

# PLUMSTEAD CHRISTIAN SCHOOL

FOUNDED 1948



## FAMILY HANDBOOK

2011-2012

### **ELEMENTARY CAMPUS**

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## School Board

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Mrs. Jackie Zilligen, Vice Chairman  
Mr. James Hughes, Secretary  
Mr. Ad Boyer  
Mr. Curtis Eshleman  
Mr. Bob Kent  
Mr. Brett King  
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## Plumstead Christian School Board

The Board, consisting of twelve or fifteen members elected by the Association, directs and conducts the affairs of the Association and its school. The Board is committed to

- function as the officers of the Association
- serve as the spiritual leaders of the organization seeking God's will in each decision they face
- prepare and present the annual budget to the Association as required in the constitution
- act in the role of School Board for issues/needs that arise over the course of the year
- serve as the board of final authority to enforce the constitution of this corporation/organization
- create special committees and delegate responsibility as deemed necessary
- maintain a good working relationship with community officials at all levels
- perform all other duties and functions necessary for the governing of this non-profit corporation

## Head of School

The Board designates one member of the paid staff as the Head of School. The Head of School is responsible for the operation of the school according to the policies established by the Board. The Head of School reports directly to the board and is a non-voting member of the Board – fulfilling an advisory role only. All other school administrators report directly to the Head of School and work with the Head of School to carry out the day to day operation of the school according to the policies established by the Board in a manner that fulfills the mission of the school.

## Division Principals

Each campus has designated administrators (an Elementary Principal at Peace Valley campus and a Secondary Principal at the Plumstead Campus) who oversee the day to day operations of the campus. Their responsibilities include oversight of facilities, the development and execution of curriculum, the management of co-curricular programs (athletics, fine arts, clubs, etc.), communications, student discipline, teacher development, and much more.

**Dean of Students**

The Dean of Students manages and celebrates student culture, behavior, leadership opportunities, and social activities within the division in which he or she is assigned. In his or her management of student behavior the Dean coordinates the detention system and chairs the Discipline Committee. The Dean reports to and works closely with the secondary principal as he or she supports and collaborates with the teachers and parents within his or her division.

**Dean of Academics**

The Dean of Academics is primarily a liaison between department chairs and the division principals in our ongoing efforts to establish and improve upon a cohesive K-12 scope and sequence within each discipline. The Dean of Academics' focus is also on developing or finding opportunities for professional development for our faculty and on the school's annual accreditation process.

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## INTRODUCTION

Plumstead Christian School is a PK-12 independent, parent-sponsored interdenominational Christian school located on two campuses: Peace Valley Campus - a fifteen acre Elementary campus in Chalfont, PA; and Plumstead Campus - a thirty-two acre campus in Plumsteadville, PA that houses our 6<sup>th</sup>-12<sup>th</sup> grade programs.

PCS first opened its doors in September 1948 to twenty three students in first through tenth grade. The school's commitment at that time was to provide an excellent academic experience within a distinctly Christian context, and now, sixty three years later, we still hold fast to this same commitment.

We are pleased with our team of teachers: fully accredited Christian teachers who are passionate about Christ, their academic subjects, and their students. They are the heartbeat of our program as we seek to offer a Christ-centered, college preparatory education in a caring environment. The size of each class is kept small to maximize learning and to allow teachers to respond to each student's needs. In this setting, faculty and coaches provide our students with the opportunities, the guidance, and the tools necessary to mature into responsible Christian citizens and leaders, impacting the world for Christ.

In *The Knowledge of the Holy*, A. W. Tozer writes, "A right conception of God is basic not only to systematic theology but to practical Christian living as well." As Plumstead Christian School serves the Christian community, our highest aim is to train our students to think biblically. As students develop a biblical world view, they are also challenged to live out their faith through service to the glory of God. This process of development is facilitated by our K-12 Bible curriculum, our faculty's thoughtful integration of Christian truths into every facet of our students' educational experience, and our staff's commitment to model Christ's love.

PCS seeks to be the school of choice for parents who desire their students to experience the richness of a curriculum that is infused with biblical truth, the beauty of a community striving with all of His strength to live grace-filled lives, the appropriate rigor of an excellent academic environment, and the wealth of opportunities available for students who value athletics, performing arts, visual arts, community service, and leadership.

As we partner with parents and the church to teach children, our highest objective is to provide students with opportunities to wrestle with and ultimately embrace what A.W. Tozer refers to as the "right conception of God." The whole educational process seeks to introduce students to biblical truth so that they can begin to understand God, their own nature, and God's plan for their lives. We believe that this is essential to their development as true worshippers who will live Christ-centered lives of service to others.

Please join us in consistently praying for the spiritual welfare of every student, family, teacher, and staff member who has dedicated himself or herself to Christian education at Plumstead Christian School.

*PCS is accredited by the Middle States Association and the  
Association of Christian Schools International*

## MISSION

Plumstead Christian School provides a caring community where students are educated to think biblically, serve effectively, and lead Christ-centered lives.

## VISION

PCS seeks to be the school of choice for families who desire . . .

**Biblical Worldview Integration** - We focus upon the Biblical foundation of truth throughout the curriculum.

**Grace Oriented Community** – A community striving to nurture the fruit of the Spirit by applying Biblical principles in everyday conduct with one another.

**Academic Excellence in a Personal Learning Environment** - We are an accredited school with skilled faculty and a strong emphasis upon academic quality and integrity, providing small class sizes and significant interaction between students and teachers.

**Diversity of Programs** - We offer a college preparatory curriculum, art, drama, music, technology, athletics, and an alliance with home-schooling families.

**Valued Partnerships** - We welcome active parental involvement and foster close relationships with Bible-believing churches.

## STATEMENT OF FAITH

The basis of Plumstead Christian School is the Bible. The school is part of the Church at work with a focus on biblically-based education as spelled out in Article I of the Constitution. We believe the following Statement of Faith summarizes the essential tenets of the Bible:

### We believe in and teach:

1. The Bible to be the inspired and only infallible, authoritative Word of God (II Tim. 3:16).
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (I John 5:5-7).
3. The deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (I Cor. 15:3; I Peter 2:21-24; John 3:16).
4. That for the salvation of lost and sinful men, faith in Jesus Christ and regeneration by the Holy Spirit are absolutely essential (Romans 3:21-30; Gal. 4:4-7).
5. The present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Gal. 5:22-25).
6. The resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:24, 28, 29).
7. The spiritual unity of believers in our Lord Jesus Christ (John 17:21-23)

## **EDUCATIONAL PHILOSOPHY AND OBJECTIVES**

The Bible teaches that a child or youth should be taught how to live a life to the glory of God (Ps. 78:4-7). The Bible is accepted as the inspired Word of God and the final authority for our life and faith. God has created and sustained everything through His Son, Jesus Christ. The world and life are revelatory of God and glorify Him (II Tim. 3:16-17). All areas of learning must be taught from a Christian perspective. There is no division of "secular" and "religious" because God is the author of all knowledge, and all truth is His truth.

This educational philosophy requires a Christian view of humanity--that humankind was created by God with the unique capacity to know and respond to God personally; however, people by nature and choice cannot glorify God in their natural state. People can do this only by being born again to do God's will, which is the ultimate purpose of life. To be born again, one's faith must be placed in the Lord Jesus Christ as Savior (Rom. 10:9-10).

The whole educational process seeks to restore the student to a position of true knowledge and righteousness through Christ. Students must be taught the Bible to understand God, their own nature, and their role as made in God's image. Each student must be educated as an individual with unique abilities and personality, learning to live with others at home, in the church, and in society. Knowledge, well-developed skills, and Christian values are needed to assist students in finding their role in today's world and equipping them for service in Christ's kingdom (Prov. 2:1-5).

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request, the Christian school becomes a partner in providing this education for the children in the family (Deut. 6:6, 7).

## **PARENTS' CODE**

The School Board considers the following Parents' Code to express the appropriate response of each parent for their support of the Christian education program at PCS.

1. To pray for Plumstead Christian School.
2. To cooperate with educational functions of PCS, seeking to make Christian education effective in the life of each enrolled child that they may love and serve God all of their lives.
3. To undertake volunteer duties and work obligations for PCS as opportunities arise and as God provides time, ability, and strength.
4. To attend meetings and parent functions of PCS as regularly as possible.
5. To heartily recommend PCS to other Christian families as opportunities arise.
6. To give to PCS financially, beyond tuition and fees, as the Lord enables.
7. To fulfill all financial obligations to PCS on or before the due date.
8. To resolve conflicts or dissatisfaction on a person-to-person basis, thus honoring PCS and the Lord Jesus Christ.
9. To see the advancement of PCS; spiritually, socially, emotionally, intellectually and physically.

## **PCS GOALS FOR THE STUDENT AND PARENTS**

### **For the Student's Spiritual and Moral Development, the School seeks:**

1. To teach the Bible as God's inspired Word and to develop attitudes of love and respect for it.
2. To teach the basic doctrines of the Bible.
3. To teach the necessity of being born again by the Spirit of God through repentance and faith in Jesus Christ alone as Lord and Savior.
4. To teach that growth in the Christian life depends upon fellowship with God through Bible study, prayer, and service.
5. To teach the application of biblical ethics and standards of morality to every part of life.
6. To develop the mind of Christ toward godliness and sin, and to teach students how to overcome sin.
7. To encourage the development of self-discipline and responsibility in the student, based on respect for and submission to God and all other authority.
8. To help the student develop a Christian worldview by integrating life and studies with the Bible.
9. To develop an understanding of each Christian's place in the Body of Christ and the need for personal holiness, evangelism, and discipline.

### **For the Student's Academic Development, the School seeks:**

1. To encourage high academic achievement within the potential of the individual.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating with others.
3. To teach and encourage the use of good study habits.
4. To teach the knowledge and skills required for future study and vocational competence.
5. To develop the student's creative skills as a steward of God's gifts.
6. To develop an appreciation of the fine arts.
7. To promote physical fitness, good health habits, and wise use of the body as the temple of God.
8. To show the student his/her present civic responsibility and to prepare the student for adult responsibility as a citizen of heaven and a citizen of our nation.

### **For the Student's Personal and Social Development, the School seeks:**

1. To help the student develop his/her own unique God-given personality through proper understanding and acceptance of him/herself as an individual created in the image of God.
2. To teach the student to treat everyone with love and respect.
3. To help the student to become a contributing member of society who realizes his/her dependence on others, dependence on the Lord, and the need to serve one another.
4. To promote an understanding of time as a God-given commodity which must be used effectively.
5. To promote a biblical attitude toward material things and to encourage responsibility in using them for the glory of God.
6. To develop proper attitudes toward marriage and the family and the understanding and skills needed to establish God-honoring homes.

### **For the Parents of our Students, the School desires:**

1. To cooperate closely with the parents in every phase of the student's development.
2. To help parents understand the school's purpose and programs.
3. To encourage regular attendance and involvement in the local church.

## **Attendance Policies**

Every school day is of vital importance, and every class is planned and presented by teachers in the expectation of student attendance. Class days, the information provided, or the interaction between students and teachers cannot be replicated or made up in a truly effective manner. For this reason, parents and students are asked to make sure students are in school. Should an absence be necessary, upon returning, the student should bring (to the office) an absentee slip, signed by the parent that gives the specific reason for the absence. Absentee slips can be obtained from the office at any time.

In compliance with Pennsylvania School Laws regarding compulsory attendance, the building principals of Plumstead Christian School shall be responsible for enforcing the following policy governing student attendance.

### **Pre-Planned Absences-Non-medical (All Grades) - Attendance Policies**

Requests for permission to have children absent from school for non-medical absences should be made in writing and received by the principal in advance of the planned absence. Since a student might be expected to complete work that will be due during days absent ahead of time, it is recommended that preplanned absence forms be completed at least one (1) day in advance. Junior High and High School students are required to fill out a Pre-Planned Absence Form and return this to the Secondary Principal. The Appropriate Division Principal will review the current academic and attendance status of the student and the reason for the non-medical absence request. The principal will have the sole discretion to approve or disapprove such requests. Pre-Planned Absence Forms can be obtained on the school website ([www.plumsteadchristian.org](http://www.plumsteadchristian.org)).

### **Approved Absence (All Grades) - Attendance Policies**

Illness, quarantine, death in the family, inclement weather, and exceptionally urgent situations receiving prior approval from the principal are considered approved.

### **Unapproved Absence (All Grades) - Attendance Policies**

Employment, truancy, car trouble, parental neglect, oversleeping, exhaustion, missing the bus, shopping, babysitting, visiting relatives, hunting, fishing, working at home, vacation trips, driving tests, unauthorized leaving from school, and remaining at home to do school work.

### **Consequences for unapproved/unexcused absence (All Grades) - Attendance Policies**

A grade reduction will be given for all academic work missed for each day of unapproved absence as listed above. In addition, detention may be issued at the discretion of the principal for each day of unapproved absence.

### **Excessive Absence (All Grades) - Attendance Policies**

After a child has been absent 8 days, a letter will be sent home informing parents of the number of absences, and school tutorials may be required. Any student who has a cumulative total of 10 days absent must have verification from a family doctor for any additional absences. If a student is absent more than 18 days in a school year, tutoring or summer school may be required before the student is promoted to the next grade. Days taken for a vacation/family trip are counted as days absent and are included in the cumulative count.

### **Participation in School Activities (All Grades) - Attendance Policies**

Students absent from school are not allowed to participate in or attend extracurricular activities during the school day and cannot participate in or attend after-school/evening school events.

### **Eligibility/Attendance Requirement (Grades 6-12) – Attendance Policies**

In order for a student to participate in an athletic activity the student must be in attendance on the day of that activity **by 10 AM** under the rules of the Pennsylvania Interscholastic Athletic Association (PIAA). This same rule applies to all extracurricular activity. The only exception made in this regard is for excused appointments. Students excused early from school for sports or other activities are expected to submit assignments for that day's class before the class. Assignments not submitted before class meets are treated as late work per teacher policy. Students must also obtain and complete the assignments for the next class on time.

### **Absences from Class and School Activities or Trips (All Grades) - Attendance Policies**

Students who miss classes due to sports, trips, enrichment, and/or fine arts programs are responsible to turn in assignments and get the next assignment before leaving for the activity. Students going to band sectionals or special rehearsals for other purposes must receive approval from the classroom teacher before leaving class.

### **Absentee Slips (All Grades) - Attendance Policies**

Should an absence be necessary, an absentee slip signed by the parent or legal guardian must be brought in. If a valid written excuse is not brought in within five days after students return to school, the absence will be considered “unexcused.” Absentee slips can be obtained from the office at any time.

### **Making up Academic Work (All Grades) - Attendance Policies**

Students must consult with all of their teachers on the day that they return to school from an unexcused absence to make arrangements to make up the missed work within three school days. In cases of extended illness or tragedy, the building principal may authorize exceptions to this three-day requirement.

### **Tardiness (All Grades) - Attendance Policies**

Grades 6-12

Students are required to arrive on time to school and on time to each class throughout the day.

#### **Policy for Tardiness to school**

Students arriving late to school (after Plumstead campus homeroom begins at 8:10 a.m.) should report directly to the school office to receive an “admit to class” pass. This includes late bus arrivals or when a student is driven to school other than by bus. Tardies that are considered unexcused may result in a zero for class work in classes missed at the teacher’s discretion. The following disciplinary action will take place in response to unexcused tardiness to school: 1 unexcused tardy of less than thirty minutes per quarter will be given as grace, and every subsequent unexcused tardy during that quarter of less than thirty minutes will result in a minor detention. Students are allowed one grace for the entire year for extreme unexcused tardiness of more than thirty minutes late. Students receive a minor detention for each subsequent extreme unexcused tardy throughout the year. Excessive unexcused tardiness will require a meeting between the student and the Discipline Committee (See Discipline Committee).

#### **Policy for Tardiness to classes throughout the day**

Students are expected to be on time to each class throughout the day. We recognize that the three minute passing period is challenging, but doable. Students are encouraged to limit locker visitations to before school, before lunch, and after school in order to allow adequate travel time between classes. Students will be marked Unexcused Tardy for being late to a class without a note from a teacher or office staff. Tardiness to classes will be treated according to the minor infraction process of a verbal warning, a written warning and then detention for subsequent unexcused tardiness to any class in any given marking period. Unlike other infractions, warnings for tardiness will reset every marking period. However, unexcused tardiness to any class by more than ten minutes will be considered extreme tardiness and will be disciplined as a major infraction.

## Grades K-5

Students arriving late to school (after Elementary homeroom has begun at 8:20 a.m.) should report directly to the main office to receive an excuse slip. At the teachers' discretion, unexcused tardiness can result in a zero for those classes missed.

### **Arrival and Departure (All Grades) - Attendance Policies**

#### Grades 6-12

Homeroom begins at 8:10 a.m. and classes dismiss at 3:00 p.m. PCS cannot be responsible for students on campus before 7:45 a.m. or after 3:05 p.m. unless the student is involved in an extracurricular activity, rides the bus, or is attending the 3:05-3:45 p.m. tutorial period. PCS asks parents to be mindful of the need for prompt arrival and departure of students. All 6-12 grade students who arrive at school before 7:55am are to report to the café. Students are not allowed to go their lockers before this time.

