismiss the student from PBCA. There will be no refund of financial fees. The student has the ability to apply for restoration for the next school year.

Weapons/Knives/Other Dangerous Items

Any student who has in their possession a weapon, or anything that can be used to cause harm will immediately receive a 60 minute Detention, and may also face additional disciplinary actions, if certain circumstances exist.

Electronic Device Policy

There will be no use of personal items or electronic devices, unless they have been approved for school use. Personal devices including cell phones, watches, and other devices including cameras, are not permitted during the school day, at after school programs, during field trips, or at/during other school activities, unless it is otherwise allowed. This is for safety purposes, as well as maintaining a proper learning environment.

Students can bring personal items/electronic devices to school, at their own risk. They must be completely turned off and turned into their teacher before Opening starts. Any electronic device found in a student's possession without permission will be an immediate 1-hour detention, and will be turned into the Principal's office, requiring parents to make arrangements to pick after dismissal.

Inappropriate Usage

Students are expected to behave while using their devices at PBCA. The internet will be provided for learning purposes only. If a student fails to follow this expectation, and detours to uses such as an inappropriate website, or application...ect, an immediate 1 hour detention will be earned, loss of personal electronic privilege will be lost, and parents will be immediately notified.

Drills

Fire and Evacuation

Fire and other emergency drills will be conducted throughout the school year in accordance with Local, State and Federal regulations. Students are to be quiet and compliant during any kind of drill or real life circumstance.

Lunch

Preparations

All students are expected to bring a prepared lunch to school. This includes any utensils, plates, or bowls...etc that are needed to eat their lunch. The school is not required to supply students with lunch materials, with the exception of Pizza Friday's, where plates are provided.

A refrigerator and a microwave are provided, but it is recommended students bring a lunch that is ready to eat to avoid waiting in line to use the appliance(s).

Time/Period

Students will be assigned a 25-30 minute lunch period, as scheduled.

Behavior

Good behavior is expected all day, but also during lunch break. If needed, disciplinary actions will be taken. Students are to have proper, good, courteous behavior and appropriate table manners.

The lunch area is shared with other students and staff, as well as other school and church activities. It is the responsibility of the students to keep the lunch areas clean and neat. 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.

Schedule

Arrival Time

Student arrival time is 8:00am

Dismissal Time

Student dismissal time is 2:30pm

Early Arrival

Students arriving early will not be allowed to enter the building. No students are to be unsupervised at any times in the building. It is not the responsibility of any staff member to supervise students prior to school.

Late Arrival

Students who arrive late, must enter into the lobby of the church, and call the office at 518-533-0082. A staff member will come down, and meet the parent and student, and bring them to the office to sign in. Any late arrivals must have an emailed note to academy@perthbiblechurch.org

After School

Any student who requests or who is required to stay past the scheduled dismissal time, should plan to stay no later than 3:30pm (at the very latest). This allows teachers to have some time to prepare for the following school day. It is not the teacher or administration's responsibility to provide supervision after a detention or meeting has occurred to accommodate parents. Teachers and administration have their own schedules to abide by.

Transportation

Transportation arrangements need to be made prior to dismissal when applicable. Students are allowed to leave school as soon as school is dismissed, unless they are involved in a supervised activity or obligation.

Teacher/Staff Schedules

Teachers and staff will create their own individual schedules at the beginning of the year, applicable to their grade level(s) and position. Parents, students, and staff are required to respect these schedules.

School Closings & Delays

PBCA may delay or close, due to inclement weather or other circumstances. Once a decision has been made by administration to delay or close the school, the information will be communicated through the following means.

Text Messages

A text message will be sent out when a delay or closing has been decided upon.

Email

An email will be sent out when a delay or closing has been decided upon. Parents are requested to keep their information up to date in order to receive all school emails and newsletters.

Media

PBCA is a part of The Capital Region School Closing Network, which informs local TV and radio stations when a delay, or closing occurs. The SCN communicates with the following stations: Spectrum News, The Times Union, 107.7 FM - WGNA, 810 AM - WGY, 99.5FM - WRVE, WNYT, WNYA, WRGB, WCWN, WXXA.

Health

PBCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of illnesses. PBCA reserves the right to make all final decisions. If a child is suspected of being sick, it is urged to parents to keep them home for the day.

Physicals

The NY State Education Department (NYSED) requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Preschool Special education (CPSE).

Valid Physicals are mandated by NYS and must be submitted to academy@perthbiblechurch.org before a student's first day of school. This includes students transferring from another school.

Students will be rejected from beginning school, or be sent home if this requirement has not been fulfilled. No exceptions will be made.

Physicals for Sports

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.

