

Portersville Christian School



2021-2022 PARENT/STUDENT HANDBOOK

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Table of Contents

WELCOME TO PORTERSVILLE CHRISTIAN SCHOOL.....	6
MISSION STATEMENT	6
VISION STATEMENT	6
STATEMENT OF FAITH.....	6
THE TEN PRINCIPLES OF KINGDOM EDUCATION	7
ABSENCE AND ATTENDANCE	8
ATTENDANCE POLICY	8
ABSENTEEISM	9
ARRIVAL/DISMISSAL.....	12
TARDIES	13
POLICIES FOR ATHLETES & FINE ARTS PARTICIPANTS	14
ACADEMIC POLICY.....	14
DETENTION POLICY	14
ATTENDANCE POLICY.....	14
DISCIPLINE POLICY	14
ACADEMIC POLICIES	15
ACADEMIC AWARDS.....	15
ACADEMIC PERFORMANCE STANDARD.....	15
ADVANCED PLACEMENT.....	15
ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (AI)	15
ACADEMIC PROBATION (AP).....	16
MAKING UP FAILED CLASSES (9-12)	16
FAILING CLASSES, GRADES 7-8	17
DROPPING A COURSE	17
COURSE ADVANCEMENT.....	17
GRADE EQUIVALENTS.....	17
GRADE POINT AVERAGES (7-12)	18
GRADUATION REQUIREMENTS.....	18
GENERAL COURSE OF STUDY – HIGH SCHOOL.....	19
VOCATIONAL TECHNICAL PROGRAM.....	20
ELEMENTARY GRADING.....	21
REPORT CARDS	21
INCOMPLETE.....	21
NATIONAL HONOR SOCIETY	21
SEMESTER EXAMS (GRADES 7-12)	21
TRANSCRIPTS	21
VALEDICTORIAN/SALUTATORIAN.....	21
DUAL CREDIT COURSES.....	22
BUS CONDUCT	22
BUS DISCIPLINE PROCEDURE	23
CAMERA USE AND FILMING	23
CELL PHONES AND ELECTRONIC DEVICES	24
CHANGE OF ADDRESS/PHONE NUMBERS/EMAIL ADDRESSES	24
CHAPEL	24
CLEARANCES	25
CHRISTIAN CONDUCT AND DISCIPLINE	25
CONDUCT	25
GUIDELINES FOR STUDENT CONDUCT.....	26
DISCIPLINE	31

DISCIPLINARY REFERRAL.....	33
AFTER-SCHOOL DETENTION	34
IN-SCHOOL SUSPENSION (ISS)	34
SATURDAY DETENTION	34
DISCIPLINARY PROBATION	34
OUT-OF-SCHOOL SUSPENSION	35
DISMISSAL FROM PORTERSVILLE CHRISTIAN SCHOOL.....	35
INVESTIGATION AND SUBSTANTIATION OF VIOLATIONS	35
REDEMPTION AND RESTORATION	35
CLASSROOM PARTIES (ELEMENTARY)	36
COMMUNICATION GUIDELINES.....	36
COMMUNICATION WITH TEACHERS.....	37
COMMUNICATION WITH THE ADMINISTRATION	37
COMMUNICATION WITH THE SCHOOL BOARD	38
CONFERENCING WITH FACULTY AND ADMINISTRATORS.....	38
ELEMENTARY PARENT-TEACHER CONFERENCES.....	38
COPIER USE AND STUDENT PRINTING	38
DANCING AND SCHOOL DANCES	38
DRESS CODE POLICY	39
FIELD TRIPS AND SCHOOL-SPONSORED TRIPS.....	40
FACTS SIS.....	40
FINANCIAL POLICIES	40
PAYMENTS WITH FACTS MANAGEMENT.....	40
WITHDRAWAL FROM SCHOOL AND WITHDRAWAL FEES	41
COLLEGE WITHIN THE HIGH SCHOOL PAYMENTS	41
HEALTH ISSUES.....	42
SCHOOL NURSE	42
EMOTIONAL HEALTH	42
FIRST AID.....	42
MEDICATIONS	42
ILLNESSES DURING SCHOOL HOURS.....	43
PHYSICAL EDUCATION ILLNESS/INJURY POLICY	43
HOMEWORK.....	43
WEDNESDAY NIGHT HOMEWORK/TESTS	43
LATE HOMEWORK.....	43
MAKE-UP WORK.....	44
HOMEWORK, TESTS, ETC.	44
INTERNET AND TECHNOLOGY POLICY.....	44
ACCEPTABLE USE POLICY:.....	45
CHROMEBOOK AND PERSONAL DEVICE USAGE.....	45
CONSEQUENCES OF INAPPROPRIATE NETWORK BEHAVIOR	45
SECURITY	45
ACCEPTABLE USE	46
KITCHEN USE	46
LEAVING SCHOOL DURING SCHOOL HOURS	47
LIBRARY	47
LOCKERS (HIGH SCHOOL)	47
LOST AND FOUND.....	48

LUNCH PROGRAM	48
MOTOR VEHICLES AND PARKING (HIGH SCHOOL)	48
MUSIC GUIDELINES FOR EVENTS AND ACTIVITIES.....	48
OVERNIGHT TRIP POLICY	49
PARENT SUPERVISION OF SCHOOL EVENTS	50
PERSONAL FUNDRAISERS	50
PERSONAL PROPERTY	50
PHYSICAL EDUCATION POLICY FOR JUNIORS AND SENIORS	50
PROMOTION (ELEMENTARY)	50
REQUIRED READING	51
SNOW DAYS AND OTHER SCHOOL EMERGENCIES.....	51
ONLINE CONTACT SYSTEM	51
SNOW DELAYS OR CANCELLATIONS	51
VIRTUAL SCHOOL DAYS	51
STUDY HALLS (HIGH SCHOOL)	52
TEXTBOOKS	52
VENDING MACHINES	53
VISITORS/PARENTS/STUDENTS	53
VOLUNTEER HOURS	53
WEEKLY NEWSLETTER	53

WELCOME TO PORTERSVILLE CHRISTIAN SCHOOL

At Portersville Christian School, our goal is to be a school that is distinctively Christian in every way, as we teach our students the importance and relevance that faith in Jesus has to their everyday lives. The Spiritual life of the school community is the most important aspect of being a student at Portersville Christian School. Every student is involved in a systematic study of the Bible every day. On Wednesdays, students gather for elementary and high school chapel services and worship together as fellow believers and followers of Christ. Of course, each student is in the classroom each day with teachers who profess a personal faith in Jesus as their savior and who are active members of a local, Bible-centered church.

Spiritual life is more than just service and mission activities. We encourage our students to “practice their faith” in the Christian community of the school. In their interaction with others, there is an expectation that relationships will reflect the indwelling of the Holy Spirit and that personal interactions will demonstrate measurable progress toward Christian maturity. All Christians share a common bond of salvation by grace through faith in Christ, and this should be visible in their relationships with each other. While we acknowledge that we are made in the image of Christ, we are also sinners with human flaws and failings, and we are saved by grace. Therefore, we have a higher calling, with higher expectations for our behavior, including our speech, choices, conduct, and dress.