#### Grades K-5

School begins at 8:20 a.m and ends daily at 3:05 p.m. (A.M. kindergarten is dismissed at noon.). Being on time is important and is the parents' responsibility. Arriving late is an interruption of valuable learning time. **Students are tardy if they are not in their classroom by 8:20 a.m.** Students who arrive late to school must check in at the office to receive a tardy slip. Frequent tardiness will result in a request for a conference. Six tardies equal one absence.

Parents who drop their children off in the morning or pick up their children after school need to form a car-pool line on the playground as directed by staff. Traffic can be a problem in front of our building, especially before and after school. Please do not block the traffic of school buses or emergency vehicles. Park only in designated parking areas if entering the school building for any reason.

Parents should never ask another person to pick up their children from school without calling or sending a note to the office. No child may be released from school until this is done. This procedure often requires additional time, but please remember that it protects your child(ren). Please do not leave transportation messages on the teacher's voicemail or e-mail since they may not receive it before dismissal. Please report changes directly to the Elementary office by 2:30 p.m.

### **Homeroom (Grades 6-12) - Attendance Policies**

Beginning 8:10 am, each homeroom begins the day with prayer and a devotional, recitation of the pledges to both the American and the Christian flags, and announcements.

### **Early Dismissal (All Grades) - Attendance Policies**

Except in the case of personal or family emergency, students requiring early dismissal from school are required to present a note to the administrative offices upon their arrival in the morning of that day.

## **Academic Policies / Biblical Integration**

The Bible is the foundation of Christian education. Each subject area in every grade is taught with a view toward what Scripture has to say about that subject. The Bible is integrated into each course on a regular, if not daily, basis. Deuteronomy 6:6-7 states, “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” PCS believes Scripture should permeate every area of life and that includes education as preparation for life.

### **Bible Curriculum (All Grades) - Academic Policies/Biblical Integration**

The PCS Bible curriculum teaches that all truth is God's truth; God has revealed Himself through creation, through the Living Word, the Lord Jesus Christ, and through the written Word, the Bible. Our Bible curriculum is structured to provide a balance between knowledge of Bible information and life application.

At every grade level, students at PCS are exposed to biblical teaching. Every Junior High and High School student is required to take Bible as an academic subject each year. At both campuses, the New International Version (NIV) is used for teaching and memory work. Students may use other versions for study purposes. In kindergarten, the children recite memory verses together, so the NIV is the required version. On occasion memory verses will be from another version of the Bible. In these instances a print copy of the verse(s) will be provided to the students.

### **Chapel (All Grades) - Academic Policies/Biblical Integration**

Chapel services are held every week. We are a worshipping faculty, and we invite the students to worship with us. Students who do not feel like worshipping are still required to attend and behave respectfully during the entire service. A variety of chapel programs are presented throughout the year, including guest speakers, films, musical performances, and drama presentations. Student-led singing and special music performances are key elements of the chapel program. Due to scheduling issues, chapel may be moved to another day. Parents are welcome to any and all chapel services. As students enter chapel time, they should remember the focus is to be on God. They are encouraged to ask Him to speak to their hearts through the chapel program. It is our prayer that chapel is a time when God and His Son are the center of attention. Students are expected to be attentive and respectful of the speaker and the students around them. Parents are always welcome to join us in worship at this time.

#### **Junior High/High School**

- Most times, Junior High and High School chapel services are combined to hear a special speaker and strengthen the sense of campus community.
- Students are encouraged to bring their Bible to chapel and leave all other books in their locker or in their book bag.
- Chapel is usually set for Wednesday.
- Small group chapels are held once per month, and students remain in their small group homerooms for these announced chapels.

#### **Elementary**

- Chapel is usually set for Monday morning.

### **Discipleship Groups (Grades 6-12) - Academic Policies/Biblical Integration**

Under the supervision of the Spiritual Life Coordinator, voluntary peer-led discipleship groups meet for Bible study and prayer. This is a wonderful opportunity for students to develop friendships, encourage one another, and hold each other accountable in their daily walk with Christ.

### **Scripture Memory (All Grades) - Academic Policies/Biblical Integration**

PCS has two programs for Scripture memory. The first is individual verse memorization and the second is extended Scripture memory (for Junior High). This is the ideal time for students to memorize large portions of Scripture. We want our students to know Scripture and be able to apply it practically to their everyday lives. For this purpose we have chosen Jesus' Sermon on the Mountain as the passage to be memorized. Sixth graders memorize Matthew 5. Seventh graders memorize Matthew 6, and eighth graders memorize Matthew 7.

Each of these programs originates from the Bible class and is graded. PCS believes if we are to live according to God's commands and guidelines, we must learn what they are and apply them into our daily lives. Psalm 119:11 states "I have hidden your word in my heart that I might not sin against you."

### **Service Opportunities (All Grades) - Academic Policies/Biblical Integration**

As believers in Christ, we should serve one another. At PCS we feel this practice is a necessary part of the educational process:

#### **Grades 9-12**

Students must complete a total of 85 hours of service throughout their High School career as a graduation requirement. Students are required to complete a Service Form (which they can print off the website) and return it to their current Bible Teacher for the types of service in which the student participates. Students who enter PCS after their freshman year will have a prorated amount of service hours to fulfill as a graduation requirement.

Grades 9-11: Independently complete 15 hours each year. These hours may be completed during the summer months or while school is in session. The school will provide service opportunities for students to participate in during the course of each year that may count toward these required hours.

Grade 12: Independently complete 40 hours during the school year or participate in the Dominican Republic service trip.

#### **Grades 6-8**

Throughout the school year, PCS sponsors opportunities for Junior High students to serve.

#### **Grades PK-5**

Under the direction of their classroom teacher, each grade chooses a service project for the year to help foster a giving spirit. The students are encouraged to work for the money or supplies for each ministry instead of asking for donations from their parents. Individual teachers will provide information concerning the community service project in which your student will participate.

## Academic Policies / Classes

### Course Selection (Grades 9-12) – Academic Policies/Classes

Online pre-registration occurs in the spring or summer for the following academic year. Every effort is made to accommodate individual student choices. Parents and students can access “The Four Year Experience” on the school’s website to plan and choose classes. The student will be contacted if an alternative course is needed.

### Graduation Requirements (Grades 9-12) - Academic Policies/Classes

Subject		Standard Diploma	Scholar’s Diploma
Bible		4.00	4.00
English		4.00	4.00
History		4.00	4.00
Sciences	3.00	3.00	
Mathematics		3.00	3.00
Foreign Language	2.00	2.00	
Physical Education		1.00	1.00
Electives	2.50	4.50*	
Computer Applications		.50	.50
Health	.50	.50	
Art Appreciation		.25	.25
Music Appreciation		.25	.25
Additional Fine Arts		.50	.50
Graduation Project		.25	.25
<b>Totals</b>	<b>25.25 credits</b>	<b>27.25 credits</b>	

A minimum numeric course average of 65% is required to earn course credit, regardless of the diploma a student chooses to pursue.

In order to qualify for a Scholar’s Diploma, a student must:

1. Meet the credit requirements outlined above.
2. Maintain a cumulative numeric average of at least 88% throughout his/her High School career.

\*Elective credits must include at least three (3) courses from the following list:

- A fourth year of science (Physics or Anatomy and Physiology).
- A fourth year of math (Algebra II or higher).
- Music Theory I
- Music Theory II
- Spanish III
- Spanish IV
- Art History I & II

**Please note:** Students taking two or more Advanced Placement courses will be given special consideration for the Scholar’s Diploma even if they do not meet all of the elective course criteria. The Head of School has the discretion to approve other courses of study to meet the criteria of the Scholar’s diploma.

### Academic Classes (Grades 6-12) – Academic Policies/Classes

Students at PCS are involved in classes for eight periods each day. Class periods are 42 minutes in length. Junior High students have five core courses each day of the school week. They are Bible, Language Arts, Math, Science, and Social Studies. In addition to these core courses, students are required to take Physical Education, Writing Workshop (Except 6<sup>th</sup> grade), Art, General Music, Computers, Spanish and Health. The

Junior High has several elective courses that students may choose. They include Band, Choir, Handbells (auditions required), Vocal Ensemble (auditions required), Junior High Yearbook (interview necessary) and Junior High Chapel Team.

High School students are involved in five to six core academic class periods and two to three elective class periods each day.

### **Adding/Dropping a Course (Grades 7-12) - Academic Policies/Classes**

#### **Adding a Course**

A student is permitted to add courses to their current schedule (if there are seats available) during the two week add/drop period, provided that the following conditions are met:

1. Prior, written approval from the classroom teacher
2. Prior, written approval from the Guidance Counselor and the student's parents/guardians

Students should be aware that adding a class after the initial start date does not excuse him/her from completing all course requirements. It is the student's responsibility to complete "catch-up" work as outlined by the classroom teacher.

#### **Dropping a Course**

A student is permitted to drop a course during the two week drop/add period if:

- The course is not required for graduation.
- After dropping the course, the student is still on track to meet the minimum number of credits required for graduation.
- An Add/Drop form is completed and signed by the High School Guidance Counselor, the High School Principal, the classroom teacher, and one of the student's parents/guardians.

No credit is earned for a course that is dropped. The following are the standards for recording a course from which a student has withdrawn:

- If withdrawal occurs within the first ten school days, the course is removed from the student's permanent record, and will not appear on High School transcripts.
- If withdrawal occurs after the tenth school day, but before the midpoint of the course, a grade of **WP (Withdrew Passing)** or **WF (Withdrew Failing)** will be recorded in the student's permanent record, and will appear on High School transcripts.
- A student who withdraws beyond the midpoint of a course will no longer be eligible for Honor Roll for the term in which the course was dropped.

### **Schedules (Grades 6-12) - Academic Policies/Classes**

Students will be sent a printed schedule before school begins. An explanation of the schedule will be given to students on the first day of school.

### **Bell Schedule / Day Schedule (Grades 6-12) – Academic Policies/Classes**

To see the schedule for Junior High and High School, go to the school's website.

### **Graduation Project (Grades 11-12) – Academic Policies/Classes**

Throughout their junior and senior year, all students are required to work on and complete a Graduation Project. This project of a self-selected vocation/career topic of study goes beyond the parameters of the standard high school curriculum. During the junior year the students will focus on experiencing the vocation by shadowing and interviewing individuals in their chosen career field. The project will culminate in the senior year's fourth quarter Bible class as the students focus on how God has led them to the next step in their lives. In this class they will prepare for a presentation of their work to an audience of peers, faculty, and parents.

### **Transfer Students (All Grades) – Academic Policies/Classes**

All transfer students must meet the academic core requirements of PCS in order to graduate. A waiver is granted regarding Bible credits since previous experience may not have afforded such an opportunity.

In order to expedite a child's transfer from Plumstead to another school district, the parent should notify the school of the intended withdrawal date several weeks in advance and come to either school office to complete the appropriate forms. Parents can also request records through the child's new school. Upon completion of the forms and verification that all commitments to Plumstead are fulfilled, we will transfer the child's records.

### **Physical Education Classes (All Grades) – Academic Policies/Classes**

PCS requires physical education each year.

#### **Grades K-5**

All students must wear sneakers on gym days. Please buy the athletic style with tie or Velcro closures. (Slip-ons or the wedge type heel are not appropriate for the variety of activities done during P.E.) Students who do not participate in gym class two or more classes in a row must have a written doctor's excuse.

#### **Grades 6-12**

Within these classes several lifetime sports are covered. These include: badminton, tennis, basketball, and aerobics. Team and individual sports are emphasized. A uniform consisting of a PCS gray P.E. shirt, black gym shorts, white socks, and sneakers is required for all physical education classes. The P.E. shirt may be purchased in the Plumstead office or through the gym teacher for \$6.50; required black gym shorts can be purchased in any department or sporting goods store. The student's name must be lettered on the back of the shirt and inside the gym shorts.

### **Music (Grades 4-5) – Academic Policies/Classes**

Students in fourth and fifth grade may elect to participate in the instrumental program. This includes small group lessons and band rehearsals. Students are placed into the band when they have reached a designated level of proficiency and at the discretion of the director. It is expected that students will be prepared with instrument and lesson book for each lesson. With the hope of encouraging maximum learning, parents of students who forget their instrument frequently will be notified via a phone call. At the point at which a student has forgotten his/her instrument for the eighth time during the school year, the student will be removed from the lesson/band program.

A rental program is available to students entering the instrumental program. An informational meeting regarding this option is held on Back to School Night. Please check your school calendar for the date and time of the meeting. Detailed information regarding the instrumental program will be sent home at the beginning of the school year.

## **Academic Policies / Additional Academics**

### **Enrichment Program (Grades K-2) – Academic Policies/Additional Academics**

In the early Elementary grades, classroom teachers are the ones primarily responsible for providing enrichment to the students. The goal of the grades K-2 enrichment program is not to label students as “gifted” but to identify students who at that point in their educational development would benefit from additional enrichment. Students are at different places developmentally and by 3rd grade most have “leveled out” and can more accurately be identified as truly gifted.

The K-2 enrichment program also has a pull-out component. In kindergarten, the program is designed to provide extra language arts experiences for children who come into kindergarten already reading. In 1st and 2nd grade, the objective is to challenge students who demonstrate above average language arts ability while providing enrichment in other academic areas through thoughtfully selected reading texts and language arts activities. In first and second grade, the number of students pulled out for enrichment will not exceed 15% of the students in that grade.

The responsibilities that are necessary for continued participation in the gifted program include:

- Continued success in the regular academic program.
- Ability to transition in and out of regular classroom activities

### **Gifted Program (Grades 3-5) - Academic Policies/Additional Academics**

The grades 3-5 gifted program is a pull-out program held throughout the year. The objective of the program is to challenge students who are specially gifted with intelligence. This will be accomplished through a combination of activities that build upon subject matter being taught in class, and special topics/activities that require higher-level critical thinking skills and problem solving.

Classroom teachers recommend students for this program. The teachers will use various criteria for their recommendations such as standardized testing scores, work done in class, and a strong desire and motivation to learn, and the ability to “think outside the box.” In addition, the school will administer a formal assessment using the Kauffmann Briggs Intelligence Test – Second Edition (KBIT-2). A student who tests at a gifted I.Q. will gain temporary entrance into the program. Once a student has taken the Otis-Lennon School Ability Test (OLSAT) at the end of the third grade, a composite score of the OLSAT and the KBIT-2 will be used as a qualification to remain in this program.

Students who participate in the gifted program are responsible to ask for missed assignments from the classroom teacher. If classroom assignments are neglected, or the child has difficulty making progress in the regular classroom, he/she will be placed on probation and his/her placement in the program will be re-evaluated. Participation in this program is considered a privilege.

**The responsibilities that are necessary for continued participation in the gifted program include:**

1. Continued success in the regular academic program (no grade below 85% on report cards).
2. Completion of all assignments designated by the regular classroom teacher.
3. Completion of assignments designated by the gifted classroom teacher.

### **Continuously Paced Math Policy (Grades 2-5) - Academic Policies/Additional Academics**

The objective of our continuously paced math program is to challenge students at their ability level by placing them in the next grade level math class.

#### **Identifying students:**

- Students in grades 2-5 are eligible for the continuously paced math program. Kindergarteners and 1st

graders who are advanced in math will be enriched within their homeroom or through our enrichment program.

- In the fall, all students are given a math inventory test. This is one tool used in identifying students who should be considered for the program.
- Students who receive an 85% or higher AND are in the top 1/3 of the class AND are recommended by their classroom teacher are then tested using the math inventory test for the next grade level. These students must receive an 85% or higher to be moved up a grade level in math.

**Continued advancement:**

- Students do not automatically advance in Continuously Paced Math. Student placement is re-evaluated each year.
- To remain in the program students must finish with 85% or better OR be in the top 1/3 of the class on the exit assessment for the grade level they just completed. Students must score an 85% or better OR be in the top 1/3 of the class on the inventory assessment for the next grade level.

**Responsibilities for remaining in the program throughout the course of a school year:**

- Continued success in the math program (In 3rd-5th grade math, no grade lower than a B- on the report card. In 1st-2nd grade math, no grade lower than a VG).
- Re-evaluation at the end of first quarter including a conference with the teacher if necessary.
- Completion of all assignments involved in the program.
- Ability to complete the work independently without regularly scheduled tutoring by the classroom teacher.

**Advanced Placement Courses (Grades 10-12) - Academic Policies/Additional Academics**

Advanced Placement courses are weighted courses that provide legitimate college-level experience in courses that have been audited and approved by the College Board. Placement into Advanced Placement (AP) courses requires demonstrated proficiency in prior academic courses within the same discipline and the positive recommendation of the teacher who taught the prior academic course within the same discipline. Students who enroll in an AP course are expected to take the Advanced Placement Exam given in May. The exam fee is the responsibility of the individual student and is payable in advance of the exam. Satisfactory performance on the Advanced Placement Exam may qualify a student for earned college credit for the course.