Immunizations

All children must be age-appropriately immunized to attend school in NYS. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the "ACIP-Recommended Child and Adolescent Immunization Schedule." Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

Valid Immunization Reports are required to be on file before a student's first day. Students will be rejected from beginning school, or be sent home if this requirement has not been fulfilled. No exceptions will be made.

Children attending day care and pre-K through 12th grade in New York State must receive all required doses of vaccines on the recommended schedule in order to attend or remain in school. This is true unless they have a valid medical exemption to immunization. This includes all public, private, and religious schools. A medical exemption is allowed when a child has a medical condition that prevents them from receiving a vaccine. There are no nonmedical exemptions to school vaccine requirements in NYS.

The CDC's Advisory Committee on Immunization Practices (ACIP) establishes the recommended vaccine schedule and determines when vaccines are due.

Health (Continued)

Immunizations (Continued)

Within 14 days of the first day of school or daycare, parents must show proof of their child's up-to-date vaccinations, OR provide a valid medical exemption from vaccination.

In order to attend or remain in school or daycare, children who are unvaccinated or overdue must receive at least the first dose of all required vaccines within the first 14 days. They also must receive subsequent vaccines in the series within a 14-day period of when they are due to complete the immunization series.

Communicable Diseases

Per NYS: Common contagious diseases include influenza (flu), viral upper respiratory tract infections, COVID-19, other coronaviruses, strep throat, and gastrointestinal illnesses.

A communicable disease is an illness that can be transmitted from person to person, animal to animal or animal to person. Communicable diseases include the common cold and flu.

Any staff member who suspects that a student or employee has a communicable disease shall immediately notify administration.

Any student or employee with a communicable disease for which immunization is required by law or is available, who has not received the immunization, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, PBCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease.

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

5th Disease

Students are not restricted from attending during the time of the rash unless other symptoms such as fever are present.

Chicken Pox

Students are to be kept at home for one week after the initial outbreak. Scabs should be dried out and falling off before they can return.

Fever

If a fever is present, students are restricted from being in school, suspecting there is an underlying condition or cause. Students can only return to school, if their fever has been gone for 24 hours without taking fever-reducing medicine, and if applicable, any other cold symptoms are improving.

Head Lice

Treated and nit free for at least one day.

Pink Eye (Conjunctivitis)

May return 24 hours after the first dose of prescription eye medication (usually in the form of drops or ointment).

Health (Continued)

Rash

Any rash should be seen by your physician to determine what the cause is, and physician's orders should be followed.

Stomach Bug/Vomiting/Diarrhea

Students may return to school after 24 hours from their last occurrence.

Strep Throat

Students may return to school after being on antibiotics for 48 hours, if they are feeling well enough.

Medications

Medications

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, parents need to make arrangements to come and administer the medication during school hours, with the office. Staff cannot administer medications of any kind, for any reason, for any student. There will be no exceptions.

To have any medication on site, the medication has to be in its original container, which must indicate the proper dosage and the medication title and should be accompanied by the Prescription. The student will report to the office and take the medication at the proper time administered only by one of their parents.

Students may not have any medications of any kind including Aspirin or similar medications in their possession at any time.

The school administration and staff will not administer or supply medications of any kind to any student under any circumstance.

Attendance Policy

Participation is a valuable part of the educational experience in school for every student. For this reason, PBCA has developed an attendance policy to ensure that all our students are taking advantage of every opportunity to further themselves academically.

Compulsory education laws are also in force in the State of New York, mandates that students ages 6-16 be actively enrolled in an educational program. These laws make provisions for students who miss school occasionally for reasons of illness, impassable roads, or death in the immediate family. As a school in NY State, we are required to keep accurate attendance records. These records must include an accounting of all absences, tardies, and early dismissals.

Absences

For all absences of any kind, parents are required to send an email to academy@perthbiblechurch.org by 10am, on the day of the absence. PBCA allows up to 10 days per semester as the maximum number of allowable absences for a student. After 10 absences have been reached, a student will be unenrolled, unless a written doctor's excuse is provided for each of the dates missed beyond 10. Half day absences will be given for students arriving after 11am or leaving before 12pm.

Medical Appointments

In order to prevent as much disruption to the school day, it is recommended that all medical, doctor, and dentist appointments be scheduled after school hours. Academic problems often develop when students continually leave school for medical purposes. This will also help to eliminate many of the problems associated with absenteeism, and the student to have to do make-up work. If you cannot avoid scheduling a medical appointment during school, afternoon appointments would be less disruptive than morning appointments.