We are a school that is noted for its academic excellence. Our college-bound graduates are typically accepted to their college of choice. Our alumni are out in the world being a living testimony for Jesus in their field of choice. PCS is a school where you can enroll your child in kindergarten knowing that the education they receive is excellent from beginning to end.

PCS is fully accredited from K through 12th grade. PCS is dually accredited by the Middle States Association of Colleges and Schools (MSACS) and by the accreditation commission of the Association of Christian Schools International (ACSI).

MISSION STATEMENT

The mission of Portersville Christian School is to glorify God by preparing students to serve Jesus Christ as Lord, partnering with family and church, and instilling high standards spiritually, academically, socially and physically.

VISION STATEMENT

The vision of Portersville Christian School is to graduate students with a heart for God who are prepared to serve Him in every area of life.

While Portersville Christian School is an integral part of the Portersville Alliance Church, the school does not limit its outreach to just one denomination but seeks to meet the spiritual and educational needs of the evangelical community in the surrounding area. We believe, therefore, that Portersville Christian School is a discipleship ministry with a faculty and staff consisting of believers in Jesus as their savior who have been called to serve as ministers. Our parents and students are to have a personal profession of faith in Jesus Christ. In addition, it is expected that our parents and students regularly attend and are involved in a local church ministry.

STATEMENT OF FAITH

This statement expresses what the school sees as doctrine and principle essential for cooperating together in the ministry of an educational institution which desires to be distinctively Christian in its approach to teaching. General agreement with these doctrinal points is required of our administration, faculty, staff, and school board, and a clear understanding of how these points are expressed is also required of those families who seek to have their children admitted here.

With students and families coming from a background of religious diversity, there will be plenty of areas of disagreement when matters of faith are discussed or taught. As much as it is possible, the school's faculty and staff will focus on those things we have in common as believers in the church, expressed from the

school's perspective in its statement of faith. In the inevitable matters where we disagree, on secondary and tertiary doctrinal interpretations, the school welcomes discussion and learning experiences in these matters in the classroom but will not engage in divisiveness or unresolvable disputes over doctrines and church practices. In those beliefs which some Christians consider distinctive to their denominational identity, we encourage students to recognize the wisdom and knowledge of their own pastor and encourage their consultation with him regarding questions where differences of interpretation have come up.

In all matters of theology and doctrine, the school will default to its statement of faith, and beyond that, to an interpretation and practice which is compatible with the Christian and Missionary Alliance, interpreted by the pastor of the Portersville Alliance Church. The unity within the Christian faith that is demonstrated by the level of cooperation which occurs between Christians at PCS is valued by the school community, and instances where an interpretation may be required would be rare.

1. There is one God, who is infinitely perfect, existing eternally in three persons: The Father, the Son, and the Holy Spirit.
2. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of his shed blood. He arose from the dead, according to the scriptures. He is now at the right hand of the Majesty on High as our great High Priest. He will come again to establish his kingdom of righteousness and peace.
3. The Holy Spirit is a divine person, sent to indwell, guide, teach and empower the believer, and to convict the world of sin, of righteousness and of judgment.
4. The Old and New Testaments are inerrant as originally given, and were verbally inspired by God. They are a complete revelation of His will for the salvation of humanity, and they constitute the only divine rule of Christian faith and practice. They are illumined for the believer through the work of the indwelling Holy Spirit.
5. Humanity was originally created in the image and likeness of God; but fell through disobedience, incurring thereby both physical and spiritual death. All humans are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, everlasting joy and bliss.
6. Salvation has been provided through Jesus Christ for all humanity; and those who repent and believe in him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God.
7. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.
8. The Second Coming of Jesus will be personal and visible. This is the believer's blessed hope and is a vital truth, which is an incentive to holy living and faithful service.

Portersville Christian School welcomes families who worship in a wide variety of churches of various denominational and non-denominational expressions of the Christian faith. We seek a spirit of unity and agreement, using this statement as a foundation for doing so. While the school's position may be different than that of some churches and denominations on secondary and tertiary issues, we do not dispute their validity but refer students to their pastors for answers and guidance.

THE TEN PRINCIPLES OF KINGDOM EDUCATION

In order to raise future generations of Christians who are able to think and act from a Biblical worldview, the following principles will direct the education of our children and youth.

1. The education of children and youth is the primary responsibility of parents. *Deuteronomy 6:4-9, 11:18-21; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6, Malachi 2:13-16; Ephesians 6:4*
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week that continues from birth till maturity. *Deuteronomy 6:7, 11:19; Proverbs 22:6*
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. *Psalms 78:6-7; Matthew 28:19-20*
4. The education of children and youth must be based on God's Word as absolute truth. *Matthew 24:35; Psalms 119*
5. The education of children and youth must hold Christ as preeminent in all of life. *Colossians 2:3, 6-10*
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. *Matthew 18:6, 19:13-14; Mark 10:13-16; Luke 18:15-17*
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. *Exodus 18:21; I Samuel 1:27-28, 3:1-10*
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. *Luke 6:40*
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a Biblical worldview frame of reference. *Romans 1:20; Psalms 19:1; Proverbs 4:5,7, 3:19, 9:10; Psalms 104:24, 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1, 13:8; Romans 1:28*
10. The education of children and youth must have a view of the future that includes the eternal perspective. *Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24*

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ABSENCE AND ATTENDANCE

ATTENDANCE POLICY

The purpose of this policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional and physical development of students. The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school attendance unless absent for an approved reason. Parents and/or guardians are charged with the responsibility for their child's/children's school attendance. PCS realizes that it will be necessary for students to be absent upon occasion for certain reasons such as illness, health care and other unavoidable reasons. It has been proven, however, that students who attend school regularly achieve more than those who do not. Attendance is imperative if students are to gain as much as possible from their school experience. School District personnel and parents should encourage students to establish and maintain good attendance practices.

Attendance is governed by Pennsylvania Public School codes of 1949, as amended (24 P.S. §§ 13-1333-1354), which mandate that school officials enforce these regulations. It is the position of Portersville Christian School that attendance is a prerequisite for educating students. Absent students cannot be taught. The purpose of the attendance policy is:

- To provide support for an educational program based on the premise that students are present and participating in planned learning activities that are being conducted under the supervision of professional school personnel.
- To help students develop a sense of responsibility, self-discipline and good work habits.
- To maintain close communication and cooperation between home and school in order to encourage and sustain regular school attendance.
- To improve students' opportunity for academic, social, and career accomplishments.

All teachers and administrators shall assume responsibility for enforcing compulsory attendance laws in conformity with the School Laws of Pennsylvania. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Please note that under PA Law all absences are unlawful (unexcused) unless they meet one of the nine reasons listed under Absenteeism.

We strongly encourage parents to schedule activities that can be considered "avoidable" during the times in the calendar when there are holidays or during the summer break. We understand that student activities outside of school can be enriching and enjoyable and can build self-esteem. Most community and athletic programs that students are involved in have a respect for the school calendar in their scheduling. The allowable absences provide plenty of days in the event that an outside activity plans an event during a school day, or requires you to travel during a school day. In planning for such absences, please consider the academic progress of your child as a priority and leave enough days in the event of an injury or illness requiring extended absences from school.