**College Courses offered at PCS for Dual Credit (Grades 9-12) - Academic Policies/Additional Academics**

**Bucks County Community College** offers online courses at PCS that provide students with both high school credit and college credit for the same course. Qualifying testing for interested students must be completed before your child is enrolled (there is no cost for PCS to test students). There is an additional cost for the course, textbook and technology fee. Instructors for these dual enrollment courses are not PCS employees. They are employed as faculty with the Bucks County Community College.

**Cyber Courses (Grades 6-12) - Academic Policies/Additional Academics**

Plumstead Christian has agreed to work with Pennsylvania Cyber Charter School to offer some cyber classes that are for full time students in the resource room. Part time students, who need a remedial course or need to be challenged to expand the courses they take, may also be included.

A full time cyber student who enrolls through the state will receive a laptop, printer, and textbooks, as well as the online courses. They will not be charged an additional fee to attend a learning community at Plumstead Christian School, due to the local public school subsidizing this. If a student is a part-time cyber student, the student will pay a \$400 fee per semester for each cyber course taken. This fee will strictly cover the cost of the cyber-program being offered. The teacher assigned to these courses will be from the Cyber School, but Plumstead Christian School will provide one of our teachers to oversee the program.

## **Academic Policies/Academic Assistance**

### **Tutorials (Grades 6-12) - Academic Policies/Academic Assistance**

Students may request, or be required to attend a tutorial with a teacher to get individual help for questions regarding homework, lessons, tests, or any other area in which assistance is needed. Arrangements for tutorials need to be made in advance.

### **Tutorial Period (Grades 6-12) – Academic Policies/Academic Assistance**

The tutorial period is from 3:05-3:45 pm and at lunch each school day except Wednesdays. Students may see any teachers in their rooms to take advantage of individual attention and to address specific questions about the day's lesson, homework, an upcoming test, or other areas in which assistance is needed.

Arrangements for tutorials must be made in advance. Students may also be required to attend a mandatory tutorial by a teacher or administrator. The teacher will notify the parent if such a requirement is made.

### **ARMeD – Academic Reinforcement at Mid-Day (Grades 6-8) - Academic Policies/Academic Assistance**

- Students who have any late assignments will receive an immediate opportunity for ACADEMIC REINFORCEMENT at MID DAY (ARMeD) in the assigned ARMeD room. As soon as the teacher is aware of the late assignment, that student will be given a blue slip and told to eat lunch and complete the missing assignment in an assigned room. Students will remain in the Academic Reinforcement room for the duration of the lunch and break period. No talking will happen in this lunch detention and homework will be completed during this time slot. If the student's class is after lunch and he/she turns in the late assignment the next day he will still be expected to be at ARMeD on the next day to serve his/her lunch detention. The students will begin the next day's work during that time.
- Assignments that need to be redone due to careless completion are considered late.
- Once the missing assignment is complete, students may work on other work. Students who fail to show up for the ARMeD will serve either a morning or after school detention.
- Chronic late assignment students or students who do not show up for the academic reinforcement during lunch will be reported to the office for parent contact. At this point, a before or after school detention will be assigned.
- Teachers will make the ARMeD proctor aware of the students who should be ARMeD. After lunch or at the end of the day, the ARMeD proctor will make the principal aware of the students who had late assignments.
- At the end of each marking period, students with no late assignments will receive a reward from the principal. A new ARMeD process will start each marking period with every student starting with zero assignments.
- Unless a PCS family does not have internet access, there is no reason a teacher should need to sign the assignment book. With the aid of NetClassroom, parents have full access to their child's grades and assignments.
- In addition, Junior High students will be held to the same academic standards for athletics/drama/activities as the High School for academic probation. If a child is failing two subjects at any time they will be given two weeks to bring up those grades or will not be permitted to participate until the principal sees those grades brought up (the grades are checked every two weeks – not daily).

### **Study Hall Policy (Grades 6-12) - Academic Policies/Academic Assistance**

Many students choose to have one or more study halls period during a semester. Students are expected to use study hall time efficiently. School work is to be done quietly. If a student makes arrangements to meet with another teacher, the teacher will issue the student a pass in advance of the study hall period that must be given to the study hall teacher. Students are permitted to go to the library for research only.

### **Library (All Grades) - Academic Policies/Academic Assistance**

#### **Grades 6-12**

PCS offers all of our library resources to students to aid in their learning. Students may obtain passes to come to the library during study hall or class with teacher permission. The library will not be used for socialization. To use the library after hours, the student must make plans with the librarian or teacher. Every effort will be made to accommodate a student's need for library use.

#### **Grades K-5**

Here are the Peace Valley library guidelines:

- All books are due on the regularly scheduled library class day.
- Students will receive overdue notices informing them of late books.
- Students may not borrow additional books until overdue books are returned.
- If a book is lost or damaged, the book must be replaced or paid for. Children in grades 1-5 receive a library grade based on preparation for class, participation, and worksheets.

### **Resource Room (All Grades) - Academic Policies/Academic Assistance**

Children who demonstrate difficulty succeeding in the regular classroom are referred by the classroom teacher or a parent to the principal and resource room teacher. The Resource Room program will furnish educationally related learning support services to students. The resource program assistance may include:

- Direct instruction through remedial, developmental, and or compensatory teaching;
- Consultation services for classroom teachers and students;
- Consultation services for parents of students who are in the Resource Room Program.

### **Summer Tutoring (All Grades) - Academic Policies/Academic Assistance**

It is crucial for those students who have been struggling throughout the year to be tutored over the summer. End of the year math, reading, and language tests are administered to your child. If a child did not receive a 75% or above on the end of the year test, and struggled with certain concepts in this subject area throughout the year, we will request tutoring during the summer. In addition, if your child fell behind due to absences, we will request summer tutoring.

## **Academic Policies / Homework**

### **Homework Guidelines (All Grades) – Academic Policies / Homework**

#### **Grades K-5**

The elementary holds to the following guidelines for student homework assignments:

Faculty avoids giving homework on Wednesday nights whenever possible out of deference to families who attend the mid-week services many churches offer. If students attend church activities on another evening of the week, they can use Wednesday night to study spelling words, Bible verses and for upcoming tests. With the exception of math, no core subject tests will be given on Thursdays.

Minimal homework will be given on weekends. Students may need to use weekends to complete a project, finish make-up work, review weekly assignments, and study for tests assigned on Mondays. Homework will not be given on designated family weekends. If major projects are assigned, one evening will be set aside monthly as "project night" only.

The use of assignment books will be introduced in third grade and continue in the upper grades. Students are responsible for writing their assignments in the appropriate assignment book. There will be a one-week notice for major subject tests.

- The suggested average amount of time to complete homework assignments (nightly except Wednesday) at each grade level:

Kindergarten-10 minutes	Third Grade-30 minutes
First Grade-20 minutes	Fourth Grade-50 minutes
Second Grade-25 minutes	Fifth Grade-1 hour and 15 minutes

### **Grades 6-12**

Most courses require daily homework. The following guidelines have been established for homework:

- In general, students should expect about 20-30 minutes of homework per night in most standard academic courses. AP courses may require more time to complete homework. Some students and/or assignments may require more time to accomplish assigned tasks. Many teachers provide time within the class for students to begin homework under their supervision. Homework is assigned either to reinforce what is taught in the class or to further enrich and challenge the student. Longer-term assignments and projects, in contrast to the daily assignments referenced above, require students to pace themselves and to adhere to the timetable set for such assignments by the teacher.

### **Late or Incomplete Work (Grades 6-12) - Academic Policies / Homework**

Students need to be prepared for the start of each class every day. If a student comes to class unprepared, arrangements must be made with the teacher to complete the work. Daily work not submitted on time may result in a lower grade or no credit, and in all cases daily work should still be completed for the benefit of student learning. Students are expected to complete assignments promptly by their due dates. All major projects, reports, and research papers (at the discretion of the teacher) must be completed according to the guidelines set by the teacher.

### **Homework Requests (Grades 6-12) - Academic Policies / Homework**

Teachers' expectations with regard to make-up work are consistent with the learning objectives for the class or classes missed. Teachers are mindful of the fact that make-up work in other courses may add a considerable responsibility to the student, and teachers are willing (as possible) to adjust due dates for the overall good of helping the student to make up the work and learn the material. When a student is absent, it is his/her responsibility to get assignments missed and to complete them within a time period determined by the teacher. This time period is not to exceed five school days from the day of return (but may be less).

- When a student is absent for two or more days (due to illness or family emergency), parents may call the main office no later than 9:30 a.m. to request homework on the second day. Homework will then be available for pick up between 3:00-4:00pm.
- If the child needs books, please come to the school to collect them, or make arrangements to have an older sibling pick them up.
- The office will collect homework only when a student is sick. If a student misses school due to a trip or other activities, it is the student's responsibility to request the work from his or her teacher before the absence.

## **Academic Policies / Testing & Quizzes**

### **Test, Quizzes, and Projects (Grades 6-12) – Academic Policies/Testing & Quizzes**

In addition to daily reading and assignments, students periodically also have tests and quizzes as well as individual and group projects.

- No student is expected to have more than two tests in one day. Teachers communicate with each other in order to minimize this, but if a child has more than two tests scheduled for one day, he or she may petition to have one of the tests postponed.

In Junior High there are several projects assigned during the year. It is understood that students at this age and level of development need to learn proper time management and organization when it comes to completing a multi-step project. To avoid last minute surprises, each teacher will plan their projects in a step-by-step manner. Intermittent due dates for these steps will be given to teach students the process of accomplishing these more complex assignments. The final due date will be the culmination of work accomplished at each stage.

### **Mid-Term and Final Exams (Grades 6-12) - Academic Policies/Testing & Quizzes**

#### **Grades 6-8**

A mid-term exam will be given in the subject of mathematics. Final Exams will be given at the end of the second semester. They will cover the work for the entire semester. Exams will be given as following:

6th Grade – Math only

7th Grade – Math & English

8th Grade – Math, English and Science

#### **Grades 9-12**

Cumulative mid-term and final exams are given in English, Math, History, Science, Spanish, Art History and Music Theory I and II at the end of each semester. Students take a maximum of two 90 minute exams per day. There will be no exemptions granted for any exams. Students are not required to be on campus during final exams except during the scheduled exam periods.

### **Standardized Tests (Grades 3, 5, 8, 11, 12) - Academic Policies/Testing & Quizzes**

Students at Plumstead Christian take the PSAT (Preliminary Scholastic Aptitude Test), usually in October of their sophomore and junior years. The SAT (Scholastic Aptitude Test) and the ACT (American College Testing Program) are administered at sites other than PCS. Students are provided registration information and are advised accordingly. Students are encouraged to sit for the SAT and/or ACT tests at least twice no later than March of their senior year. One recommended sequence would be to take the PSAT in both the sophomore and junior years and the SAT and/or ACT in the junior and senior years. Juniors and seniors should determine which test (SAT or ACT) is required by the college(s) in which they are interested.

The annual Pennsylvania System of School Assessment (PSSA) is administered at Plumstead Christian School. The PA Department of Education states that the PSSA is a standards-based, criterion-referenced assessment used to measure a student's attainment of the academic standards, while also determining the degree to which school programs enable students to attain proficiency of the standards. Student in grades 3 through 8 and grade 11 are assessed in reading and math, student in grades 5, 8 and 11 are assessed in writing, and student in grades 4, 8 and 11 are assessed in science.

## **Academic Policies/Grading**

### **Grading (Grades 6-12) – Academic Policies/Grading**

All grade reporting is numerical on a one hundred point scale. This allows us to convey to students and parents the academic performance of the student with precision that a letter grade often lacks.

Parents and students should be aware of the following important policies:

- A passing grade is a grade at or above 65%.
- PCS does not award a diploma to a student who has not maintained at least a cumulative 65% grade point average for the four years of high school.
- Students must have all financial accounts paid in full in order to receive their diploma.

94-100%	Excellent	A
85-93%	Above Average	B
74-84%	Average	C
65-73%	Below Average	D
Below 65%	Failing	F

### **Grading (Grades K-5) – Academic Policies/Grading**

Subject area (math, science, social studies, etc.) grades in third through fifth grade are reported in percentages. This allows us to convey to students and parents the academic performance of the student with greater precision than a letter grade. Below is a scale to use as a reference on how the Elementary campus of PCS gauges a student's performance. O, VG, S, N, and U are used to report student performance in kindergarten through second grade and for specials such as art, music, and computer.

- Report cards are issued every nine weeks. The report card envelope should be returned to the child's teacher within three school days of issuance. Failure to return the report card envelope will result in a \$5.00 replacement fee.

	<b><u>Kindergarten – 2<sup>nd</sup></u></b>	<b><u>3<sup>rd</sup> – 5<sup>th</sup></u></b>
94-100%	O = Outstanding	A=Excellent
85-93%	VG = Very Good	B=Above Average
74-84%	S = Satisfactory	C=Average
65-73%	N = Needs Improvement	D=Below Average
Below 65%	U = Unsatisfactory	F=Failure

- In grades K-2, mid-term reports are issued every quarter, with the exception of the second quarter, when there is an opportunity provided for parent teacher conferences. In grades 3-5, parents may monitor their child's progress through RenWeb.
- Report card grades of "I" (Incomplete) will remain an "I" for two weeks after the date the report cards are sent home. If missed work is not completed by the end of the two week period, the average will be figured using a zero for anything not finished.

### **Incomplete Grades (Grades 6-12) - Academic Policies/Grading**

If a student has not completed all of the assignments for a given marking period, a teacher may give the student an "I" for incomplete. Should a student receive an "I", that student should immediately meet with the teacher to get a list of things that still need to be finished. These assignments must be completed within a week. If a student fails to complete this work within a week, the incomplete work will be changed to a zero and then the quarter average will be calculated. The work will still need to be completed as part of the requirements for the overall course. The teachers may extend this period if it is appropriate due to justifiable circumstances. Upon completion of the requirements, the teachers will calculate the student's proper average and turn it in to the office. The office will regenerate a corrected report card and mail it to the student's family. If a student chooses not to make up these assignments, a zero will be given for those assignments.

### **Promotion to next grade level (All Grades) - Academic Policies/Grading**

Successful completion of all the requirements in a particular grade is needed in order for a student to be promoted to the next grade level. If a student earns a 73% or below in a given class for the year, summer work may be required in order for promotion to occur. If a student is in danger of failing a particular class,

a conference will be scheduled at the start of the fourth marking period (April) to begin this process. Cyber school will be required for all students who score below 65%.

It needs to be understood that in the area of Math a passing grade may not necessarily mean automatic promotion. Promotion to the next math level is contingent upon mastery of concepts and material. At the end of the year, students will take a math final. The score on this test, along with performance in the class and teacher evaluations, will be considered together to form the basis for promotion to the next course.

Some students may be asked to review specific areas of the course over the summer, and then retake the exit test in August before placement is given. Usually in these cases the teacher feels a student may be able to handle the next level, but still needs to review a few concepts before determining proper placement. If a student is asked to review and retake the exit test, it is not a guarantee that they will move to the next level. Mastery over specific skills and concepts must be demonstrated.

### **Course Advancement (Grades 6-12)**

Students may not advance in a sequence of courses until they have passed each previous course with no less than a 65% grade for the year. Students who fail a course are required to retake the course during the regular school year before advancement is possible. At an additional cost, a full cyber course may also be taken during the summer months to make up the work.

### **Academic Restriction (Grades 6-12) - Academic Policies/Grading**

A student's schoolwork must be of first importance as compared to athletics or other extra-curricular activities. Participation on a team or in an extra-curricular group can be jeopardized by poor academic performance.

For proactive purposes that we believe will lead to student success in academics, student grades are monitored by administration weekly, and students are placed on academic restriction with respect to extra-curricular activities if one or more of the following has been earned:

- An overall grade percentage average below 74% for a marking period taking into account core and enrichment classes.
- One grade in a core subject (Bible, Language Arts, History, Math, Science, Music Theory, and, in Foreign Language in the high school) below 65%.
- Two or more grades in core subjects below 74%.

Academic Restriction is not to be confused with Eligibility (see **Academic Eligibility** below). Eligibility is based on final grades at each marking period, while students are assessed for academic restriction each week throughout the year.

### **Phase One of Academic Restriction**

If a student is placed on academic restriction, the student enters "Phase One" of academic restriction where an administrator will communicate with the student and parents, inform them of the plan moving forward, and implement a plan for lifting the restriction. Typically a student in Phase One of academic restriction will be required to attend after school tutorials on a regular basis for those classes in which he/she is having academic difficulty. At the discretion of the teacher and administration, the student may or may not be permitted to continue to practice or attend extra-curricular activities during this time period. If attendance at practice or extra-curricular activities is allowed, such attendance will be contingent upon dutiful attendance to prescheduled tutorials. Students who are not involved in extracurricular activities but who are placed on academic restriction will still be subject to a plan that most likely would include mandatory attendance at after school tutorials until there is visible improvement in the academic classes in which the student is having academic difficulty.