Written Excuses

When returning to school after any absence, an emailed written explanation/excuse/note is required. Phone calls aren't sufficient. The excuse is to be emailed to academy@perthbiblechurch.org on the first day after any absence. A prolonged medical absence (more than three consecutive days) will require a doctor's release for return to school.

Tardiness

Students are required to report to Opening at 8:00am to 8:15am, or they are considered tardy. In the case of an emergency, parents must email academy@perthbiblechurch.org which is considered a written explanation for the lateness. Five tardies will count as an absence. Excessive tardiness may result in further action taken by the school.

Students who arrive late to school (after 11am) or who are absent for that day, or for any length of time, will not be allowed participation at all for practice or competition. Certain exceptions to this rule may be allowed, by administration for reasons of family emergencies, or special appointments.

Sign-In/Sign-out Procedure

Any student leaving the school for any reason other than dismissal, must sign out. This includes field trips. This is to accurately account for every student's whereabouts at all times. Students are only allowed to leave school when academy@perthbiblechurch.org has consent, in an email form. No exceptions. Students in grade 12, who drive themselves to school, can sign themselves out

Attendance Policy (continued)

Vacations

We respect students who wish to travel with their families during the year. We highly encourage families to plan vacations that coincide with school days off, and breaks. We understand this is not always possible. PBCA requires an email written notification of any absence. This includes planned vacations. Please email academy@perthbiblechurch.org at least 10 days in advance of the trip. Missed work will be due, on the first day back after the absence(s).

Church & Related Activities

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. If a student doesn't attend church and other related activities on a regular basis, they may be dismissed from school.

Work Release

Seniors (12th grade students) may schedule early dismissals to leave for employment only if the following requirements are met. Seniors that do not meet the requirements for work release as stated above will attend classes following the normal daily schedule.

1. Students are on target to meet the required number of credits to graduate
2. An average of 87 is maintained
3. Students have and continue to maintain satisfactory participation in all school activities
4. Students may not leave school before 1 pm
5. An email to academy@perthbiblechurch.org from parents authorizing the student to have a work release
6. Working papers are to be submitted to academy@perthbiblechurch.org
7. No reduction in tuition is granted for work release

Records & Transcripts

A Records Request Form must be completed and submitted to academy@perthbiblechurch.org to process a transcript request. The office will process the request as soon as possible. Some requests may require additional time to complete. When submitting a request, please include the destination to where the Transcript is to be sent. The final transcript will be figured on the numerical grades received for the end of each academic year. Class rank will be based on the student's GPA.

Per Federal Law 99.31 1-78, no parental consent is required for any official educational records sent from one educational agency to another. This includes a student's transcript.

Testing

Iowa Standardized Testing is administered each year to PBCA students in 1st through 12th grades.

PBCA additionally recommends that Junior level students register for and take the ACT. Seniors may want to retake the test to achieve their best possible score. Students are to register for the ACT at www.actstudent.org.

Support

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

- Attending our Parent/Teacher Meetings
- Parent team
- Academic help
- Facilities team
- Fine Arts team
- Extra-curricular team
- Volunteer on a weekly basis
- Recess help
- Lunch help
- Reading groups

Sports

Participation in sports programs of PBCA is a privilege that is granted, and earned. This privilege can be maintained or lost. It is expected that participants including players will accept and uphold the necessary responsibilities regarding the following:

1. Academic Eligibility
2. Appearance and Conduct
3. Attendance (Practices, Games & All Other Team Affairs)
4. Training and Team Rules

Academic Eligibility

See Privilege System for more information

Appearance and Conduct

All managers, coaches, players and teammates are expected to present a neat and clean appearance at all times. This includes adhering to the Dress Code when traveling as well. All squad members are always expected to conduct themselves as ladies and gentlemen and remember, they represent their school. Negative conduct will result in disciplinary action and possible suspension from the team.

Attendance (Practices, Games & All Other Team Affairs)

Attendance is mandatory, not optional. Failure to attend a practice, will result in not being able to participate in a game.

Athletes who stay after school, before a practice or game, are only allowed to remain in the gym under the supervision of their coach or another adult. Students are to be supervised at all times, for all circumstances. Students should not make plans to “hang out” after school for any game that begins later than 4:30pm, unless a Practice is to be held beforehand. Students are to be dismissed at the normally scheduled dismissal time, and should only return to school at the designated/scheduled game time.

It is not the responsibility of any staff member to supervise students prior to a game, practice, or athletic activity. At no time are boys and girls allowed together unsupervised. All players are expected to attend, and to be on time to all practice sessions, games, and other activities, unless excused. Failure to show up and participate (unexcused absences included) could result in disciplinary action, or forfeiture of rights to participate in the sport and/or suspension from the team.