ABSENTEEISM

Each student's attendance record at school is very important. Regular attendance is necessary to achieve success in school. Students are expected to be present and punctual for all classes throughout the year. When sickness or a higher obligation necessitates an absence, students should adhere to the following instructions before being admitted to classes:

- Have a **parent or guardian** write an excuse giving:
 - the reason for absence
 - student's full name
 - date
 - appropriate phone numbers
 - days of absence
 - parent signature
- When a student returns to school following a period of absence, the student is required to present to the attendance officer a written excuse **signed by the parent** (regardless of the student's age) **WITHIN FIVE DAYS OF THE ABSENCE.**
- On the fifth day, if a written excuse is not presented, the absence(s) will be classified as unlawful (unexcused) and **WILL NOT BE CHANGED.** The day will be counted toward prosecution if in violation of compulsory school attendance laws and **may result in a zero in the classroom.**
- Please note that students and/or parents can be fined if a student has six or more unlawful (unexcused) absences.
- Make immediate plans to make up all work missed during your absence (excused absence ONLY).
- All absences that are categorized as UNLAWFUL (unexcused) **may result in a zero (0) in the classroom for each class period on the date of the absence.**

12 Day Attendance Policy

The following reasons for absences are lawful (excused) and can be excused with a written note from a parent or guardian: **(The students have 12 days, in total, available to them per school year.)**

- Illness – be specific (After ten days, a physician's excuse is required)
- Serious illness or death in the immediate family

- Emergency medical or dental attention
- Absences approved in advance by the principal
- Documented Court Appearances
- Exhibition of 4-H and FFA projects at the State Farm Show, county and local fairs
- Educational Family Vacations **Must be preapproved (See [Appendix D](#))*
- Mission Trips **Must be preapproved*
- College Visit **Must be preapproved and have a college-issued excuse upon return.*

(The above must be verified **in writing by submitting an excuse** to be considered lawful.)

The following examples are unlawful (unexcused) in accordance with the Pennsylvania State Attendance Laws:

- Any absence not accompanied by a note within 5 days
- Truancy
- Missing the school bus
- Trips not approved in advance
- Shopping
- Birthday or other celebration
- Hunting, fishing, attending ball games or sporting events
- Gainful employment
- Sleeping in
- Going to the airport
- Hair or salon appointments
- Driver Test/Exam
- Any other reason not listed in the legal excuse grouping

Students of compulsory age having unlawful absences will be handled as the state attendance laws prescribe. All absences (twelve days and beyond) will require a doctor's excuse.

ACCEPTABLE DOCTOR'S EXCUSE

It is always advisable when seeing a doctor to get a medical (doctor's) excuse. When supplying a medical excuse, please keep the following in mind:

- An absence with a medical excuse does **not** count toward the 12-day attendance policy (it does not "use" one of the 12 days).
- If a student is absent from school, but does **not** seek a doctor's care, the absence will be considered legal with parental consent. However, the absence **does** count toward the 12-day attendance policy.
- Doctor excuses that are stamped with the physician's name must include the initials of the person designated by the doctor's office.
- The school reserves the right to verify all doctor excuses and may contact the doctor if need be.
- Only original doctor excuses (no copies) and faxed doctor excuses from the doctor's office will be accepted.
- Medical excuses only cover the student who is seen by the physician. Siblings who accompany a student to a medical appointment must have an excuse in order for the absence to be considered lawful; the absence will count toward the 12-day attendance policy for the sibling.

Interventions for absence

(PA Law Mandates) If a student accumulates three unlawful absences, PA Law requires that a letter be sent to the parent/guardian indicating the dates. The next unlawful absence requires that a citation be written by the administrator and filed with the Local District Judge (Magistrate). The judge may use a "sliding scale"

to fine the responsible person up to \$300.00 for the first offense and more for each subsequent offense. When a student reaches 12 days of absences per year of any type, the following actions will be initiated:

- A letter will be issued stating that each subsequent absence must be accompanied by a physician’s excuse.
- A hearing/conference may be arranged with the parent/guardian, building administration, appropriate guidance personnel, school nurse, and appropriate teachers to discuss options.
- Failure to accompany all further absences with a doctor’s excuse may result in a referral to the District Judge (Magistrate).

The designations of “excused” and “unexcused” absences are our own and are enforced as part of the academic expectations and rules regarding extracurricular participation of students. Any absence, with the exception of a school-sponsored activity or field trip and medical excuses, counts toward the accumulated, allowable total.

- 1) The administrator may approve absences in advance (see [Appendix C](#) for Planned Absence Form), such as college visits, military recruiting, required court attendance, or pre-planned trips with an **educational** or **religious** purpose, under the following guidelines.
 - a) No absence shall be longer than nine (9) consecutive school days, and the absence may not put the student in the position of exceeding the allowable number of absences for the semester. The school board must approve any pre-planned absence which exceeds either the allowable number of consecutive days to be missed or the semester requirement of nine (9) days.
 - b) The school office is to be notified using the planned absence form 5-10 school days prior to the date of absence. Any trip not approved in advance will be considered as an **unexcused absence**.
 - c) Absences due to non-school sports activities or events, or for educational “family vacations,” are not eligible for a waiver in the event that a student exceeds the allowable number of days. The school must be informed of these kinds of absences in advance, or no make-up work will be permitted. **All assignments made during a pre-arranged absence are due on the day the student returns to class following the absence.**
- 2) In the case of coming in late or leaving early, students present for **5 hours** during the school day will be counted as in attendance for a full day. Students need to be in school for at least **2 hours** to be considered in attendance for a half day. Students arriving between 8:21 and 10 a.m. will be marked tardy.
- 3) Under the Commonwealth’s compulsory attendance law, **nine** absences are the maximum allowable in a semester. If a student has missed more than seven consecutive days in a semester, a doctor’s excuse is needed. If a student exceeds nine non-medical absences for a semester, his semester grades will be reduced by one point for every day over this limit. Whether the absences are avoidable or unavoidable does not change the ruling. Exceptions may be granted by the school board when documentation is provided for prolonged or chronic illnesses or other absences which are considered as “extenuating circumstances” in accordance with the laws of the Commonwealth of Pennsylvania.
- 4) Any student being absent for more than 18 days in an academic year in grades K through 8, or for more than nine days in a semester for grades 9-12, is subject to failure. Each case will be reviewed by the school board and a decision made on an individual basis.
- 5) Students who are absent for more than three consecutive days without an excuse are considered truant, in accordance with state law.

Consequences for Unexcused Absences:

1 Unlawful Absence:	No consequence.
2 or more Unlawful Absences:	Letter (Possible Conference)
3 Unlawful Absences:	Warning Letter /Attendance Conference
	High School Major Detention
4-5 Unlawful Absences:	Letter/Conference
	High School Major Detention
6 Unlawful Absences:	Citation Filed with the Local District Magistrate

ARRIVAL/DISMISSAL

Students should not arrive at school before 7:55 a.m. High school students should wait in the lunchroom area for the 8:19 bell. On Tuesday mornings **all** students are to report to the lunchroom before school. A faculty member will supervise because of the joint devotional times for all staff.