If a student demonstrates improvement during the two week period (based on elevated grades and/or a positive narrative from teachers) academic restriction will be lifted. This will be communicated to the student and the parents.

### **Phase Two of Academic Restriction**

If a student remains on academic restriction beyond the first two weeks because he or she is not showing satisfactory academic improvement, the student enters Phase Two of academic restriction where the student's restrictions will be increased. Students in Phase Two may not be permitted to miss classes to attend practices, games, or performances until academic improvement is seen.

### **Academic Eligibility (Grades 6-12) - Academic Policies/Grading**

Students participating in inter-scholastic athletics and extracurricular activities must meet PIAA and PCS academic eligibility requirements for grades and attendance prior to the issuance of the first PCS eligibility list of that season.

### **Regarding Grades**

A student must pass all but one core subject (Bible, English, History, Math, High School Foreign Language, High School Music Theory, or Science) at each marking period cumulative from the beginning of the school year. The PIAA also requires that a student must pass four credits of work during each grading period. All students participating in extracurricular activities will be checked at the end of each grading period. Students not meeting these criteria will be ineligible for the next 15 business days (three weeks) regardless of where this falls during the athletic season. Following the 15 business day period the student's progress in the classes will be assessed again and ineligibility will continue unless significant improvement has been made in the courses that were failed.

### **Regarding School Attendance**

Any student who has been absent from school during the semester for a total of twenty or more days shall not be eligible to participate in any extracurricular activity. The suspension is in effect until the student completes forty-five days of attendance beyond his/her twentieth absence.

## **Academic Policies / Honors**

### **Academic Honors (Grades 6-12) – Academic Policies/Honors**

Honor roll is published to reflect achievement for each marking period. To qualify for "high honors," a student must have achieved a grade average of 96% or higher for the grading period with no grade under 94 in all core courses. To qualify for "honors," a student must have achieved a grade average of at least 88 for the grading period with no earned grade under 85% in all core courses taken. All classes are included when determining the grade average for honor roll (core and enrichment classes).

### **National Honor Society-Criteria for Nomination and Election (Grades 11-12) - Academic Policies/Honors**

The National Honor Society (NHS) chapter at Plumstead Christian School seeks to create enthusiasm for academics and dedication to school, promote leadership, foster a commitment to serve in the community, and develop Christian character in our students. Members of NHS serve the school community and outside of the school community in various ways including tutoring younger students on the Plumstead and Peace Valley Campuses.

Juniors or seniors who have a cumulative GPA of 90% or higher can be considered for the National Honor Society. Membership is granted twice a year, after both the first and third quarter marking periods. Students are selected by a faculty committee after completing a Student Profile Packet and receiving 85% faculty approval. The committee carefully evaluates each student in regards to service, leadership, Christian

character, and scholarship. Candidates who receive a majority of votes of the faculty council are then invited to be inducted into Plumstead Christian School’s chapter of the National Honor Society, at a celebration that will be scheduled on the school calendar.

### **Disciplining and Dismissal - NHS**

Members should understand fully that they are liable for dismissal if they do not maintain the following qualifications:

- A cumulative average of 90% with no grade falling below an 85% in any individual class. In the event of this occurrence, the student will be notified and placed on probation until the next quarter’s grades are calculated – giving the student an entire quarter to rectify the situation. Students will not be able to drop the class that is the deficiency to solve this academic dilemma.
- Meeting Graduation Project deadlines in a timely manner.
- Timely completion of junior year school-required service hours (as well as completion of at least one NHS-sponsored service project).
- Refraining from receiving any disciplinary infractions as serious as a suspension throughout the duration of their membership in NHS.

## **Code of Conduct**

A student's general conduct and behavior should reflect obedience. Such obedience should be willing, cheerful and immediate. This is one way young people can show the love of Christ in their heart.

### **General Rules of Conduct (Grades K-12) – Code of Conduct**

1. Students must respect the teacher and his/her authority.
2. Students must treat other students with kindness and respect. BULLYING will not be tolerated. BULLYING includes but is not limited to:
  - Verbal harassment: name-calling, teasing people in a mean way, threatening speech, insults, etc.
  - Spreading rumors about a person or about a situation
  - Keeping certain people out of a “group”
  - Punching, hitting, shoving, and other acts that harm people physically
  - Getting people to “gang-up” on others
3. Inappropriate language and topics are not permitted.
4. Students must be respectful of school property and other people’s property.
5. Students must not leave school property without permission.
6. Chewing gum is not permitted on school grounds, in buildings, or on buses.

### **Affection Policy (Grades K-12) – Code of Conduct**

We recognize caring for others is important. However, public displays of affection (hand holding, kissing, and close physical contact) are not permissible at PCS. In order to avoid offending or embarrassing others, students are to refrain from displays of affection while on school property.

### **Cheating/Plagiarism (Grades K-12) – Code of Conduct**

Cheating “defeats the purpose of the assignment.” At the heart of the issue, cheating is a form of lying because the person who cheats takes full credit for work on which he or she receives improper or unauthorized help. This includes but is not limited to exchanging answers on homework. A grade of zero may be given for an assignment or exam on which cheating takes place. A student who is found guilty of cheating will receive disciplinary consequences. Repeated offenses will result in additional disciplinary consequences including suspension and expulsion.

Plagiarism is a specific form of cheating that involves copying or paraphrasing the ideas and/or words of another person without proper acknowledgment and presenting this material as one's own original work. Students found guilty of plagiarism will be required to redo the assignment for a reduced grade. Students may also receive additional disciplinary consequences depending on the circumstances surrounding the incident.

#### **Chewing Gum (Grades K-12) – Code of Conduct**

Students are not permitted to chew gum on campus during the school day. At the Junior High and High School campus, there will be one warning each marking period. After the one warning is given a student will be given a minor detention for each additional offense in a marking period.

#### **Classroom Phones (Grades K-12) – Code of Conduct**

Students may use school phones to contact parents when necessary. Use of the school phones for personal reasons should be requested only in an emergency and placed from the school office. Phone calls or messages to students must be received no later than 2:30 p.m. to allow time to deliver the message.

#### **Items Brought to School (Grades K-12) – Code of Conduct**

PCS is not responsible for valuables brought to school by students. The following items should not be brought to school: fireworks, knives or other weapons of any kind (including firearms), skateboards, or any other item that is not needed for the learning process or distracts students from learning. Radios, CD players, televisions, iPods (mp3 players), video games, wireless phones, computer games and other devices may be brought to school, but from 8:00 am – 3:00 pm they must remain in the student's backpack or locker and turned off.

#### **Food and Drink (Grades 6-12) – Code of Conduct**

Students should eat or drink only in designated areas. Students are not permitted to eat or drink during class (with the exception of water bottles). Items purchased from the vending machines should be placed in lockers until lunch or break times. Food and drink must remain in the school cafeteria and is not allowed in the gymnasium, classrooms, or in the hallways.

#### **Leaving School Grounds (Grades K-12) – Code of Conduct**

Students are not permitted to leave the school grounds on their own for any reason. Parents are not permitted to take a student out of school for a non-medical reason except during the lunch period. Parents who take their student out for non-medical reasons during the lunch period must return their student to the school in time for the next class period.

#### **Sales (Grades 6-12) – Code of Conduct**

Students are permitted to sell items at school that directly relate to school-sponsored activities. Sales associated with church or community projects are not permitted. The sale of items should take place only before homeroom, lunchtime or after school, and with prior approval and supervision.

#### **Searching of Student Vehicles (Grades 9-12) – Code of Conduct**

All student vehicles on campus are subject to being searched. These searches will be conducted by school and local authorities when reasonable suspicion exists that a student has transported any controlled substance, any weapon, or illegal contraband on to school property. Reasonable suspicion includes (but is not limited to): periodic visual searches of vehicles parked on school property and, in instances where reasonable suspicion exists, it is not necessary for the student to grant permission.

### **Senior pranks (Grade 12) – Code of Conduct**

Students who participate in a “senior prank” may lose their senior trip privileges. In addition, any student(s) involved in a senior prank will be required to make restitution for any damage incurred and perform community service consistent with the amount of time and effort to clean up the prank.

### **Sexual Harassment Policy (Grades K-12) – Code of Conduct**

**Definition** - Sexual harassment is a form of misconduct and a violation of federal and state law. Action, up to and including dismissal, may be taken against any employee or student who is found to have engaged in harassment.

#### **Sexual harassment may include, but shall not be limited to:**

1. Unwanted sexual advances
2. Offering employment or academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual misconduct: leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons, or posters
5. Verbal misconduct: making or using derogatory comments, epithets, slurs, and/or jokes
6. Physical or verbal sexual advances, contact, or propositions
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations

#### **Complaint procedure for sexual harassment**

Employees or students who believe that they are being sexually harassed should promptly report such conduct to their teacher, administrator, or supervisor. In the event that the supervisor or administrator is personally involved in the harassment or if the employee or student feels uncomfortable speaking to him/her about it, he/she should refer the complaint to the Head of School or Board Chairperson. A student who feels uncomfortable reporting an incident of sexual harassment to a teacher or administrator of the opposite gender may consult a same-gender faculty member, who will then report the incident to the appropriate party.

To assure a prompt resolution to the problem, it is essential that an employee or student who believes that he or she is a victim of sexual harassment report the complaint immediately. Plumstead personnel will maintain the confidentiality of all involved parties (to the extent practical) and seek to promptly investigate such a complaint. Both parties and appropriate administrators will be notified of the results of the investigation. No retaliation will be taken against an employee or student who, in good faith, complains of prohibited sexual harassment.

#### **Discipline Procedures for sexual harassment**

Any employee or student of PCS who is found to have participated in any form of sexual harassment will be dealt with through the PCS disciplinary policy. Appropriate disciplinary action, up to and including dismissal, may be taken.

#### **Student Sexual Harassment Policy**

Plumstead Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. PCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

### **Sexting Policy (All Grades) – Code of Conduct**

“Sexting” is defined as the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other digital device. Sexting is prohibited at PCS. Due to the existing PCS policy limiting student’s cell phone use during the school day, students should not be using their cell phones during the majority of the school day. Should a student be permissively using his/her cell phone while on PCS property (including school buses) or at any PCS sanctioned event, and should that student be engaged in sexting, the student shall be subject to school discipline. At the discretion of administration, school discipline may involve the authorities (police or Bucks County Children and Youth).

Further, should school officials become aware that PCS students are engaging in sexting off school property and/or at non-school sanctioned events, the administration shall advise the parents of the student(s) involved of their child’s conduct. It shall be primarily the parent’s responsibility to deal with the issue of sexting occurring off of school property and/or at non-PCS sanctioned events. However, in keeping with PCS’ responsibility to provide a safe learning environment for all students, should the administration determine that such off campus/non-school related conduct creates, or has the potential to create, a significant disruption at school, the administration reserves the right to administer school discipline for such conduct. Discipline to be administered shall be at the discretion of the administration and shall include, but not be limited to, removal of all cell phone privileges of the offending students, detentions, suspension, and/or expulsion.

### **Wireless Phone (All Grades) – Code of Conduct**

Wireless phones are not to be used during the school day. On the Plumstead campus students must **turn off their phone and keep it in their locker or backpack**. On the Peace Valley campus students must **turn off their phone and keep it in their backpack**. Students must not photograph other students or staff with their cell phone without consent, and students must not use cell phones while driving on either campus. Students who do not abide by these rules may have their cell phone confiscated in addition to receiving other disciplinary consequences.

If parents need to contact their child during the school day:

- messages are to be relayed through the school office
- messages are to be kept to a minimum
- calls should be made:
  - in the morning, if possible
  - no later than 2:30 p.m. in the afternoon

### **Technology Use (All Grades) – Code of Conduct**

The use of technology at PCS is viewed as a privilege. The technology present on campus represents a significant investment of time and money. Therefore, any misuse of it is viewed as a serious offense. The misuse of technology is defined as: unauthorized access, modification of computer systems or other technologies, access to inappropriate and unauthorized websites, or the disregard of established acceptable use policies in place. Computer systems include, but are not limited to computers, ancillary equipment, software, or services. Violations will be handled as follows:

#### **First Violation**

- Administrative conference with student
- Parent contact
- Suspension from computer access and associated technologies (Not to exceed one marking period)
- Restitution/Restoration
- Other disciplinary measures may also be assigned as deemed appropriate.

### **Subsequent Violations**

- Administrative conference
- Parent contact
- Suspension from computer access and associated technologies (Not to exceed 1 year)
- Restitution/Restoration

**Other disciplinary measures including involving legal authorities may be assigned as deemed appropriate.**

Students in grades 3-12 are required to review, sign, and return an “Acceptable Use Policy” at the beginning of each school year.

### **Bus Transportation (Grades K-12) – Code of Conduct**

All children should travel to and from school by the same means of transportation each day. If the child is returning home by a different method of transportation, please inform the teacher with a note or by phoning the school office by 2:30 p.m.

Each student is made aware of the regulations for bus safety and conduct. Students are expected to follow the bus driver's directions. If your child fails to observe these regulations, the bus driver will issue a warning and report it to the office. If there is a second offense, your child will be brought to the principal for a conference. The third offense will result in the loss of your child's bus riding privilege for a specified period of time. Parents will be responsible for their child's transportation during that period of time. Riding the bus is a privilege, which may be withdrawn for inappropriate behavior. The Pennridge School District does not allow students from other districts to ride on Pennridge buses. If your child will be visiting with a child from the Pennridge district, a parent must pick up the children from school to transport them home.

### **Bus Behavior Policy**

PCS considers it a privilege to ride a bus to and from school. Proper conduct is expected at all times while riding the bus. The bus driver has complete authority and should be obeyed as if he/she were a teacher or administrator. He or she will review rules and expectations at the start of the school year to ensure students understand behavioral and dress guidelines. If a student is referred to the Director of Student Services, Elementary Principal, or Head of School for misconduct on the bus, proper disciplinary action will be taken. If a student consistently misbehaves, busing privileges may be suspended or revoked. Parents will be responsible for their child's transportation during that time period.

### **Bus Guidelines:**

- Be at the bus stop 5 minutes before the bus is scheduled to arrive; do not make the bus wait for your student.
- Sit properly. After being seated, students should leave their seats only upon reaching the school or other designated location.
- Talk quietly to the person sitting next to them. The driver may ask for a "quiet time"; this means no talking.
- If he/she is to go home on a different bus (except Pennridge), the child must have written permission from home. A signed form will be given to the bus driver prior to the student boarding the bus. A student may not have more than three additional students going home with him/her at one time without prior permission from the Director of Transportation.
- Students must be in proper dress code while on the bus.
- Things students must remember:
  - Nothing may be in the aisle of the bus.

- No standing or kneeling on the seats.
- No part of a body is ever to be out of a bus window, and there is to be no shouting or gesturing out of the windows.
- No eating, drinking, or chewing gum.
- No pushing, punching, or roughness.
- No items deemed to be unsafe.

## **Dress Code (Grades 6-12) – Code of Conduct**

Dress is a critical issue. It can distract us from our mission and our goal of providing the best possible Christian education. The PCS board, administration, faculty, and staff are committed to the mentorship and discipleship of the student body. The concern for the mind, heart, and soul of PCS students is the center of our focus.

We believe Scripture is clear. Although, as Christians we have liberty in Christ, sometimes we choose not to exercise those liberties for the sake of others – all for the glory of God!

The Bible has general comments about dress. The spirit of the PCS Standard for Dress is intended to set a modest standard of dress for the students of PCS. Modesty is commanded (I Peter 3:3-4) and we are also called to be separate from the world (Romans 12:1-2, I John 2:15-17). Since we serve the needs of a diversified body of people, the task of defining what is modest and acceptable is difficult.

Failure to abide by the dress code will result first in a written warning. Following a written warning, students will receive minor detentions for dress code violations. As with any other minor violation, the accumulation of detentions due to dress code violations may result in major detentions, suspensions, and even expulsion if behavior is not corrected (Code of Conduct).

Below is the PCS Standard for Dress at the Junior High/High School campus. The primary goal is that student's appearance should be modest, neat, clean, and safe. We encourage our students to dress in a professional manor. We do not believe one should be judged by his outward appearance, but by the heart. However, we do believe there is a distinction concerning dress between attending school and recreational activities. The implication is best achieved with the mutual support of parents, students and teachers.

### **PCS Approved Vendors:**

- PCS Store (<http://www.tailorpro.com/store/pcs> or forms available on the PCS website)
- Lands' End catalog or website ([www.landsend.com](http://www.landsend.com)) **school preferred school #900119728**

The dress code below is for the school day and any Plumstead Christian sponsored event/activity.