It is the responsibility of the student athlete to notify their coach in advance of an anticipated absence from any activity. If students earn detention, are detained for disciplinary or academic reasons it is their responsibility of the teacher, to notify the coach at the earliest possible time that they are aware of the circumstance. Students who arrive late to school (after 11am) or who are absent for that day, or for any length of time, will not be allowed participation at all for practice or competition. Certain exceptions to this rule may be allowed, by administration for reasons of family emergencies, or special appointments. For more information please see the Attendance Policy.

Sports (Continued)

Responsibilities of Attendees

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 themselves as a testimony to others through their words and actions. It is essential that all behavior is respectable behavior to and for everyone present (including Officials, Players, Cheerleaders, Opponents, and other Spectators). 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. For more information please see [Standards of Conduct](#).

Responsibilities of Athletes

Athletes have responsibilities to each other, the school, and to everyone else. They are to respect and honor Jesus Christ and PBCA always and in all places. Athletes are high profile and are under constant observation, and they must take care to conduct themselves as a Christian in their appearance, speech, body language, and actions. They are to show respect for their coaches (addressing them with their last name not their first), respecting team-mates, officials, and to their opponents (Coaches, Players, Cheerleaders, and Spectators). They are to attend all of their practices, games, and other team responsibilities. If they are late or absent, they must provide a written excuse signed by the parent no later than the team gathering. See both the sports and school [Attendance Policy](#) for more clarification. Student athletes are not allowed to have any electronic devices on them, inappropriate personal items, or questionable materials and items at any PBCA event.

Responsibilities of Parents

Parents play a vital role in the lives of a Student Athlete. They have the responsibility to support their child in their athletic involvement. Parents can do this by attending practices, games, and other events, and through showing interest in their child's team.

Parents need to support the Coaches of the team(s) and the Athletic Director. They are responsible for everyone, on or off the team(s). Some of their decisions can be difficult and not popular, but are to be respected. If an issue arises, approach these individuals in private and in an appropriate manner, after an event or game has concluded.

Parents also need to be involved. Coaches are always looking for assistance (with regard to statistics, keeping the book, providing transportation, photography, team building activities, cheerleading, and even providing snacks, dinner or Gatorade for the team.

Training and Team Rules

Training and team rules will be assigned by each of the coaches assigned to their sport. Student athletes are expected to respect, honor, and abide by these rules.

Transportation

Speed Limit

The 10-mph speed limit is to be followed on school property.

Traffic Pattern

During school hours, a one-way traffic pattern is to be followed as well. All drivers are to enter by the far driveway, follow the lines in the parking lot, pick up students, and then exit through the church driveway.

Student Drivers

All students who would like to drive to school must complete a Student Driver Form, which includes information on their vehicle, their driver's license, and has parental authorization. This information is to be completed and submitted to academy@perthbiblechurch.org before driving privileges have been granted.

If a student fails to submit or update their form and information as required, they will have their driving privileges suspended. Students can apply for driving privileges all year, as long as they fulfill and adhere to their NYS DMV Driver's Licensing regulations, rules and requirements.

Students adhere to the speed limit, and required direction of travel. They 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 for any reason, without permission from the administration, until the end of the school day. It is the student's responsibility to come into the school prepared for the school day.

Permission

Students are not permitted to go home with other students by bus or car unless written parental permission has been submitted to academy@perthbiblechurch.org and if applicable their public school.

After school, all students who are going home by vehicle, are to wait in the school building until they have been signed out of the office. No students are to be left unsupervised at any times in the building.

Public Transportation

If parents desire to have or use their public school transportation as a means to drop off and pick up their child(ren) from PBCA, it is their responsibility to make appropriate arrangements with their public school. 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.

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 the handbook. Any Write-Up given to a student on a school bus will result in a 1 hour detention.

Visitors

General Visitors

Visits to the school are welcomed and encouraged. However, because we value the safety of the students, and staff, visits are to be scheduled and arranged in advance by emailing academy@perthbiblechurch.org. This prevents both staff and students from having their learning disrupted. All visits are recommended to be scheduled after school. All visitors are to sign in and out of the office.

For safety purposes, custodial parents of children, must provide a copy of their custodial papers and guidelines to the school at the time of registration or as soon as it is possible, should a matter arise later than the start of the school year.

Parent Visitors

If a parent needs to deliver a forgotten item to school, they are to drop it off at the office. The office manager will deliver it to the classroom or request that the student come to the office to pick up the item.

Messages

Any messages for students may be emailed to academy@perthbiblechurch.org when it is necessary. The office manager will communicate the message to the appropriate teacher and/or student.