Early Dismissal

Students may not leave school grounds after arrival. A parent/guardian must notify the office of early dismissal by written excuse. If a student must leave school early for any valid reason, he/she must provide a written excuse from a parent or guardian to the main office before 9:00 AM. In an emergency situation, early dismissals may be verified by telephone communication and/or fax. Any student using a falsely signed excuse will receive the appropriate punishment. The proper protocol for early dismissal is as follows:

- A note from home must be brought to the main office before 9:00 AM the day the student is to leave early.
- All students are required to have their parent/guardian sign them out in the office, unless the student is driving.
- Any person that arrives without prior notice to initiate an early dismissal will be required to wait until the end of the class period for their child. We will not interrupt the class period.

In every instance of leaving early, the students are responsible for completing any missed class work, homework, and/or tests. Once students arrive on school property, they are not permitted to leave the school grounds unless they have permission from an administrator.

Students are encouraged to make doctor and dentist appointments after school hours and/or on non-school days. An early dismissal excuse should be submitted to a student's homeroom teacher before the start of 1st period. If a student forgets the note, please come to the office during a break time, and a call will be made home for verbal permission. The adult who is picking up the student must come to the school office to sign out the student.

The written excuse must contain the following information:

- Time of dismissal
- Reason for request
- Parent/Guardian signature (regardless of the age of the student)
- Phone number of parent/guardian
- If medical, doctor's name and phone

The student must check with the main office prior to signing out to verify the acceptance of the excuse. Failure to do so will be treated as "leaving the building without permission". Parents/guardians are required to come to the office and sign the early dismissal sheet when the student is to be dismissed early. A student cannot be released from the building without a parent signature or verbal permission from an administrator.

End of Day Dismissal

Elementary students are dismissed from the school by means of the intercom. High school students are dismissed by the bell. Those elementary students who ride home in cars are dismissed at 2:55 p.m. and meet at the front school door with a teacher. If they are riding with a high school student, they should go to the front entrance and wait until the 3:05 p.m. bell. Those students who would be remaining at school for athletic practice or other activities must go to their place of activity. High school car riders leave at 3:05 p.m. Staff students go directly to their parent's room at 3:05 p.m. Car riders not picked up by 3:20 p.m. will go to the office to call home.

Staying After School

Students are not permitted to stay after school unsupervised for any reason. Students are not allowed to "hang out" as they are waiting for an event later that afternoon/evening. If staying for an event directly after

school, students must report to the gym, soccer field, or designated location by 3:20 p.m. Siblings should not stay after school to wait for a sibling to finish at practice or event. Parents are required to make arrangements with an adult (not a teacher, staff member, or coach) for the supervision of their child(ren) who are staying after school.

TARDIES

Students not riding the buses are expected to be on time to school. School begins at 8:19 a.m. **If a student arrives at school or homeroom after 8:21 a.m., he/she will be considered tardy.**

Late Arrival to School

When arriving to school after the beginning of first period (8:21 a.m.)

- Report directly to the office to sign-in.
- Secure a pass to homeroom or the current class period from the office for the teacher.
- Provide a parent written explanation for tardiness within 5 school days.

Exceptions will be made for students arriving on a late bus (as determined by the administrator).

There are times when there are excusable reasons for tardiness. These tardies are for unavoidable reasons where circumstances are out of the student's control. Such things as your vehicle not starting, frozen car door locks, being involved in an accident, extensive traffic or weather-related delays, your car pool driver is late, etc.

Unexcused tardies are for circumstances that are under the student's control. Unexcused tardies are avoidable and within the student's control. Examples of unexcused tardies are: forgetting to set an alarm clock, oversleeping; sleeping in after play practice or an athletic contest, typing a research paper assigned weeks in advance, not arranging for a ride when a vehicle has been in the shop for two days, etc.

The following are the procedures for **unexcused** tardies **each semester** for **high school** students:

Tardies 1-3

Each student is permitted up to three unexcused tardies.

The parents will be called or receive a letter after the third tardy.

4th Tardy

The student will receive a minor detention.

5 or More Tardies

The student will receive a major detention for each tardy at and after the 5th tardy.

Repeated unexcused tardies will result in major detentions and progressive disciplinary action.

In every instance of arriving late to school, the students are responsible for completing any missed classwork, homework, or tests. Once students arrive on school property, they may be asked to turn in any assignments, homework, or take any tests that were scheduled or due that day.

Class Time Tardies (High School)

A student is expected to arrive in class before the bell rings unless he has secured permission from his teacher beforehand, or he has permission from another teacher, an administrator, or staff person. The teacher will call the office on the intercom to check with the student's previous teacher. If it is determined that the student is indeed tardy, the teacher will fill out a disciplinary referral form.

Review – “Academic and attendance policy for athletes and fine arts participants” for further information regarding tardies.

POLICIES FOR ATHLETES & FINE ARTS PARTICIPANTS

ACADEMIC POLICY

Throughout the school year, grades will be checked every two weeks for academic eligibility. Anyone not meeting the standard will be placed on two-week probation known as academic ineligibility (AI). See the Academic Eligibility section. Students on two-week probation are not eligible for any games/events beginning with the Sunday after the grades are checked and ending after the second Saturday. In accordance with Athletic Committee policy, students who are on AI may participate in athletic practice, noting that if their grades do not improve, a second AI designation means that they can no longer participate on the team for the rest of the season. Academically ineligible students may not travel with sports team to any away games or tournaments. At the end of the two weeks of probation, if the student has raised his/her grades to satisfy all academic requirements, the student is eligible to rejoin the team/production. If a student athlete/performer is determined to be ineligible twice during the same season/production, that student will be removed from the team/production.

* When it is determined that a student is on two-week academic ineligibility (AI), the principal will notify the student of his/her ineligibility. The Athletic Director will communicate this to his/her coach, and the Fine Arts Director will be informed of the participants on academic ineligibility.

DETENTION POLICY

In an effort to build leaders of strong character within our extracurricular activities, we encourage students to uphold the highest standards of behavior. Students and coaches/directors are expected to respect the discipline process. 1) A student notified of serving a major detention must serve on the date indicated on the notice – even if this conflicts with a game, practice, or show. 2) Coaches/directors are strongly encouraged to take some additional disciplinary measures, such as extra running in practice, sitting out a quarter, a half, or a game. Such discipline will be determined by the Coach or Director, in consultation with the AD and High School Principal. In this way the discipline will be tailored to fit the circumstance, the team, and the individual. 3) In circumstances of repeated detentions, the AD, High School Principal, and Head Administrator will have the authority to suspend or dismiss the student athlete from the team or the performer from the production.

ATTENDANCE POLICY

To participate in a game, performance, or practice, a student must be in attendance on the day of the game/performance/practice. The student should be in class by the 8:21 am homeroom bell. Students arriving late must check in with an approved excuse, before 11:00 am, in order to be eligible to play/perform that day. Tardiness will be excused when a note from a parent or doctor's office affirms that there was a *legitimate, excusable reason* for the tardiness. Refer to the Tardy section for more information on excused/unexcused tardiness.

In addition, a student must be in class by the 8:21 homeroom bell on the morning *after* an athletic game/fine arts performance to be eligible to participate in the next game/performance. If a student is ill the day or days after an event/game and returns to school the day of the next scheduled event/game, the student may participate in that event, provided an excuse from the parents indicates that the student was absent due to illness or another reason approved by administration.