#### **• Shirts**

- Purchased at Landsend.com (see above) your shirt must be purchased under the school code and is allowed to be any color within this code. Shirts may also be purchased at the PCS Store (see above)
- The shirt must have the approved school logo printed on the left side.
- The bottom button must always be buttoned.
- Oxford shirts must always be tucked in. Polo, mock turtleneck and turtleneck shirts may be worn untucked.
- Shirts must be loose fitting, but not overly big or baggy.
- Shirts are allowed to be worn underneath with the following directions:
  - They are a solid color
  - No logo/writing is seen through the outer shirt
  - You may wear a long-sleeve shirt under a short-sleeved shirt as long as the shirt underneath is a solid color with no pattern and a plain style sleeve.
  - The collar of the shirt underneath must be one of the following – turtleneck, mock turtleneck, crew neck, oxford style or another polo shirt.
  - The shirt underneath must be tucked in or shorter so it is not seen

- **Outerwear (sweaters, vests, fleeces, coats, sweatshirts)**

- Sweaters, sweater-vests and fleeces must be purchased from a PCS approved vendor (see above). An approved PCS shirt must be worn underneath the sweater vests, sweaters and fleeces and must not hang below the bottom of these garments.
- Coats or jackets are not allowed to be worn during the school day. If a student gets cold they should have an approved outerwear as outlined above.
- Sweatshirts – only crew-neck sweatshirts purchased from a PCS approved vendor (see above) may be worn. An approved shirt must be worn underneath the sweatshirt and must not hang below the bottom of the sweatshirt.

- **Pants / shorts**

- Students may wear solid black, navy blue or khaki uniform style pants/Capri (girl’s only)/shorts purchased at landsend.com (using the school code) or any store that sells uniforms.
  - What does uniform style mean? Your pants should look like the approved pants (using the school code) at the Land’s End website.
- No jean material of any color
- Pants should be **loose fitting all around**, but not over big or baggy.
- No low-rise waists
- Girls may purchase cropped/Capri uniform pants. Land’s End does sell a **uniform style** cropped pants. If you are purchasing from another vendor be sure that your cropped/Capri pants look like the Land’s End ones.
- Shorts must touch the top of the knee or longer while standing straight
  - Girls may wear leggings under shorts, but they must be solid color and fabric with no pattern and your shorts must still reach the top of the knee or longer.

- **Skirts**

- Girls may wear solid black, navy blue or khaki uniform style skirts purchased at Landsend.com (using the school code) or any store that sells uniforms.
  - What does uniform style mean? Your skirt should look like the approved skirts (using the school code) at the Land’s End website. If your skirt does not look predominately like the ones that are approved on the landsend.com website than it is not approved.
    - Skirts must reach the top of the knee or longer. You may wear leggings under your skirt, but they must be solid color and fabric and your skirt must still reach the top of the knee or longer.

- **Footwear (the footwear rules do not change for dress-down, jeans day or dress-up days)**

- Students may wear their choice of shoes with the following exceptions:
  - No flip-flops / thong footwear, heeilies, slippers, jellies, reefs, shower shoes or foot gloves
  - Sandals should have a strap that goes around the ankle so that it’s not a flip-flop style
  - “Crocs” are acceptable footwear provided they are not the shower shoes or flip-flops (clog style is acceptable)
  - Students are never to wear their cleats inside the school.

### **Jeans Day**

Jeans days are once a month and are usually on the last Friday of the month (please see the school calendar. Please note: Elementary school has a “Dress Down Day” on the last Friday of every month while the Secondary school (6<sup>th</sup>-12<sup>th</sup>) have a monthly “Jeans Day.” Dates are subject to change). Below is a description of what is approved for jeans day.

- A uniform shirt must be worn on jeans day and the same rules apply for outer wear and footwear.
- Students may wear jeans or jean shorts or they may wear their uniform pants, shorts or skirts as well.
- Jeans must not be ripped or torn.
- Jean shorts may not be cut offs or appear to be cut offs.
- Jean shorts must reach the top of the knee or longer
- Jeans must not be low-rise
- Jeans must be loose fitting all around - skinny jeans or jeggings are not approved

### **Dress-Down Days**

Periodically the students are given a dress-down day (i.e. birthday dress down day). Below is a description of what is approved for dressed down days.

- Students may wear their uniform or wear clothing of their choice with the following exceptions:
  - Clothing must be neat and clean. Not torn or ripped!
  - Clothing must be loose fitting all around – tops and bottoms
  - Students are allowed to wear sweatpants as long as they are loose fitting.
  - No leggings or yoga pants are acceptable.
  - Pants or jeans must follow the same rules as stated in the Jeans Day
  - Shorts / skirts must reach the top of the knee or longer
  - Shirts
    - Not see through – even if you are wearing a tank top underneath
    - Shirts must not be low cut – no more than 2 inches below the collar bone.
    - No strapless or spaghetti straps should be visible at any time – an appropriate strap must be a minimum of three finger widths wide.

### **Dress-Up Days**

Occasionally the students are allowed to dress-up. Students are always allowed to wear their uniform if they choose or they may dress-up. Below is a description of what is approved for dress-up days. These are the same rules when dressing up for concerts, graduations, or any occasion that is school sponsored and you are asked to dress-up (unless you are instructed differently)

#### **Boys**

- Dress pants (no jean material)
- Button-down shirt – always tucked-in
- Tie (stays on all day)
- A suit is also permitted
- No sneakers

#### **Girls**

- Dress that touches the top of the knee or longer
- Skirt that touches the top of the knee or longer
- If your dress or skirt has a slit in any area, that slit must not be any higher than touching the top of the knee.
- Your dress or shirt must not be any lower than 2 inches from the collar bone.
- No strapless or spaghetti straps should be visible at any time – an appropriate strap must be a minimum of three finger widths wide.
- All clothing must be loose fitting all around
- You may wear leggings under a skirt or dress, but your skirt or dress must still reach the top of the knee or longer.
- No jean material

### **Athletic Dress**

On home games, students will be permitted to change into their uniform during the last 10 min. of lunch. The same rules apply for footwear as stated above.

### **Practice Wear**

Girls: No strapless or spaghetti straps should be visible at any time – an appropriate strap must be a minimum of three finger widths wide. Shorts must be finger-tip length.

Boys: Must always wear a shirt.

### **Field Trips**

- Students are usually permitted to dress down on field trips, but there are times that you still must wear your uniform. Your teacher will instruct you as to what you are permitted to wear. The same rules apply for field trips as stated in dress-down or dress-up depending on the kind of field trip it is and your teacher's instructions.
- Swimwear
  - Boys are to wear trunk style swimwear (no speedos)
  - Girls may wear a one-piece or tankini style swimsuit. If a tankini style is worn it must cover your entire midriff. All swimwear must be modest.
  - Students must be covered until they are at the pool or the beach
    - Girls should have a cover-up or shorts and shirt on
    - Boys should have a shirt on

### **GENERAL INFORMATION**

- All clothing is to be neat and clean, not cut-off, ripped, painted, or stained. Worn, faded or torn clothing is not consistent with the PCS Standard for Dress and should be replaced. All students are expected to be neat, clean, modest and well groomed at all times.
- The dress code is to be adhered to from the moment you enter the bus or school until you leave the bus/school.
- For any Plumstead Christian sponsored activity or event all students are expected to dress modestly as per the guidelines for a dress down day (see above)
- No visible body piercing is permitted except for girls' ears.
- No extremes in hairstyle, jewelry or makeup.
- Boys' and girls' hair should be neat, well groomed, and always out of the eyes, even when looking down.
- Boys' hair must have at least the bottom portion of the ear showing and must be above the collar.
- Boys' facial hair must be neat and clean in appearance.
- Boys and girls should (may) have natural hair dye colors.
- Hats, bandanas, sunglasses and outerwear are not to be worn during the school day.
- Exposed tattoos are not permitted.

## **Dress Code (Grades 1-5) – Code of Conduct**

Dress is a critical issue. It can distract us from our mission and our goal of providing the best possible Christian education. The PCS board, administration, faculty, and staff are committed to the mentorship and discipleship of the student body. The concern for the mind, heart, and soul of PCS students is the center of our focus.

The ultimate goal of the dress code is to teach the students to dress in a respectful, modest, and appropriate manner. Enforcement of the dress code, like all other discipline matters, is based on cooperation between students, parents, and the school. The school, however, is the final authority on dress code and other discipline issues. Students are expected to meet the dress code at all times. If, in the opinion of the school, a student's attire is inappropriate, a parent will be called and required to bring an acceptable outfit to the school. The student will remain in the office until his or her parent can bring a change of clothes or arrange for a change of clothes to be brought in as an acceptable replacement.

### **General Information:**

Clothing is to be:

- fitted properly (not oversized or too tight)
- neat and clean (not cut-off, torn, faded, painted, or stained)
- worn in a modest manner (pants not hanging off hips, shirts buttoned to second button).
- No visible body piercing is permitted except for girls' ears.
- No exposed tattoos are permitted.
- No extremes in hairstyle, jewelry or makeup.
- Boys' and girls' hair should be neat, well groomed, and always out of the eyes, even when looking down. Boys' hair must have at least the bottom portion of the ear showing and must be above the collar.
- Boys and girls should (may) have natural hair dye colors.
- Hats, bandanas, sunglasses and outerwear are not to be worn during the school day.
- Swimwear during Trips: Regardless of swimwear choice, it must be modest. Boys must be a trunk style (no Speedos); girls may wear a one-piece or tankini style swimsuit. If a tankini style is worn it must cover your entire midriff.
- It is the expectation of the school that parents will insist on compliance with these standards from their children and that parents will support the faculty and administration when infractions are brought to their attention. The administration reserves the right to determine the appropriateness of a student's dress and to prohibit students from wearing any accessory which may result in the disruption of the school environment.

### **PCS Approved Vendors:**

- Lands' End catalog or website ([www.landsend.com/school](http://www.landsend.com/school))
  - Peace Valley campus #900080631
- PCS Store (<http://www.tailorpro.com/store/pcs> or forms available on the PCS website)

### **Dress Code**

- **Shirts:** Short or long-sleeved oxford shirts, mock turtlenecks, and short or long-sleeved polo shirts with the required PCS emblem must be purchased from a PCS-approved vendor. Shirts worn under the approved shirt must not be seen through the approved shirt (examples: a light outer shirt with a dark shirt underneath or a shirt worn underneath with a logo that show through the approved shirt) and must not hang below the bottom of the outer shirt or sleeves. Oxford shirts must be tucked in at all times, but polo shirts and turtlenecks do not need to be tucked in.
- **Pants, shorts, skirts, skorts:** Students may wear solid black, solid navy blue, or solid khaki uniform style (no cargo or athletic) pants, shorts, capris, skirts, or skorts as shown on the Land's End website. These may also be purchased from a store of your choice. Shorts, skirts, and skorts must be no more than 3 inches above the knee. Repeat offenders will be required to wear Land's End clothing only.

- **Sweaters:** Sweater-vests, sweaters, and fleeces must be purchased from a PCS-approved vendor with the PCS emblem. An approved shirt must be worn underneath the sweater vests, sweaters and fleeces and must not hang below the bottom of these garments.
- **Sweatshirts:** Only crew neck sweatshirts purchased from a PCS-approved vendor with the PCS emblem may be worn. An approved shirt must be worn underneath the sweatshirt and must not hang below the bottom of the sweatshirt.
- **Footwear:** Shoes, boots, sneakers, or sandals may be worn. Thong footwear, “flip-flops,” hee-lies, slippers, and plastic footwear (i.e., jellies, reefs, and shower shoes) are NOT permitted. “Crocs” are acceptable footwear provided, they are not the shower shoes or flip flops (clog style is acceptable)

**Additional Dress Code Requirements:**

- **Shoes:** Due to safety issues, slipper style shoes are not permitted and if a child wears sandals to school he/she must bring an extra pair of sneakers/shoes to participate in recess and gym that day. Sneakers are required for gym participation.
- **Dresses:** Only the polo dress with pleated skirt as shown in the Lands’ End catalog is permitted. PCS emblem is required. Dress length must be no more than 3 inches above the knee
- **Jumpers:** Must be uniform style and modest (no more than 3 inches above the knee). Acceptable colors are black, navy, and khaki.

**Dress Down**

- The last Friday of each month will be a Dress-Down Day. The Dress-Down Day standard should still be one of modesty and neatness. All clothing is to be fitted properly (not oversized or too tight). Student’s shorts/bottoms should be no more than 3 inches above the knee No flip-flops. (Sandals are acceptable except at recess or gym.) Students may not wear spaghetti straps, halter tops, or belly shirts. (Sleeveless shirts are acceptable; the strap area should be no less than 3 fingers in width.) Boys may not wear undershirt style tank top shirts.

## Anti-bullying Policy (All Grades) – Code of Conduct

As followers of our Lord Jesus Christ, the school board of Plumstead Christian School is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The school board believes that all students and employees are entitled to a safe and harassment-free education experience. The behavior and attitudes more often associated with bullying are not pleasing to Christ and break the royal law of “love your neighbor as yourself.” Therefore, bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

The standards of this policy constitute a specific, focused, coordinated, integrated, system of support for all students, staff, patron families, and community agencies that will improve relations within Plumstead Christian School. It is designed to ensure that every staff member has been trained and are supported in the school’s efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student at PCS and to direct follow up when incidents are reported and/or occur.

### **I. Definitions**

A. “**Bullying**” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as:

unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- cyberstalking
- cyberbullying
- physical violence
- theft
- sexual, religious, or racial harassment
- public humiliation
- destruction of school or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

B. “**Harassment**” means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or either’s opportunities, or benefits;
3. has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being; or has the effect of substantially disrupting the orderly operation of a school.

C. “**Cyberstalking**” is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. **“Cyberbullying”** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, text messaging, and instant messaging.

## **II. Expectations related to bullying**

Plumstead Christian School expects students and school staff to conduct themselves in a Christ-like manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

**A.** Plumstead Christian School prohibits the bullying of any student or school employee:

1. during any educational program or activity conducted by PCS;
2. during any school-related or school-sponsored program or activity or on a PCS school bus;
3. through the use of any electronic device or data while on school grounds or on a PCS school bus, computer software that is accessed through a computer, computer system, or computer network of PCS. The physical location or time of access of a computer-related incident cannot be raised as a defense in a disciplinary action initiated under this section.
4. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a PCS school bus.
5. while the school does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/administrator deems appropriate.

**B.** All administrators, faculty, and staff, in collaboration with parents, and students, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in a school plan to encourage positive school behavior.

**C.** Student rights shall be explained as outlined in this policy and in the Family Handbook.

**D.** Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Faculty Handbook, Family Handbook, and this Policy.

## **III. PCS Responsibilities**

**A. Support Services:** PCS will provide training to each and every staff member and student in biblical conflict resolution and violence prevention. This training will work to create a climate within the school that fosters the safety and respect of students and the belief that adults are there to protect and help them. Additionally, students and staff (including but not limited to school employees, administrators, staff, and bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.

**B. Community Resources:** To collaborate and make effective use of available school and community resources while ensuring seamless service delivery in which each and every student receives an equitable foundation of violence prevention.

**C. Parent Participation and Partnership:** PCS will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children.

**D. Evaluation of Service Effectiveness:** Evaluations to determine the effectiveness and efficiency of the services being provided will be conducted at least every three years and shall include data-based outcomes.

**E. Accountability:** The Head of School, other school administrators, and their staffs share accountability for implementation of these student services consistent with the standards of this policy. These administrators will take steps to assure that student support services are fully integrated with their instructional components at Plumstead Christian School.

**IV. Training for students, parents, teachers, staff, school administrators, student support staff, counseling staff, bus drivers, and school volunteers on identifying, preventing, and responding to bullying will be conducted.**

At the beginning of each school year, the school principal and or administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a student through appropriate references in the Faculty and Family Handbooks, the school website, and/or through other reasonable means.

**V. Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.**

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.

1. Consequences and appropriate interventions for students who commit acts of bullying may range from but not limited to suspension, as outlined in the Faculty Handbook, Family Handbook, and this Policy.
2. Consequences and appropriate interventions for a school employee found to have committed an act of bullying will be instituted in accordance with school employee policies and procedures.
3. Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying shall be determined by the building principal or school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
4. These same actions will apply to persons, whether they be students, school employees, or visitors/volunteers, who are found to have made wrongful and intentional accusations of another as a means of bullying.

**VI. Reporting an act of bullying**

**A.** At each campus, the principal/administrator is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Faculty or Family Handbooks.

**B.** All faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy to the principal or appropriate administrator.

**C.** Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.

**D.** Any student who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) to a school official. Complaints should be filed as soon as possible after the alleged incident.

**E.** The principal shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon.

**F.** A school employee, school volunteer, student, parent/ or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of

bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, within PCS.

**G.** The principal/administrator shall document in writing all complaints regarding bullying, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

## **VII. Bullying Complaints and Resolution**

**A.** The investigation of a reported act of bullying of a student, school-based employee, or other persons providing service to the school is deemed to be a school-related incident and begins with a report of such an act.

**B.** The principal/administrator shall document all complaints in writing to ensure that problems are addressed in a timely manner. Although this Policy encourages students to use the formal complaint process, school officials should investigate all complaints and reports of harassment, whether or not the complaint is in writing.

**C.** If the complaint is about the principal or a staff member's direct supervisor, then the HEAD OF SCHOOL or appropriate administrator shall be asked to address the complaint.

**D.** Informal Resolution - where the administrator, along with the complainant and the accused/student, may agree to informally resolve the complaint. The incident and the resolution must be documented on the Conflict Resolution Form.