DISCIPLINE POLICY

Any PCS athlete/performer who uses questionable language, including, swearing or vulgarity, or shows disrespect to an official, coach, director, fan or another player, will be subject to disciplinary action. Any PCS athlete who loses self-control which results in aggressive behavior such as striking (or otherwise showing disrespect for) an official, player, coach, director, or fan will be subject to disciplinary action. Violation of this policy at any event may result in suspension or dismissal from the team or cast/crew as determined by the Coach/Director, Athletic Director, and Head Administrator.

*** In all situations, the PCS Head Administration makes the final decision***

ACADEMIC POLICIES

ACADEMIC AWARDS

At the end of each school year, academic awards are given in each subject to those students in grades 7-12 who have achieved a 90% for the three quarterly grading periods in the following subjects: Bible, English, math, science, history, computer, and foreign language. Additional honors include the following: Most Improved and Extra Effort in grades 7-8 and grades 9–12, Valedictorian and Salutatorian of the senior class, and other academic awards given by outside organizations.

Throughout the year students can achieve Honor Roll

- Highest Honors - 4.0 and above
- High Honors - 3.7
- Honors - 3.3

No student with any D's or F's will qualify for the Honor Roll regardless of GPA.

ACADEMIC PERFORMANCE STANDARD

Portersville Christian School calculates student grade averages in grades 9-12 based on the final grade received for the course at the end of each semester. This final grade consists of an average of the two quarter grades, calculated as 90% of the semester average, and a midterm or final exam calculated as 10% of the semester average. Students receive credit for the course by earning a grade of 60% or higher, and the percentage grades are translated into letter grades according to the grade equivalent scale.

Grade point averages (GPA) are also calculated each semester. Each grade receives a point value based on where it falls on the scale, for example, a student receives 4 points for a class in which an A was earned, 3 points for a B, 2 points for a C and 1 point for a D. Additional points can be earned in “weighted” classes, which are considered to have greater difficulty. Courses designated as honors courses are weighted by an additional half point, so that a student who earns an A in an honors course receives 4.5 points. Courses designated as AP, or dual college credit offer a full additional point, so that an A earns 5 points. All courses are included in GPA calculation except course designated as Pass/Fail (See Grade Point Averages).

Cumulative grade point averages (CPAs) are calculated by adding the final grade points from each semester and dividing by the total number of academic credits attempted. A student is not considered to have a “cumulative” grade point average (CPA) until they have completed two full semesters of coursework.

ADVANCED PLACEMENT

In order for a student to take an Advance Placement class (AP), the student must meet the following criterion:

- Minimum 2.5 CPA
- 80% or higher in prerequisite subject course
- Teacher recommendation

AP Course

AP Physics
AP Statistics
AP Calculus
AP History
AP Government

Prerequisite Course

Algebra II
Algebra I
Pre-Calculus
Most recent Social Studies Course
Most recent Social Studies Course

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (AI)

Students must have a 70% average, which is a “C” average, in their core courses. For students in grades 9-12, core courses include all academic classes (courses which are NOT Pass/Fail). This is a simple average arrived at by adding all class grades together and dividing by the number of academic classes. For

students in grades 7-8, core courses include **mathematics, English, Bible, social studies and science.** Add the grades together and divide by 5.

In addition to this requirement, students must be receiving a passing grade of at least a 60%, or a "D" **in all classes.** This would include nonacademic courses (Pass/Fail) such as PE, music, Skills for Living, band, yearbook, orchestra, chapel club, or chorus. If there are any failing grades, including an F in a pass/fail class, students are not eligible for extracurricular activities for two weeks.

Students may still attend practice while on Academic Eligibility (AI). However, they may not dress or sit with the team during games and may not travel with the team.

If a student is involved in a FINE ARTS activity, they may not participate in practice but can attend and observe rehearsals until the next AI date.

The AI check will take place at 2:00 p.m. on the designated date. Any makeup work, re-submitted assignments, test make-ups, or re-tests must be completed, graded, and recorded in the electronic gradebook on FACTs **BEFORE 2:00 p.m.** If you have made arrangements with a teacher to turn something in or complete a test after the AI deadline, the teacher will leave the gradebook blank. If there is a zero, it will be interpreted as the student not meeting the deadline to complete the work.

Extra-Credit work must be completed, graded, and recorded before the AI deadline date. Both STUDENTS and PARENTS have the ability to check grades through FACTs at any time and are expected to be aware of any potential problems with eligibility. It is easier to avoid potential problems with Academic Ineligibility than it is to attempt to correct the record after the date.

ACADEMIC PROBATION (AP)

A student may be placed on Academic Probation (AP). For a student to maintain a status of "Good Standing," he must achieve at least a 2.0 GPA (or a combined average of C) at the end of each semester. If a student attains a GPA below a 2.0 or receives a failing semester grade in any required course regardless of the student's other grades, he will be placed on academic probation. Academic probation will begin the first day of the next subsequent grading period. Academic probation based on semester averages will result in a conference with the student, parents, and administration. Student participation in any extracurricular activities will be evaluated when a student is on probation. If a student's CPA is above 2.0 at the end of any semester, with no failing grades, the AP status will be lifted.

Once placed on AP, the student has one full semester to show measurable progress toward improving their overall GPA and being removed from AP status. The student will follow a written plan which will include periodic conferences with the guidance counselor, monitoring of study hall activity and conferences with parents. The goal will be for the student to raise their GPA back to a 2.0 or better. As long as the student is making progress toward raising their GPA, and they do not fail any classes, they may remain enrolled at PCS. The Education Committee will monitor the student's progress according to the written plan.

If it is determined that the student is not making the kind of progress or improvement necessary to remain enrolled, a conference will be held with the parents to determine whether the student will benefit by remaining at PCS.

MAKING UP FAILED CLASSES (9-12)

There are a variety of options available to students who need to make up a half credit or full credit of a required core course. The administration can discuss options with students and parents to determine what would be the best option, if any, for the student. Since some options do not offer an opportunity to affect a student's CPA, the administrator must approve any alternative options for repeating courses.

Options which are available may include:

- Credit recovery under guidelines provided by PDE, which allows a student the opportunity to demonstrate mastery of the objectives up to receiving a passing grade (60%) for a course.
- Summer school courses at an accredited school.
- An on-line or cyber school course that meets the curriculum objectives of the core course being repeated and which provides adequate prerequisites for advancement to the next level, such as <https://www.keystoneschoolonline.com/>.
- Independent study directed by the teacher of the course which the student failed. Students requesting independent study should understand that an additional tuition charge will apply, equal to one eighth of the current high school tuition rate.

FAILING CLASSES, GRADES 7-8

Students in grades 7-8 receive a cumulative, final grade for all coursework done during the year. There is no class rank or calculated CPA. Middle School level core courses are considered pre-requisites for subject areas beginning in 9th grade. Students will be required to make up all core courses they fail in 7th and 8th grade, and while alternative methods of doing so may be available, repeating a course, or a grade level, may be the only option open to students who fail.

A student who fails a core course in middle school will be required to repeat the course at the next available opportunity or make up the course work in summer school. Students who receive more than one failing grade in a core course in 7th or 8th grade will be required to repeat the entire grade level. Repeated failures may result in dismissal from PCS.

DROPPING A COURSE

1. Submit a Drop/Add Form (see [Appendix E](#)) to the Guidance Counselor with a written explanation (Forms may also be obtained in the Guidance Office).
2. The guidance counselor, high school principal and subject teacher will review the transcript for graduation/diploma requirements.
3. The Head Administrator will make the final determination.
 - Course cannot be dropped after the first quarter.
 - Student must notify the Guidance Counselor two weeks before the end of the first quarter in order to drop a course.
 - No record of the course will be put on the transcript.

Please note that dual credit courses are controlled by the offering institution and may have different drop/add guidelines

COURSE ADVANCEMENT

Students in grades 7-12 must have a teacher recommendation to go on to the next course level in math, language, and AP/Honors courses.

GRADE EQUIVALENTS

94 – 100	A	77 – 79	C+	60 – 62	D-
90 – 93	A-	73 – 76	C	0 – 59	F
87 – 89	B+	70 – 72	C-		
83 – 86	B	67 – 69	D+		
80 – 82	B-	63 – 66	D		

GRADE POINT AVERAGES (7-12)

In grades 7-12, a student's letter grades are converted to a numerical equivalent called a "Grade Point Average." Grade Point Average (GPA) is computed by converting each letter grade to a number from 0 to 4 depending on the letter grade.

A	4.0	C+	2.3	D-	.7
A-	3.7	C	2.0	F	0
B+	3.3	C-	1.7		
B	3.0	D+	1.3		
B-	2.7	D	1.0		

The numbers or quality points are added and divided by the total credits taken by the student to compute the GPA. For example, four 1 unit courses with the following grades: A, B+, B, A- would equal a GPA of 3.5. Because of the difficulty and workload associated with taking Honors classes, students will have an additional half point (.5) added to their grade. AP courses and dual college courses will receive an additional point (1), added to the grade.

Students in grades 9 – 12 will receive a GPA at the end of each semester that reflects their grades for the entire semester period. This GPA is used to calculate class rank.

To calculate GPA for the semester, the GPAs earned for each course are added together and then divided by the total number of credits attempted that semester. The GPA for the end of the year is calculated by repeating this process--adding the S1 and S2 GPAs for each course and then dividing by the total number of credits attempted in both semesters.

At the end of each semester the GPA for that semester is combined with the previous semesters in the calculation to determine the student's cumulative point average (CPA) and class rank. This CPA changes only after a semester is completed.

During the college admissions process, the cumulative CPA that is calculated from ninth through twelfth grade is what colleges evaluate. A student's CPA is affected by the individual letter grades he/she receives in each required class. Non-academic such as: P.E., chorus, chapel group, and yearbook. Non-academic classes will be graded "Pass/Fail", awarded credits on student transcripts, and will not be included in the calculation of CPA. The report card will show a percentage for these subjects, but the transcript will state only "Pass/Fail."

GRADUATION REQUIREMENTS

Bible – 4 credits	Foreign Language — 2 credits
English – 4 credits	Physical Education —1 credit
History – 4 credits	Health – .5 credit
Math – 4 credits	Electives — 2 credits
Science – 4 credits	Computer – 1 credit

Minimum of 26.5 credits for a student attending PCS in grades 9-12

English 10, 11, and 12, and the corresponding history classes in grades 10-12 all meet the state's requirement for students to complete at least one research project prior to high school graduation. Specific required courses for graduation include American Literature, Algebra 1, Civics, and Health.

If a student transfers to PCS from another school, the student is required to take a proportional number of courses related to his/her class standing. Vo-Tech students must fulfill the minimum state requirements and the available classes set by the administration for graduation. Students who transfer to PCS from another school, or from home education must have met the minimum state requirements before transfer, and are responsible for meeting the PCS requirements during the time they are enrolled here. For example, a

student transferring from a public school in the 11th grade who has not previously had Bible is only required to take it for the time that they are enrolled at PCS. If that student had only taken one math credit prior to enrolling here, they would be required to take just two additional math courses at PCS in order to graduate.

Courses taken at other schools must meet prerequisite requirements before students may take the next level in the same subject area at PCS.

GENERAL COURSE OF STUDY – HIGH SCHOOL

7th

Subject	Course	Option 2
Math	Pre-Algebra	Math 7
Social Studies	Geography	
Science	Life Science	
English	English 7	
Bible	Practical Theology	
PE	PE 7	
Music	Music 7	
Skills for Living	Skills for Living	
Computer	Computer 7	
Study Skills	Study Skills	
Art	Art 7	

8th

Subject	Course	Option 2
Math	Algebra 1	Pre-Algebra
Social Studies	World History 1	
Science-Earth Science	Earth Science	
English	English 8	
Bible	NT Survey	
Computer	Computer App 1	
PE	PE 8	
Music	Music 8	
Art	Art 8	
Foreign Language	Language Survey	

9th

Subject	Course	Option 2
Math	Geometry	Algebra 1
Social Studies	Civics	
Science	Biology Part 1	
English	English 9	
Bible	OT Survey	
Computer	Computer App 2	
Foreign Language	Spanish 1	French 1
PE	PE 9	

10th

Subject	Course	Option 2
Math	Algebra 2	Geometry
Social Studies	European History	Honors European History
Science	Biology Part 2	
English	English 10	
Bible	Systematic Theology	
Foreign Language	Spanish 2	French 2
Health	Health	
PE	PE 10	

11th

Subject	Course	Option 2	Option 3
Math	Pre-Calc	Algebra 2	AP Stats
Social Studies (year A)	US History 1	AP US History	
Social Studies (year B)	US History 1	AP Government	
Science (year A)	General Physics	AP Physics	
Science (year B)	General Chemistry	Honors Chemistry	
English	English 101/102*	British Literature	
Bible	Comparative Worldview		
PE	PE Independent Stdy		
Electives	Art	Music Theory	Intro to Business
Dual Credit	GCC Course **	GCU Course **	

12th

Subject	Course	Option 2	Option 3	Option 4
Math	AP Calc	AP Stats	Consumer Math	Pre-Calc
Social Studies (year A)	US History 2	AP US History	World Religions*	
Social Studies (year B)	US History 2	AP Government	World Religions*	
Science (year A)	General Physics	AP Physics		
Science (year B)	General Chemistry	Honors Chemistry		
English	American Literature			
Bible	Developing and Sharing Our Faith			
PE	PE Independent Stdy			
Electives	Shakespeare *	Communications *		
Dual Credit	GCC Course **	GCU Course **		

* Inhouse College in High School Course through BC3, additional costs

**Dual Credit online courses through Grove City College or Grand Canyon University, additional costs. Please see the Dual Credit section.

VOCATIONAL TECHNICAL PROGRAM

Vocational Technical programs are available to PCS students from their home district in grades 11 and 12. Credits will be awarded for each year of completion of the career/technical program. Students attending a Vo-Tech program must still meet graduation requirements.

ELEMENTARY GRADING

O,S,U Grading Scale used for Kindergarten, Specials, Behavior, and Writing in Grades 1-6

O	= Almost always exceeds expectations, 95-100%
S+	= Consistently goes beyond expectations, 92-94%
S	= Expectations realized regularly, 80-91%
S-	= Expectations not realized regularly, 73-79%
I	= Needs to show improvement in meeting expectations, 65-72%
U	= Rarely meets expectations, 64% and below

REPORT CARDS

Parents are encouraged to monitor their child's progress throughout the grading period using FACTs SIS. Students also receive a report card at the end of each marking period (nine weeks).