**E.** If you are going to respond to a conflict in a way that pleases God, you will need to apply the principles of repentance, confession, and forgiveness. Let me define these terms for you.

**Repentance:** You understand that you made a sinful choice; you are willing to take responsibility for it; and you have a desire in your heart to change.

**Confession:** You admit openly and honestly to the Lord and to all the people you have hurt or offended that you know your choice was sinful and wrong.

**Forgiveness:** You make a promise not to hold a person's sins against him or her. In other words, you forgive as God forgives you.

**E.** Formal Resolution - the complainant/student/employee or parent(s), may file a complaint with the principal or administrator. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.

**F.** The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing.

## **VIII. Investigation requirements for reported acts of bullying under this policy**

**A.** The investigator may not be the accused or the alleged victim.

**B.** The principal or appropriate school administrator shall begin a thorough investigation and interviews with the complainant(s), accused, and witnesses within two (2) school days of receiving a notification of complaint. (The Pennsylvania Department of Education requires that school administrators provide immediate notification to the parents of both the victim and the alleged perpetrator of an act of bullying or harassment.)

**C.** During the investigation, the principal or appropriate school administrator may take any action necessary to protect the complainant, other students or employees consistent with the requirements of applicable regulations and statutes.

1. In general, student complainants will continue attendance and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.

2. When necessary to carry out the investigation or for other good reasons, and consistent with federal

and state privacy laws, the principal or appropriate school administrator also may discuss the complaint with any school employee, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.

**D.** During the investigation where an employee is the accused, the principal or the appropriate school administrator may recommend to the HEAD OF SCHOOL any action necessary to protect the complainant, or other students or employees, consistent with the requirements of applicable statutes.

**E.** Within ten (10) school days of the filing of the complaint, there shall be a written decision by the principal or appropriate school administrator regarding the completion of the investigation. The principal shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Guidelines for Discipline.

**F.** The principal or appropriate school administrator will inform all relevant parties in writing of the decision and the right to appeal. A copy of the decision will be sent to the Executive Committee of the board.

**G.** If the accused is an employee, discipline may be taken, consistent with any applicable provisions, to resolve a complaint of bullying. The supervisor of the employee shall discuss the determination and any recommended corrective action with the HEAD OF SCHOOL.

**H.** No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

### **IX. Process for referral for external investigation**

**A.** If the act is outside the scope of Plumstead Christian School, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal in writing.

**B.** While PCS does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal deems appropriate, including the use of the schools guidance counselor and other school personnel.

### **X. Appeals process**

**A.** Appeal procedure for bullying by a student will follow the steps outlined in the Family Handbook.

**B.** Appeal procedure for an accused/employee: If the accused/employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed in accordance with PCS Employee Grievance Policy.

### **XI. Confidentiality**

**A.** To the greatest extent possible, all complaints will be treated as confidential and in accordance with PCS Board Policy, Family Educational Rights and Privacy Act ("FERPA"); the Health Insurance Portability and Accountability Act ("HIPAA") and any other applicable state or local laws.

**B.** Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action may supersede an individual's right to privacy.

**C.** The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the extent possible.

### **XII. Retaliation Prohibited**

**A.** Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.

**B.** Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

### **XIII. Additional Referral**

In all cases, Plumstead Christian School reserves the right to refer the results of its own investigation to the appropriate authorities for possible criminal charges, whether or not the school takes any other action.

## **Discipline Policy (Grades 6-12) – Code of Conduct**

Discipline at PCS is intended to correct and bring reconciliation. We trust that as students move through their years at PCS they will mature in their own behavior, thereby requiring less school-administered discipline. Teachers and staff strive to model proper behavior even as they articulate and monitor the school's expectations for student behavior. We are free in Christ, but real freedom is not a license to follow our own particular desires. Rather, true freedom in Christ allows us to do what we know we ought to do and to be entrusted with the responsibility of godliness.

The teacher is the authority in the classroom and is charged to maintain the control and discipline necessary to establish a quality learning environment. The administration supports the teacher in this disciplinary role, and will become involved whenever it appears that student disruption and lack of cooperation warrant this attention.

Students are required to read the complete handbook and abide by the school rules and policies contained within the handbook. The Golden Rule of "loving your neighbor as yourself" should also guide students' actions at all times. One of the first evidences of maturity is the ability to discuss and resolve disagreements without resorting to ridicule, backbiting, or fighting. Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. An infraction of the rules may result in detention, suspension or even expulsion. The teachers will handle infractions of the rules with assistance from the appropriate Secondary Principal as deemed appropriate. The Secondary Principal will review and enforce any detentions or suspensions issued. A variety of consequences will be employed to correct behavior and to ensure that members of our school can live in community. The administration has various discipline consequences that can be employed in response to infractions that can range from minor behavioral issues to egregious infractions. The following discipline process will take place for any student who commits an infraction:

1. Verbal Warning
2. Written Warning (with in class consequence at the discretion of an individual teacher)
3. Minor Detention
4. Major Detention
5. Suspension (Restriction of Activity, On Campus, Off Campus)
6. Expulsion

Students will receive a verbal and then a written warning for infractions, at which point minor detentions will be assigned for any further infractions for the duration of the school year. A student must accumulate two warnings for a particular infraction before a detention will be given. If a student acquires 5 minor detentions during a quarter, they will receive a major detention as well. The accumulation of minor detentions does not carry over to subsequent quarters. If a student acquires 3 major detentions over the course of the school year, a meeting with the Discipline Committee will occur as per the guidelines below under "Discipline Committee" Some behavior, on the other hand, may be so egregious (e.g. selling or using illegal drugs on campus) that the proper response from the school would be to administer an immediate suspension or expulsion.

### **PCS does not allow the following in respect to its discipline policy:**

- a. Open defiance of a staff member, serious insults, or absolute refusal to obey the direct command of a person in authority;
- b. Any threat or violence directed against any teacher, staff member, or fellow student;
- c. The use or possession of tobacco, alcohol, and/or other drugs whether on or off campus. Abuse of these substances may constitute a criminal offense.
- d. Other acts, including sexual promiscuity and/or displays of affection involving inappropriate physical contact.

## **Detention (Grades 6-12) – Code of Conduct**

The Dean of Students for the appropriate division will notify the parents of detentions their child receives via e-mail or phone call.

### **Minor Detentions**

Minor detentions may be assigned for minor infractions. Examples of minor infractions include:

- Tardiness (to class)
- Minor classroom disturbances
- Chewing gum
- Dress code violations

Minor detentions are served on Tuesday mornings each week before school beginning at 7:00am. Students will be silent during detention until the 7:55am release time. Students may bring homework to work on but may not use computers or other electronics. Disruption of a detention by talking or using electronics will immediately result in a major detention. If a student is late by any margin or fails to show to his or her assigned detention, he or she will immediately be given a major detention. Detention schedules are at the discretion of the Secondary Principal only.

### **Major Detentions**

Examples of behavior leading to major detentions include:

- Disrespect toward another student or faculty member
- Bullying (including cyber-bullying)
- Foul language
- Gambling
- Class Cut (Skipping)
- 5 Minor detentions in a given quarter

Major Detentions for all Junior High and High School students are assigned on Saturday mornings from 8am-9am or longer if deemed appropriate. Administration may, at their discretion, require students to serve a major detention before a school day. If this discretion is exercised, the major detention is, at a minimum, two hours of detention to be served on two different mornings. Students and parents will be notified of the day the detention is to take place. Students may bring homework to work on but may not use computers or other electronics. Disruption of a detention by talking or using electronics will immediately result in another major detention. If a student is late by any margin or fails to show to his or her assigned detention, he or she will immediately be given another major detention. Student athletes or performing arts performers must attend an assigned detention even if it conflicts with a practice. Detention schedules are at the discretion of the Secondary Principal only.

## **Discipline Committee (Grades 6-12) – Code of Conduct**

The Junior High and High School Discipline Committees consist of the Dean of Students for that division and faculty appointed by the Secondary Principal. These committees meet with students who commit more serious disciplinary infractions as well as students who exhibit a repeated pattern of less serious offenses. The committees investigate the facts of each case by meeting with the faculty and students involved. After deliberation, the Discipline Committee may exonerate the student, give the student a warning, assign additional detention hours, institute a behavior contract (see below), suspend the student (restriction of activity, on-campus or off-campus), or recommend expulsion. Each decision of the Discipline Committee may be appealed in writing to the Secondary Principal within 24 hours.

### **Behavior Contract (Grades 6-12) – Code of Conduct**

A behavior contract is a contract between a student and the school that spells out specific standards that the student must uphold in order to continue enrollment at Plumstead Christian School. A behavior contract is typically issued to students who demonstrate an unwillingness or difficulty complying with the general rules of the school. Depending on the nature of the violation or the contents of the behavior contract, a student who violates his or her behavior contract may face suspension or expulsion.

Students who are on a behavior contract will not be re-enrolled until the school year has been completed satisfactorily and the discipline issue has been resolved in the judgment of the Division Principal.

### **Suspensions (Grades 6-12) – Code of Conduct**

Suspensions are sometimes a necessary consequence for students who participate in egregious behavior or for students who do not correct behavior after repeated minor and/or major detentions. Students receiving a Restriction of Activity, an On-Campus Suspension, or an Off-Campus Suspension will not be allowed to participate in or watch any athletic or co-curricular events on the day of the suspension. They will also not be allowed to represent the school in any manner during the term of his or her suspension.

Students who have received any of the three types of suspension will not be re-enrolled until the school year has been completed satisfactorily in the judgment of the Secondary Principal.

If a senior is required to serve a suspension after application materials have been sent to colleges, the school will send a letter to the college(s) informing them of the change in the student's status. Additionally, the school may request that the student write a letter of explanation and apology to the college(s).

#### **On-Campus Suspension**

Students receiving an on-campus suspension will report to school at 8:00 a.m. and spend the day separated from the school community. They will work on academic assignments given to them by their teachers and they may also be asked to perform work duty for the school at the discretion of administration. In order to receive full credit for missed assignments, students must submit the completed assignments and take all missed tests and quizzes on the day of readmission to classes.

#### **Off-Campus Suspension**

Students receiving an Off-Campus Suspension will not report to school for a predetermined length of time. During the Off-Campus Suspension the student is not allowed to be on campus or at off-campus school activities (e.g. an away athletic competition) for any reason during or after school hours during the established time period. Generally, students who are serving an Off-Campus Suspension will need to meet specific, predetermined conditions before he or she will be allowed to return to school.

### **Restriction of Activity (Grades 6-12) – Code of Conduct**

A student receiving a Restriction of Activity will be allowed to attend classes, but will be required to report immediately to the office for all non-class time during the school day (study hall, chapel, lunch, homeroom, and from 3:00-4:00p.m) During these non-class times, the student may be required to do work duty for the school, which may include administrative support tasks, janitorial work, or work with the grounds crew.

### **Expulsion/Withdrawal (Grades 6-12) – Code of Conduct**

A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of a Plumstead Christian School student may be asked to withdraw or may be expelled. A student who is expelled will be banned from campus for a period of time established by the administration.

## **Discipline Procedures (Grades K-5) – Code of Conduct**

### **General Rules of Conduct**

- Students must respect the teacher and his/her authority.
- Students must respect the right of other students in the class to have a learning environment that is conducive to learning. Any behavior that negatively impacts the classroom learning environment is not permitted.
- Students must treat other students with kindness and respect. BULLYING will not be tolerated. BULLYING includes but is not limited to:
  - Verbal harassment: name-calling, teasing people in a mean way, threatening speech, insults, etc.
  - Spreading rumors about a person or situation
  - Keeping certain people out of a “group”
  - Punching, hitting, shoving, and other acts that harm people physically
  - Getting people to “gang-up” on others
- Inappropriate language and topics are not permitted.
- Students must be respectful of school property and other people’s property.
- Students must not leave school property without permission.
- Chewing gum is not permitted on school grounds, in buildings or on buses.

A student's general conduct and behavior should reflect obedience. Such obedience should be willing, cheerful and immediate. This is one way young people can show the love of Christ in their heart. It is the goal of the faculty and administration of PCS to be fair and consistent in correction and discipline with all students of the school. It is the practice of the teacher to consistently counsel, pray with, and caution a student regarding his/her actions and/or attitudes. Parents will be contacted in the event of continuing concerns or if a child is sent to the principal's office for disciplinary action. If behavior that is wrong persists, a conference will be set up involving parents, the teacher, and the student. If further disciplinary action is needed the principal will then schedule a conference with the parent(s). Infractions will be handled according to the following guidelines:

### **Level One**

This level of infraction includes issues addressed by the classroom teacher or aides employed by the school. The principal is usually not involved at this level.

Infractions include, but are not limited to:

- Minor class disruptions
- Dress code violations
- Disrespect
- Lack of cooperation
- Excessive noise or running in the hallway

Consequences may include:

- Assignment given by teacher
- Loss of recess time (partial or all)
- Loss of other privilege
- Notification of the parents for repeat infractions or if deemed appropriate by the teacher

Repeated Level One infractions, or an inappropriate response to the teacher’s guidance when they occur, may result in a Level Two infraction.

## **Level Two**

This level of infraction goes beyond Level One in severity or repetition of offence. At this level, the principal is involved and records are kept of the infractions and consequences.

Infractions include, but are not limited to:

- Level One infractions that occur repeatedly and are not mitigated by Level One consequences
- Deceit or lying to faculty or staff
- Classroom disruptions of more than a minor nature
- Profanity
- Cheating, copying, or plagiarism
- Negative or uncooperative behavior or attitude

Consequences may include:

- Assignment given by teacher
- Loss of recess time (partial or all)
- Loss of other privilege
- The completion of an incident report that will remain in the student's discipline file for one year
- Notification of the parents by the principal within 24 hours of the infraction
- A parent conference with the principal (by phone or in person)
- In the case of cheating, copying, or plagiarism the student may receive a lowered or failing grade on the assignment, quiz, or test.

Repeated Level Two infractions, or an inappropriate response to the teacher's guidance when they occur, may result in a Level Three infraction.

## **Level Three**

This level of infraction is severe enough to warrant suspension or dismissal because of the nature of the offence or the ongoing pattern of behavior.

Infractions include, but are not limited to:

- Level Two infractions that occur repeatedly
- Aggressive verbal or physical or behavior, including the issuance of threats verbally or in writing
- Fighting and/or physical assault
- Sexual harassment
- Theft
- Gross insubordination
- The possession of cigarettes, drugs, or weapons on the school property or at a school sanctioned event or trip

Consequences may include:

- Assignment given by teacher
- The completion of an incident report that will remain in the student's discipline file for one year
- Notification of the parents by the principal within 24 hours of the infraction
- A parent conference with the principal (by phone or in person)
- In the case of cheating, copying, or plagiarism the student may receive a lowered or failing grade on the assignment, quiz, or test.
- Level Three infractions may result in dismissal of the student by the Executive Committee of the school board as per the current expulsion policy.

## Facilities Policies

### Driving On-Campus (All Grades) – Facilities Policies

**\*\*For the safety of our students, wireless phone use is prohibited while driving on campus.**

#### Students

Licensed student drivers are welcome to drive properly licensed vehicles to school and park their cars on campus. All students who drive on campus must register their vehicles with the school office to obtain a needed parking permit. Proof of insurance is required. A \$10.00 fine will be assessed to students who drive an unregistered vehicle to school. Failure to adhere to the following guidelines may result in suspension of driving privileges either for a time or permanently:

- No wireless phone use is permitted while driving on the Secondary campus.
- Students are to park only in the designated parking area for PCS students.
- The speed limit is not to exceed 10 miles per hour on campus.
- Students are to arrive to campus on time. Excessive tardiness can lead to suspension of driving privileges.
- When a student arrives in the morning, he/she is to drive immediately into the school facility via the student entrance, (located south of the school driveways). Students may not loiter in their car in the parking area. Throughout the school day, the parking area is considered off-limits to all students, including drivers, until school dismisses at the end of the day. Students are not permitted in the parking area during the school day without permission.

#### Parents

##### **Secondary (6-12) campus**

- **No wireless phone use** is permitted while driving on the Plumstead campus.
- **Student Drop Off:** Parents must follow the traffic patterns to safely drop students for school. Entering the school property, drivers must enter the front campus circle behind the school buses.
- **Pick Up:** Students are dismissed to the rear of the building; parents can pick up their student anytime after the final bell rings. Parents are cautioned to drive with extreme care in that area as many students will be walking or running on that driveway.
- **Parking:** Parents are permitted to park in the visitor parking area, located in the front of the school building, anytime other than during the start of the school day.