INCOMPLETE

Students who have incomplete work at the end of any quarterly grading period will receive an incomplete on the report card and given the opportunity to complete assignments and tests according to the handbook policy for "Make-up Work". Two weeks after the quarter ends, all grades will be finalized.

NATIONAL HONOR SOCIETY

Portersville Christian School maintains a local chapter of the National Honor Society known as The Bereans. Membership in the National Honor Society is both an honor and a responsibility. Students in grades 11 - 12 who have maintained a 3.50 GPA with no D's may be selected to apply for membership. The student is given an application to be completed and returned to the NHS sponsor. The faculty reviews the application, and a decision is made on the basis of that review. A strong emphasis is placed on scholarship, service, leadership and character as it relates to the student's personal Christian commitment. Only those students who have been in the school the equivalent of one semester may be considered for membership. National Honor Society Induction is held in the spring of each year. Students who have been inducted will be involved with service events during the school year and will have a service hour requirement.

SEMESTER EXAMS (GRADES 7-12)

At the end of each semester (18 weeks), comprehensive exams are given in each subject area. Each examination period will be one hour long. Review and study sessions will take place prior to the exams. Semester final tests count 10% of the semester grade, with the grade received in each nine-week marking period counting as 45% of the semester grade.

TRANSCRIPTS

A student may receive up to three copies of his official high school transcript free of charge. All requests after the third transcript during a school year will be processed at a cost of \$3.00, payable in advance. Alumni transcripts will be assessed a fee of \$3.00 each, regardless of the number of previous requests.

VALEDICTORIAN/SALUTATORIAN

The senior valedictorian and salutatorian will be determined after final grades are calculated at the end of the school year and not less than 3 days before the scheduled graduation ceremony. In the case where two students CPA's are identical when rounded to the third decimal place, the senior year actual percentage average (95%, 91%, etc.) for semesters one and two courses (excluding pass/fail courses) will be used to determine the tie breaker for either valedictorian or salutatorian. In the event that the percentage average of two tied students is .10 or less, both students will be selected for the same honor and co-valedictorians or co-salutatorians will be named.

Students who transfer to PCS from other schools, or from home education, must be enrolled here for their 11th and 12th grade year in order to be eligible for Valedictorian or Salutatorian. Grades from previous

schools, or from home schooling, are not considered or calculated in determining a student's CPA for class honors, but are calculated and averaged on the student transcript for college admission purposes.

DUAL CREDIT COURSES

Students in grades 11 and 12 have the option to select courses which meet high school graduation requirements and earn college credit hours. Courses are offered during the school day through a partnership with **Butler County Community College's (BC3) College Within High School** program. Students must meet GPA requirements and pass a proficiency exam prior to enrolling in these courses, which can include **English 101, English 102, World Religions, Shakespeare, Philosophy and Communications Skills.**

Academic Requirements for Dual Credit

CPA – 3.0

Must pass the BC3 Placement Exam (English 101)

Students who enroll in these courses and desire to earn additional high school credit and college credit hours may also enroll in the dual credit programs through **Grove City College (GCC) or Grand Canyon University (GCU)**. These are online courses and are taken in conjunction with the BC3 courses. Students may earn up to 2 additional high school core requirements through GCC/GCU in Bible, math or science and 2 electives.

There are additional fees for BC3 College in High School courses and GCC/GCU courses. **BC3 fees MUST BE PAID IN FULL before a student can attend the class.**

Students who wish to use dual credit courses must submit a Dual Credit Course Request Form to obtain approval from the Guidance Counselor and the administration on the GCC/GCU course selection. The Dual Credit Course Request Form must be submitted prior to registration for each course they plan to take. The GCC/GCU courses are typically three or four credit hours each for college and one full credit for high school. Students are responsible for keeping up with the course work and following the instructions for their course.

Students receive one full credit per semester for each dual credit course, and one additional quality point is added to their overall GPA. For more information on the dual credit offerings, see the school's website, www.ourpcs.org, Academics; High School; Dual Credit page.

BUS CONDUCT

All school personnel, including students and parents, must understand that school buses are considered as an extension of school facilities in regard to conduct of students. The bus drivers have the responsibility and authority to enforce rules and regulations on the bus. In instances when students do not properly respond to reasonable corrective actions by the bus driver, the student will be referred to the transportation coordinator for further corrective action according to the PCS Bus Discipline Procedure.

Rules of Safety

- Be at the designated school bus stop five minutes early.
- NEVER run after the bus once it is in motion or flag it down in a car. If you miss the bus, proceed to a later designated bus stop to await the bus.
- NEVER violate the red flashing lights and stop arm. The lights indicate that a student is entering or exiting the school bus. Every vehicle, from all directions, must stop at least 10 feet away and remain stopped until the lights and stop arm are turned off.
- Walk in front of the bus when crossing the road.
- File onto the bus in an orderly fashion, be seated immediately, and exit the bus in an orderly and well-disciplined manner.
- Remain seated when the bus is in motion and do not extend hands or head out of the window.
- Remain seated until the bus comes to a complete stop and the door of the bus is opened.
- Never open the emergency doors at the rear of the bus unless it is necessary to vacate the bus

during emergencies.

- Large bulky items such as sports equipment or musical instruments will be left in the front of the bus on the floor.
- When a student exits the bus, he must walk directly to a place of safety such as a sidewalk or driveway. Once he is safe, the driver will close the door, deactivating the lights and allowing the traffic to resume. Students should not walk up a side street or in the lanes of traffic.

Rules of Behavior

- Demonstrate proper respect for the bus driver and obey all rules, regulations, and/or instructions.
- Keep hands and feet to yourself. Hitting and kicking will not be tolerated.
- Maintain a moderate level of voice volume.
- No throwing objects on the bus or out the bus windows.
- Fighting, using profane or obscene language, verbal harassment, and bullying are prohibited.
- Use of electronics is permitted, but need to be put away at 8:19 (first bell).
- Any beverages consumed on the bus must be in a container that can be sealed or closed.
- Vaping, tobacco, or drug use and the possession of any equipment used for this purpose, is prohibited and will result in disciplinary action.
- Any weapons (firearms, ammunition, knives, paintball gun, etc.) are strictly prohibited and possession of these could possibly lead to denial of bus riding privileges.
- Students are not permitted to sit with students of the opposite gender.

BUS DISCIPLINE PROCEDURE

At the beginning of the school year, the bus driver makes sure that students understand the rules of conduct. Periodically, thereafter, the students are reminded of the rules to reinforce their importance for the safety of all the students on the bus.