##### **Elementary (Pre-K to 5) campus**

- **No wireless phone use** is permitted while driving on the Elementary campus.
- The driving lanes in front of the school are "one way."
- All drivers are to drive slowly and use extreme caution.
- Cars may never pass a bus that is loading or unloading unless directed to do so.
- Please do not double-park to drop off or pick up children. This is very dangerous!
- Cars are to be parked in appropriate parking spots, not in front of the entrances. Fire regulations prohibit anyone from parking in front of the building

### **Lockers (Grades 5-12) – Facilities Policies**

Each student is assigned a locker for storage of personal belongings and books. A lock is provided for each locker and will be expected to be handed-in at the end of the school year as part of the locker check out procedure. A \$10.00 charge will be assessed to students who do not turn in the lock issued to them. Private locks are not allowed. The following conditions apply to locker usage:

- Lockers are to be kept locked and reasonably clean and free of debris.
- Any decoration of lockers should be consistent with the Christian mission of the school and honoring to the Lord.
- No decoration is permitted on the outside of the locker except with permission. Visual displaying of sexually explicit objects, pictures, cartoons, or posters is not permitted.
- All books and personal belongings should be kept with the student or in the locker at all times. **The school is not responsible for the security of locker contents.**
- Students do not have an unrestricted right to place personal items in a school locker. Students shall not keep any tobacco, alcohol, illegal drugs, weapons, pornographic literature, or any other items that are either illegal or prohibited by school policy.

### **Book Bags/Backpacks (Grades 6-12) – Facilities Policies**

Students in all grades are discouraged from carrying their backpacks to classes throughout the school day. Lockers provide adequate storage for books, a book bag, and any outerwear students bring to school. Students in grades 7 through 12 may carry a book bag throughout the school day. Students should refrain from leaving the book bags in the hallways except during lunch and chapel services. Grade 6 students, however, are required to empty their backpacks each morning and place the contents in their lockers.

### **Lost and Found (All Grades) – Facilities Policies**

Each campus maintains a lost and found box for items discovered on campus. Misplaced articles turned in to the office are held by the office staff, which will return them to the rightful owner (as students or parents inquire). Unclaimed items are donated to an appropriate charity.

### **Lunch Procedures (All Grades) – Facilities Policies**

Plumstead campus

Students bring their own lunches and eat them in the cafeteria. Students do not have access to refrigeration. Beverages and various snacks are available for purchase in the vending machines. Classes sponsored food sales such as pizza, sandwiches, milkshakes, garden salad, etc., on a periodic basis.

Peace Valley

Lunch is eaten in the gym/lunchroom. Children are able to purchase various hot lunches from outside vendors on a monthly basis. Our lunch program is offered October through May. In September parents receive information about the year's lunch choices, and ordering procedures. A beverage may be purchased by the half year or whole year. Student may choose from white milk, chocolate milk, or water.

### **Kitchen (Grades 6-12) – Facilities Policies**

The Plumstead campus maintains kitchen facilities and is available for school organizations. Registering for kitchen use is done through the administrative office. Please note:

- No items are to be removed from the kitchen at any time.
- The kitchen is to be kept clean at all times.
- Students are permitted to use the kitchen only under adult supervision.

### **Security Cameras (All Grades) – Facilities Policies**

To enhance safety and security efforts within the hallways, classrooms, and entry points, security video cameras may be placed in a hall, lobby, or other public areas. Generally these cameras are typically in set locations. However, if there is concern for personal security or property damage concerns, cameras may also be temporarily placed in other areas of the building or campus. To ensure personal privacy, the cameras are located and record data only in areas that are considered “public”- within the halls, classrooms, and entrances. While many of these areas are off limits to non-Plumstead Christian School students during daytime hours, they are areas where people would not expect to be private (e.g. cameras are NOT placed in restrooms, locker rooms, etc.)

Students are not allowed to tamper with security cameras and will be subject to serious consequences if they purposefully impair the functionality of the security cameras whether permanently or temporarily.

While not continuously monitored, security cameras are intended for use in investigations of alleged policy violations. Should an issue arise and images are needed to address property damage or personal security concerns, the Director of Student Services will control access to that video information. Other administrators will also be available to assist.

If you have questions regarding the cameras or the use of recorded information, please contact the Director of Student Services.

### **Student Accident Insurance (All Grades) – Facilities Policies**

PCS provides a basic student accident insurance plan that is supplemental coverage for students in kindergarten through twelfth grade. Details about the plan can be obtained through the administrative office.

### **Textbooks (All Grades) – Facilities Policies**

All textbooks are the property of the school and are intended to benefit students in their learning. Students are responsible for the proper handling of their textbooks during the school year. Textbooks should be covered at all times and students should not write in them. (“Book sox” are not permitted unless it is over top of a normal book cover.) If a textbook is lost or damaged beyond what is considered normal wear, the student will be responsible to replace the book or pay for the book on a prorated scale.

### **Visitation Policy (All Grades) – Facilities Policies**

Plumstead Christian School welcomes visitors to its ministry. Parental involvement is vital in their children's education, and PCS encourages parents, as well as others, to foster positive home, school, church, and community relationships. Plumstead Christian School also considers the safety of its students and staff to be one of its highest priorities. We have an obligation to provide a safe, secure learning environment at both PCS campuses.

#### **Definition of Visitor**

For the purposes of this policy, the term "visitor" shall be defined as any individual who is not an employee or student of Plumstead Christian School. (Contractors and vendors are required to sign in, wear badges and follow the same guidelines as other school visitors.)

#### **Visitation Guidelines**

The Plumstead Christian School’s objective is to promote a safe and welcoming learning environment for all learners. These guidelines will be in effect for all school buildings at both Plumstead Christian School campuses:

- All visitors are required to use the main entrance to the school building.

- All visitors are required to report to the main office immediately upon entering any school building.
- All visitors, including those whose visits are pre-arranged, will be asked to sign a visitors' log and will be issued a visitor's badge (parents will be issued a "VIP" badge). Visitors are required to wear the badge at all times while in the school building.
- Visitors are required to sign out in the visitors' log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item to a student, the item must be brought to the office. The office staff will make arrangements to ensure the student receives the item.
- If a parent/guardian wishes to volunteer in his/her child's classroom, arrangements must be made through the school administrators and teacher, who will indicate the best time for such activities and required training.
- Visits to areas other than classrooms during regular school hours (cafeteria, gymnasium) require permission of a building administrator.
- PCS staff retains the right to ask for photo identification. This safeguard is for the protection of all students.

### **Guest Visitation**

Guest visitors are welcomed at Plumstead Christian School and are encouraged to make arrangements in advance to visit PCS during the school day. Upon approval, these guests will be allowed to visit during the lunch period provided they comply with the school's visitation guidelines.

- **Parents and Alumni:** Parents of currently enrolled students and alumni of PCS may visit the school at any time. These visitors are to report to the campus main office for a visitors pass (this includes all parent volunteers).
- **Prospective Students:** Prospective students and their parents may visit the school with prior approval from the admission office. At that time, the prospective student is paired with an enrolled student to visit classes. Students who are not enrolled or are not prospective students are prohibited from visiting during the school day without permission. These visitors are expected to abide by the rules and guidelines of conduct and dress while on campus

### **Limitation of Visits**

1. Administrators are authorized to limit school visits when, in their judgment, the visit by an individual is either disruptive or inappropriate.
2. Parents are not permitted to take a student out of school for a non-medical reason except during the lunch period.

### **Failure to Comply with Policy**

3. Failure to comply with this policy subjects violators to arrest for trespassing on school grounds and facilities in violation of Pennsylvania Code, Title 11, Section 821 of the Pennsylvania Criminal Code.

## **Communication**

Plumstead Christian School uses a number of means to communicate with parents and students:

### **RenWeb (All Grades) – Communication**

RenWeb is always available to all parents in all grades. This is your source for the calendar, grades, homework, announcements, school directory and much more. You are given login information at the beginning of the school year.

### **Plumstead Christian School Website (All Grades) - Communication**

The PCS website is the online home for all things for and about the school. News and calendar events are posted on the home page, along with links to academic, spiritual, social, and development information. Parents are encouraged to bookmark the site (or make it their homepage) at <http://www.plumsteadchristian.org>.

### **Friday e-Folders (All Grades) - Communication**

PCS publishes a weekly electronic newsletter called Friday e-Folders, detailing the timely activities of students, staff, alumni, administration and board at PCS. Friday e-Folders also announces important events, sports information, critical dates and meetings. References and links are also made to action items for parents (including forms, event brochures, academic information, service projects, etc.) It is delivered on Fridays during the school year via e-mail, and is posted to the PCS website.

### **Friday Folder (Grades K-5) - Communication**

Each Friday, important information is placed in each child's backpack for parental review and update. This is a critical means of passing this information directly through the student to the parent.

### **FYI (Grades K-5) - Communication**

This weekly publication updates Peace Valley events, prayer requests, events and important news. It is included in the e-folder as well as posted on the PCS website.

### **School Calendar (All Grades) - Communication**

A PCS calendar is available on the website or through RenWeb. This calendar will list the events for the school year.

### **E-mail (All Grades) – Communication**

To make sure you don't miss important e-mail communication be sure to add email@renweb.com to your safe sender/white list of your client/reader.

Beginning in the 2011-2012 school year, students will be provided with an e-mail address of FirstName.LastName@plumsteadchristian.org for in-school communication only. This e-mail can only send/receive e-mail to/from other plumsteadchristian.org accounts. More information will be given at "Back to School Night".

### **Letters and other mail (All Grades) - Communication**

Occasionally, the school will communicate with parents through standard US Mail. This could include meetings, campus events, fundraising needs, or other important information. Non-time sensitive mailings are traditionally sent via bulk mail (to save costs).

### **Changes of address, telephone number or e-mail (All Grades) – Communication**

In the event of a change of address, telephone number, and/or e-mail, or if additional contact information needs to be added to a student's record, parents are asked to notify the appropriate campus administrative office promptly or login to RenWeb and follow this path (Web Forms – Family Demographic form). This includes new employment numbers for emergency card information.

### **Conferences (All Grades) - Communication**

Parents, teachers, and administrators may schedule conferences throughout the school year, as necessary. Open lines of communication are crucial in the educational process. To ensure success:

- Parents are asked to be on time. If a parent is unavoidably detained, we ask that the parent call the school with this information.
- Parents are asked to be prepared to share observations and to ask questions. The more openly we share, the more effective we are in the ministry of Christian education. It is helpful to have questions submitted to the teacher before the scheduled conference time, so that the time can be used wisely.
- Parents should come without the student unless the student has been asked to attend.
- If at all possible, both parents should attend the conference.
- Please pray, in advance, that God will bless the conference so that both parents and teacher are able to communicate well, sensing discernment and wisdom from the Lord in all that is said and decided.

### **Concerns (All Grades) – Communication**

The school is committed to communicating with and working with parents and students when concerns surface. When concerns arise, we ask that the parties involved seek resolution in a godly manner that limits gossip and gives efficiency and dignity to the process. In most cases a conversation with the person with whom the concern arises will bring resolution and maintain a healthy community.

Please follow the general procedures below when seeking resolution on concerns or conflicts:

#### **FOR ACADEMIC CONCERNS:**

- a. In the elementary school begin with the teacher with whom the concern arose followed by the division principal if the matter remains unresolved.
- b. In the secondary school begin with the teacher with whom the concern arose followed by the department chair of the department under whose leadership the teacher works, and then, if necessary to resolve the matter, meet with the division principal.

#### **FOR STUDENT DISCIPLINE/BEHAVIOR CONCERNS:**

- a. In the elementary school begin with the teacher or staff member under whose supervision the concern arose followed by the division principal if the matter remains unresolved.
- b. In the secondary school begin with the teacher or staff member under whose supervision the concern arose followed by the dean of students for the appropriate division, and then, if necessary to resolve the matter, meet with the division principal.

#### **FOR ATHLETIC CONCERNS:**

- a. Approach the coach with whom the concern arose followed by the athletic director and then, if necessary to resolve the matter, meet with the division principal.
- b. The school desires proper communication and will work hard to address areas of concern or conflict as they arise. Please know that in any concern, if there is not satisfactory resolution after following the above prescribed sequence you are encouraged to meet with or speak with the head of school and then, if necessary, the board of directors.

### **Contacting Teachers (All Grades) - Communication**

Teachers may be reached by email or by phone during the school day. The office staff at each campus will assist in reaching teachers. Parents may leave a message and the teacher will return their call as soon as possible. Parents are asked not to delay teachers during the instructional day by unscheduled conferences before, during, or after classes. Parents and students should be considerate when contacting a teacher at home and do so only in emergency situations.

### **Back to School Night (All Grades) - Communication**

Each September parents on both campuses are invited to attend Back to School Night where they have the opportunity to meet their student's teachers (in a group setting, not individually) and gain insight into the level of academic work and biblical preparation their student will experience.

### **Notices to Parents (Grade K-5) - Communication**

Generally, all announcements, class newsletters, and student work will go home on Fridays. Some student work may be sent home earlier in the week for more immediate feedback to students and parents. The weekly prayer requests and bulletins will keep you informed of concerns and issues connected with the school and its patron families. If your family has a pressing request, please inform the office so that we can share it with the patron body. As a family, please make it a priority to make these prayer requests a daily part of your family devotions.

### **Announcements of Outside Activities (All Grades) - Communication**

PCS endeavors to support local churches in their ministries. If a church, group, or student has an announcement they wish posted at school, it must be approved by the administration and will be posted on the student announcement board. The information may also be submitted to the principal to be placed on the school website.

## **Community–Student**

### **Fall Kickoff and Advance (Grades 6-12) – Community - Student**

#### Grades 6-8 Kickoff

To encourage student in their walk with Christ and in the community, PCS hosts a two-day Advance each fall. The Junior High will go on day trips locally. Information about these trips are sent during the summer and all paperwork and payments are due before a student is to receive their schedule.

#### Grades 9-12 Advance

To encourage students in their walk with Christ and in community, PCS hosts a two-day Advance (seniors leave a day earlier) each fall. High school students are required to attend the Advance, and the location and cost for the Advance are announced each summer and all paperwork and payments are due before a student receives their schedule. Financial assistance is available.

### **Special Interest Clubs (All Grades) – Community-Student**

#### Grades 6-12

If a group of students wishes to organize a club around a common interest, the following criteria are met:

- A faculty sponsor is secured
- A rationale for the club and a plan for activities is submitted and approved by the High School Principal, including a designated time for club meetings.

#### Grades K-5

After school clubs are occasionally offered as parents volunteer with an interest to share their talents or expertise. Discovery Club, a fee based after school enrichment program, will be offered in eight week cycles. More information will be provided during the school year.

### **Student Council (Grades 6-12) – Community-Student**

The purpose of the Student Council is to promote and carry out school-wide activities which honor the name of the Lord Jesus Christ and which serve to build school morale. Members of Student Council assist in overall school citizenship by being positive examples and by praying for classmates and encouraging classmates in their walk with Christ. High School students who serve on the Student Council are required to have at least an 80% cumulative grade average. Elections for Student Council offices will be held each spring. In Junior High Students on the Student Council are required to have no grades below a “C.” Elections for Junior High Student Council will be held each fall.

## **Community - Parent**

### **Moms in Touch – Community-Parent**

“Moms in Touch International” is an organization that encourages and supports parents as they pray for their school-aged children. A group of Plumstead Christian mothers regularly meet to connect with God and intercede on behalf of the students, faculty, staff, board, and administration through prayer.

### **Plumstead Christian School Booster Club (“Panther Pride”) – Community-Parent**

The purpose of the Plumstead Christian School Booster Club, now called "Panther Pride" is to provide support to all athletics in the following ways:

- Encourage excitement and involvement of the student body, parents, alumni, and friends at PCS athletic events
- Support student athletes and coaches
- Assist the Athletic Director and Athletic Committee with miscellaneous approved projects
- Provide a forum for sharing Athletic Department information and concerns

The Panther Pride is always looking for enthusiastic volunteerism from parents for such events as our PCS Golf Classic held in September and the All-Sports Banquet held in May.

### **Volunteer Clearances – Community-Parent**

Plumstead Christian School welcomes and encourages volunteers in its school and classrooms. As a measure to ensure the safety of the students and staff, Plumstead requires that volunteers who work with the students submit a Child Abuse Clearance and a Criminal History Check. If you have volunteered in the past and plan to continue volunteering, we would suggest that you go ahead and get your clearances. The information below is provided to answers some of your questions regarding these clearances.

#### **1. Who needs these clearances?**

Volunteers who will be working with children at the school on a regular basis or who will be accompanying students on off-campus trips need clearances. Volunteers who will be interacting one-on-one with a student outside of the classroom or who will be working with a small group of children without a faculty member present. (Examples: Lunch moms, fieldtrip chaperones, homeroom moms)

#### **2. Who does NOT need these clearances?**

Parents or volunteers who attend special events on the campus where there are faculty and staff supervising. (Examples: Race for Education, Secret Shop, class parties, Pastors’ Luncheon, Grandparents Day)

#### **3. Do I need to be fingerprinted and obtain an FBI check?**

No, state law only requires the FBI check for employees, student teachers, and contractors.

#### **4. What if I already have clearances?**

If you have obtained clearances within the past year for your church, employment, or other volunteer activity, you can submit a copy of these clearances.

#### **5. Will we need to resubmit clearances each year?**

Once you have submitted your clearances they will be kept on file for the remainder of the time your child/ren are at Plumstead Christian School.

#### **6. How do I obtain these clearances?**

##### **Child Abuse Clearance:**

The following website contains instructions and the forms necessary to obtain your Child Abuse clearance. You can also obtain the necessary paperwork at the Peace Valley office. Website for Child Abuse Clearances: <http://www.dpw.state.pa.us/PartnersProviders/ChildWelfare/003671038.htm>

##### **Criminal History Check:**

This can be completed on-line at <https://epatch.state.pa.us> OR you can obtain a form and instructions from the Peace Valley office.

Copies of your clearances should be given to the building principal. The office will keep a record of parents who have the necessary clearances.

## **Athletics**

### **Athletics (Grades 6-12) - Athletics**

PCS participates in the Pennsylvania Interscholastic Athletic Association (PIAA) sanctioned sports. PCS competes in the Bicentennial Athlete League, which includes both Christian and non-Christian schools. Student athletes are expected to honor the name of the Lord and PCS by their actions at school and on the playing field.

For Sports schedule updates, directions, and a complete list of sports PCS participates in see [www.plumsteadchristian.org](http://www.plumsteadchristian.org).

### **Sports Physicals (Grades 6-12) - Athletics**

All athletes are required to have a completed Student Athletic Medical Form and a PIAA Physicians Certificate prior to the start of practice. Students are eligible to participate only if they have pre-participated physical evaluation before their first sports season's first practice day of that school year. Before each subsequent sports season's first practice day of that same school year, the student must be re-evaluated or certified that his or her condition is satisfactory before he or she begins practice for the sport. The re-evaluation shall not be performed earlier than 6 weeks prior to the first practice. Students or parents with questions may call the office for details.

### **Spectator Conduct - Athletics**

Competition serves to unite the entire school community in important lessons such as encouragement for those who are competing, graciousness to rival teams and to officials, and Christian courtesy. PCS wishes to encourage spectator behavior as follows:

- All fans should engage in activities and cheers that encourage and support those who are competing.
- Comments that may be negative, rude, profane, or derogatory remarks directed at referees, coaches, or opposing team members or fans, are contradictory to our Christian testimony and witness.
- Fans should not intentionally attempt to distract or confuse opponents by means of whistles, noisemakers, and/or throwing objects onto the field of play.
- Fans should not step onto the court or playing field for any reason until the competition is over.
- Fans that refuse to abide by these guidelines may be asked to leave the event. Students who violate these guidelines may be subject to further review and disciplinary action.

## **Health & Medical Policies**

### **Health Room Procedures (All Grades) – Health & Medical Policies**

#### **Student Illness**

When a student is not well, he or she may ask the teacher to go to the health room, which is located near the administrative offices at both campuses. At the Plumstead campus, the health room is monitored by the Central Bucks School District nurse and qualified volunteers. The health room at the Peace Valley campus is staffed by a full-time school nurse. On both campuses, the health room is designed to allow students to rest and then return to class as soon as appropriate. If the nurse determines that a student is to be sent home, the nurse will call the parents to come and pick up their child.

#### **Dispensing of Medications**

Any student required to take prescribed medication while he or she is at school should inform the administrative office. Such notification must be in writing and should stipulate the name of the medication, the dosage, the time the dosage needs to be taken, the student's name, and a parent's signature. Forms may be obtained from the nurse's office. The medicine must be in its original container and left in the health room during school hours. The student may take the prescribed dosage at the appropriate time by coming to the health room. A teacher is not authorized administer any medication during the school day. Tylenol and Ibuprofen may be administered if parents have signed permission information on the emergency card. Students are not permitted to share any medication (even non-prescription medicine) with others.

#### **Use of Latex Gloves**

Based on the advice of our school nurse, only vinyl gloves are to be used for any activity requiring gloves due to student allergies (not latex). Following this recommendation, latex helium balloons are not allowed on campus at anytime.

#### **Student Injury**

In the event of student accident or injury, an attempt is made to contact a parent. If that is not possible, or causes undue delay, we will abide by the information recorded on the emergency card in the office and make all necessary contacts. In the event of any indication of head, neck, or back injury, the victim is left in an immobile position while necessary aid is secured.

## **EMERGENCY PROCEDURES**

### **Emergency School Closing (All Grades) – Emergency Procedures**

All school closings will be reported through Global Connect. Through this telephone service a voice message will be disseminated from a school administrator to all parent and faculty mobile and home phone numbers on record with the school. The home page of our school's website ([www.plumsteadchristian.org](http://www.plumsteadchristian.org)) will also provide information about school closings provided there is power and connectivity available to connect to the website.

### **Emergency Card (All Grades) - Emergency Procedures**

An updated emergency card must be on file at all times in the school office. Please notify the school office of any change of address, work phone number, home phone number, wireless phone number, or emergency contacts.

### **Emergency Evacuation (All Grades) - Emergency Procedures**

Established guidelines for emergency evacuations will be communicated to students the first week of school. Each classroom has a picture diagram of where to exit the building in case of emergency, and

instructions as to where students should proceed. The evacuation procedure will be practiced monthly during the school year to help students learn the process.

**Fire Drills/Emergency Drills (All Grades) - Emergency Procedures**

Fire drills/emergency drills are necessary for the safety of the students, staff and faculty. Information for fire drills is reviewed at the beginning of each year and is posted in each room.

**Weather-Related Early Dismissal (All Grades) - Emergency Procedures**

If the weather closes school, parents will be alerted through the PCS website, via recorded message at each campus, as well as through local media. In addition, an automated phone dialing system will connect with the student's emergency contact number. Parents may also call the school office. On days that bad weather is predicted, parents are encouraged to discuss pick up plans before the school day. Note: We will not allow students to ride with other student/parents without written permission from parents. We cannot accept phone call authorization. Dismissal for bad weather may also affect bus service for students.

## Miscellaneous Policies and Procedures

### **Cooperative Program Tuition Reduction (All Grades) - Miscellaneous Policies & Procedures**

Families participating in a cooperative educational program between PCS and another accredited educational institution where both programs equate to a full-time credit load for students may receive a 25% discount on the participating student's PCS tuition. This does not include a self-study program. The student must be working towards earning a PCS diploma. The Head of School shall have discretion to approve the cooperative program before the discount is applied.

### **Non-custodial Parents (All Grades) - Miscellaneous Policies & Procedures**

The safety and well-being of every PCS student is paramount. The following guidelines have been adopted to assist PCS in being of service to a student's family has undergone circumstances of separation and divorce.

- Ordinarily, the school does not resist involvement by any natural parents in school-related business or the access of such parents to the child or child's records. The exception to this policy is a court order or comparable legal document restricting such involvement or access. The school will not be in a position of favoring or choosing sides between parents.
- Any action on the part of parents, custodial or non-custodial, which is disruptive to the operation of the school, is cause for the school to take all appropriate means to restrict access.
- With respect to student activities requiring parental consent, the school accepts consent only from the parent with legal custody of the student, unless authorization to grant consent is given to another parent by court order or comparable legal document.

### **Non-discriminatory Policy (All Grades) - Miscellaneous Policies & Procedures**

Every individual is unique, created in the image of God, an image bearer of the personal God, and to be respected as such. Plumstead Christian School does not discriminate and shall not tolerate discrimination on the basis of race, color, national and ethnic origin in the administration of its personnel policies, educational policies, admission policies, financial assistance programs, and athletic and other school-administered programs.

### **School Supplies (All Grades) – Miscellaneous Policies & Procedures**

Grades 6-12

Please consult our website for specific materials required for certain classes. Parents are responsible for providing these materials. Note: All students in Algebra II and higher-level mathematics courses are required to purchase a TI-83 graphing calculator.

Grades PK-5

Parents are responsible for needed supplies. The teachers and office do not have supplies for individual students. The list of required supplies is given to parents in early summer so that the necessary supplies can be purchased before school begins.

### **Student Records (All Grades) - Miscellaneous Policies & Procedures**

All student records are kept in the PCS administrative offices. Each student has a permanent file in which are kept records such as grade reports, transcripts, and progress reports, indicating academic and behavioral performance. Teachers may view these files for the purpose of serving the specific needs of students.

Release of information from a student's permanent file is only to those persons who have legal custody of the student and are so indicated on the student's registration form. The only exception to this policy would be in response to a directive from a legal document.

## **Summer Requirements (All Grades) - Miscellaneous Policies & Procedures**

### **High School**

All students entering grades 9 through 12 will be required to complete independent summer reading from an assigned list of selections. Reading lists and assignments may be found under “Summer Resources” on the school’s website. Students should be prepared to discuss or write about the assigned book in English class. Although these are the only requirements, we encourage students to expand their interests through reading a wide range of personal selections during the summer months.

### **Junior High**

All students entering grades six through eight are required to read assigned books on the summer reading list. In addition, students must complete a math packet if they are exiting Math 5, Math 6, Math 7, or Math 8/Pre-Algebra. Math packets are available on the PCS website ([www.plumsteadchristian.org](http://www.plumsteadchristian.org)).

### **Elementary**

All students entering grades first through fifth grades are encouraged to complete reading assignments and math packets over the summer months. Reading requirements and math packets are available on the PCS website ([www.plumsteadchristian.org](http://www.plumsteadchristian.org)). As an added incentive, students will receive a free recess and a designated dress down day for completing both reading and math requirements.

## **Yearbooks (All Grades) - Miscellaneous Policies & Procedures**

Orders for *Agape*, the Junior High and High School yearbook may be placed from late fall through early spring. All seniors are required to submit professional color portraits in the fall for inclusion in the yearbook. The Peace Valley yearbook is available through the school office.

## **Additional Costs (Grades 9-12) - Miscellaneous Policies & Procedures**

Below is a list of additional expenses that each family may incur during the school year. Costs can be offset through the various fundraising activities held throughout the year. Some items on the list are required, while others are at the discretion of each individual family. The amounts listed are best approximations.

### **Freshman year:**

- Miscellaneous needs for the various subjects
- Graphing Calculator (currently TI 83/84) \$100
- Additional costs are assessed for various field trips
- Advance (\$110)
- Yearbook (\$68)
- Gym uniform (\$20)
- Sports-related equipment: warm-ups, hats, spikes, sneakers, team shirts (not uniforms)

### **Sophomore year:**

- Miscellaneous needs for the various subjects
- Additional costs are assessed for various field trips
- Advance (\$110)
- Yearbook (\$68)
- Gym uniform (\$20)
- PSAT (estimated \$18)
- Sports-related equipment: warm-ups, hats, spikes, sneakers, team shirts (not uniforms)

### **Junior year:**

- Miscellaneous needs for the various subjects
- Additional costs are assessed for various field trips
- Advance (\$110)
- College Trips (\$100 per trip)

College Applications (\$30 -\$100)  
Senior Photos (\$25 - \$300)  
SAT Testing –\$48 per test taken (normal registration time)  
Junior/Senior Banquet tickets @ \$70 each (plus gown, tux, flowers, etc.)  
Class Rings \$100- \$500  
Yearbook (\$68)  
Gym uniform (\$20)  
Sports-related equipment: warm-ups, hats, spikes, sneakers, team shirts (not uniforms)

**Senior year:**

Miscellaneous needs for the various subjects  
Additional costs are assessed for various field trips  
Advance (\$120)  
Optional Spring Senior Trip (\$650)  
Missions Trip to Dominican Republic (\$1300)  
AP Tests (\$88 per test)  
SAT Testing – approximately \$48 per test taken (normal registration time)  
Junior/Senior Banquet tickets @ \$70 each (plus gown, tux, flowers, etc.)  
Senior Breakfast (\$200)  
Yearbook (\$68)  
Additional Graduation Announcements (\$20 - \$100)  
Gym uniform (\$20)  
Sports-related equipment: warm-ups, hats, spikes, sneakers, team shirts (not uniforms)

**Assignment Books (Grades 6-12) - Miscellaneous Policies & Procedures**

Every student will receive their own assignment book. Students are required to use them to write down daily assignments. This skill is important for students to learn. Assignments are written on the board as a student arrives to class. The student is to write down the assignment as they arrive. For this to be effective, teachers and parents should work together to check that students are writing and completing assignments on time.

**Senior Privileges (Grade 12) - Miscellaneous Policies & Procedures**

Seniors are given the following expanded freedoms in order to cultivate responsibility and self-governance prior to their journey into college and life. Abuse of these privileges may result in the loss of the privilege for an individual student or the entire group.

- **Advance** - Seniors are permitted to arrive at the Advance the night before other students arrive
- **First and Last Class of the Day** – seniors may arrive late if they do not have a first period class, or leave early after their last class of the day. A signed parental permission form is required in advance. Students must leave the school premises for the rest of day if leaving early.
- **Parking for seniors** – The front row of the student parking lot is designated for senior parking only.

### Parties (Grades PK-5) - Miscellaneous Policies & Procedures

- **Birthday:** Birthday and other party announcements and invitations are not to be handed out at school unless the entire class is invited. If your child wishes to celebrate his/her birthday in school, please notify your child's teacher in advance that you plan to send in a birthday treat. (Please do not bring in latex balloons.)
- **Fall:** The school does not celebrate Halloween. In the fall, classroom celebrations center on Thanksgiving. We focus on the good and providential care of God for all of His creations.
- **Christmas:** This is a wonderful time to discuss the birth of our Savior, and we encourage party themes that keep this in mind. All classes contribute money or gifts to a family with a special need or to a missionary project. (This takes the place of a Pollyanna gift.)
- **Valentine's Day:** This holiday gives each student an opportunity to share the love they have for Jesus Christ and consequently the love Christians must have for all men. One of the classroom themes for this season of the year will be sharing with others the love of God.
- **Easter:** During the Easter season the students' artwork, decorations, and stories will focus on the death and resurrection of Christ. No classroom parties are held.
- **End of the Year Outing:** Each class usually plans a picnic or field trip.

### Recess (Grades PK-5) - Miscellaneous Policies & Procedures

We feel that it is healthy for students to get fresh air and exercise. Students will be taken outside for recess as the weather permits. On days of inclement weather some time may be provided in the gym, if the gym schedule permits. Students will remain inside if the wind chill is 20° or below at the time of recess.

### Gifts and Fund-Raising (All Grades) - Miscellaneous Policies & Procedures

PCS is a non-profit corporation, and contributions are tax deductible(not tuition). Tuition is kept as reasonable as possible to make Christian education available to many families. Tuition and fees do not cover the full cost of education. As a result, our fund-raising activities and gift programs are very important to the school. Since PCS is a ministry and not a business, we ask our patrons and friends to contribute gifts and share in the fund-raising activities of the school, which include:

- **Annual Fund for Excellence:** This is a multi-year drive to support the academic and operational efforts of PCS.
- **Capital Campaign:** Our visions of the future renovations are built on our high standard of excellence in the fine arts and supporting the community.
- **Scholarships:** Giving to one of our scholarship programs ensures that students have the opportunity to receive a quality Christian education that will provide eternal value.
- **Deferred giving:** Through annuities, securities, wills and bequests, a deferred gift will bring future resources to PCS.

#### **General operating fundraising activities may include:**

- **Race for Education:** Students request pledges from family and friends for walking or running on a specified day.
- **Social events** such as an auction, a fair, or a speaker series (Founders Forum) may also be used as fundraisers.
- **Matching Gifts:** Many companies will match a gift to the school. Check the benefit package at parent's place of employment.
- **PA Educational Improvement Tax Credit Program (EITC):** This unique program provides companies with a 75 percent tax credit for donations to a non-profit scholarship or educational improvement institution. The tax credit increases to 90 percent if the company commits to making the same donations for two consecutive years.

**Designated Fund Raising Activities may include:**

- **Golf Outing:** Proceeds benefit PCS athletics
- **Scrip Program:** Gift cards (used like cash) may be purchased through the scrip program. Cards can be purchased for national and local retailers. 90% of the proceeds will be distributed among the families who participate in the scrip program, and applied towards their tuition expenses the following school year.
- **Box Tops for Education:** All General Mills cereals and snacks contain a special coupon. Please send them to the Peace Valley office as they can be redeemed for cash for the school.
- **Campbell's Soup Labels:** As part of Peace Valley's fund raising program, the PTF collects Campbell's soup product labels that are redeemed for school equipment at the Elementary campus.

**Student Employment - Miscellaneous Policies & Procedures**

Although we understand the benefits gained from outside employment, we believe the primary responsibility and "work" of students is to make effective use of time in and out of the classroom for the sake of education. We encourage students to remember work hours should not exceed the time that needs to be devoted to homework assignments. Plumstead Christian School is, however, committed to providing all of its students with the opportunity to meet their responsibilities. When a student is being considered eligible for work-study (defined as early dismissal for employment purposes), consideration is made on a case-by-case basis.

**Working Papers - Miscellaneous Policies & Procedures**

Child Labor Laws regulate the employment of minors less than 18 years of age. Your local school district is typically the issuing agent for working papers. Employers are required to have working permits on hand for any minors in their employment. Minors 14 and 15 years of age must obtain a new working permit for each job. Minors 16 and 17 years of age are issued a transferable work permit for each job.

PCS does not issue working papers. Working papers are available at the local public high school guidance office.