- When the driver sees that the rules have been violated, the student is given a verbal warning. (At this point a change in seat assignment is advised, either temporarily or permanently.)
- If a rule is violated again, a discipline sheet is completed and signed by the driver, transportation coordinator, and administrator. Parents will be contacted by phone. A copy will be sent in the mail to the parents. The student will have a conference with the transportation coordinator. (The student may be assigned a detention, which would correspond with the PCS detention guidelines.)
- If a third offense occurs, an investigation will follow to determine the details of the offense by the student and any other participating students. Following the investigation, a conference will be held with the student, his parents, the transportation coordinator, and the administrator. At the conclusion of this meeting, a clearly defined disciplinary action (up to and including a 5-day bus suspension) will be taken. If a student receives a bus suspension, the parent will then receive written notification of the date on which the suspension commences and ends. Appropriate school personnel will be advised of this action. In case of bus suspension, the student may attend school during this period, but the parent or legal guardian must make arrangements for the student to be transported to and from the school in a timely fashion (twenty minutes prior to and following the normal school hours).
- If a fourth offense takes place, the student will not be permitted to ride the bus for the duration of the school year.
- In severe cases, such as gross profanity, drugs or alcohol use, pornography, possession of a weapon, blatant rebellion against authority, violence involving another person, or any other serious violations of discipline as outlined in the PCS Parent/Student Handbook, steps 2 and/or 3 may be bypassed because of the severity of the infraction.
- Appeals of disciplinary actions must be submitted in writing to the transportation coordinator.

CAMERA USE AND FILMING

The use of electronic devices during class is prohibited unless directed by the teacher. Students are never permitted to take photos, film, or publicly video stream during class unless directed by the teacher as part of an educational project. The practice of filming or photographing anyone without their knowledge or consent is not permitted and may result in disciplinary action.

Surveillance cameras are used in the building and on our buses for security and safety purposes. Footage from these cameras may be used in disciplinary matters. In these instances, only administration or faculty who are directly involved are permitted to view the surveillance footage. Parents and/or students are not permitted to review footage unless deemed necessary by administration.

CELL PHONES AND ELECTRONIC DEVICES

These items are not to be used during the school day, unless given permission. The school day is between the hours of 8:20 a.m. and 3:05 p.m. The school assumes absolutely no responsibility or liability for the safety and security of student owned electronic devices brought to school or used by students while riding the bus. Devices are to be stored in backpacks or lockers and should be turned off when put away. **If these items are being used during the school day without permission, they will be confiscated.** No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including Computer usage agreements, and/or Bullying Policies

1. **Cell phone use in the classroom, for educational purposes, is at the discretion of the teacher.** Teachers who allow the use of cell phone apps for educational purposes should be very clear in providing the students with instructions for their specific use and potential consequences for misuse. Students are responsible for following the instructions. The use of these devices in class does not constitute approval of their use in other places and at other times.
2. **Picture taking, videotaping, or streaming is NOT PERMITTED at any time.**
3. **Students may not use their cell phones in any situation where there is no adult supervision. This includes between classes, in the bathroom, or at lunch.**
4. **Students should not loan their cell phone or electronic device to another student for any purpose.** We want to respect the decision of parents who have not purchased these devices for their child and who do not want them to have one. Please be respectful of the authority of other parents.
5. **If a student is ill or needs to speak to a parent,** they should ask for permission to be dismissed to the school office. Parents or relatives that need to contact a student during school hours need to call the school office at 724-368-8787 and a message will be given to the students. If a student is ill, they must report to the nurse's office in order to be sent home. **Students are not to contact parents to pick them up.**
6. A student caught with a cell phone during a test will be required to surrender the phone and may receive a zero on the assignment.
7. **The PCS administration reserves the right to confiscate, search, and hold any electronic device whose owner has been reported for misuse.**

Consequence for violating the cell phone policy could include (but are not limited to):

- Confiscating the device until the end of the day, week, or until a parent picks it up
- Detention
- In-School Suspension
- Loss of having cell phone or electronic device on school property
- Dismissal from PCS

CHANGE OF ADDRESS/PHONE NUMBERS/EMAIL ADDRESSES

Please inform the school of all changes of address, phone numbers or email addresses. Otherwise, mailings containing important information may be substantially delayed and may lead to communication problems. All address, email address, phone number, or place of employment changes should be reported to the school office via email (office@ourpcs.org) as soon as you know the new information. Please be sure to keep your FACTs portal updated.

CHAPEL

Elementary and high school chapels are held each week and led by local pastors, missionaries, or special speakers. Parents are welcome to attend. High school students are encouraged to bring their Bibles to

chapel. Chapel services are part of the school day, and students who miss will be required to provide an excuse signed by parents, or they will be marked tardy for the day.

CLEARANCES

In order to volunteer at the school, you must have clearances. **ALL volunteers** (hot lunch, stage helpers, elementary party helpers, etc.) must have the 2 volunteer clearances (Child Abuse and Criminal Record clearances) completed and turned in to the school. In addition, any volunteer who will be working with children one-on-one or may be with students alone (**field trip chaperone**, coach, director, Homeroom Leader, etc.) must also get a third clearance, fingerprinting (Fingerprint Background Check).

You may select "volunteer" for your reason which will make the background check and child abuse clearance free for you unless you are in a paid position. If you have questions about the required clearances or how to do it, please contact the front office.

Individuals volunteering with Portersville Christian School must obtain the following clearances:

[Federal Criminal History Fingerprint Background Check](#)
[Pennsylvania Criminal Record Check-Act 34](#)
[Pennsylvania Child Abuse History-Act 151](#)

Information on applying for these clearances may be found by selecting their link. All clearances can now be done online and printed the same day, except the FBI clearance, as this is a multi-step process. **Use service code 1KG6TR for Fingerprint.**

Clearances must be less than 4 years old. Must update every 48 months.

CHRISTIAN CONDUCT AND DISCIPLINE

CONDUCT

The administration and faculty of the Portersville Christian School believe that school students should be capable of conducting themselves according to Christian standards of behavior and attitude. In submitting ourselves to God through Jesus Christ, we are to recognize and yield to the authority that God has established in the institutions of the school, church, and home. Thus, students should bring their conduct and attitude into harmony with those principles found in God's Word. (Rom.12; Eph. 4:22-32; Col. 3:23-24; Heb.13:16-17)

When students are admitted, they become identified with the school, and their conduct should reflect favorably on themselves and the school. We are instructed in scripture to glorify God in all that we do. Students need to be aware that their actions contribute to a collective impression of Portersville Christian School. We need to do everything we can to project an image that is favorable towards PCS and Christianity in general. Actions that reflect negatively on the reputation of PCS are viewed in a serious light and will result in discussion leading to a disciplinary response. The Scriptures also declare that Christians are to submit to the authority of national, state, and local governments. Therefore, any PCS student found guilty of illegal activities is subject to suspension from PCS. (Rom. 13:1-7) Comments and remarks by parents or students in social media posts that are interpreted as being critical of, or offensive to staff members, board members, other students and parents, or the school in general may lead to the family being asked to leave the school.

Students do not cease becoming a member of the student body at the end of a school day. The school reserves the right to administer disciplinary action, including dismissal, in the event that evidence is provided which points to illegal or immoral activity by a student, whether they are at school, a school activity, or not. Evidence to substantiate such activity can include (but is not limited to) posts or photographs on social media, text messages, or electronic communication such as email, which confirm the student's behavior. Conversations via social media which allude to immoral behavior, or which suggest that the student is not

behaving in a manner consistent with the Christian values and expectations of the school will be interpreted as being equal to the behavior about which they are referencing.

Student Expectations

Take responsibility for learning.

- arrive at school on time
- be prepared for class
- demonstrate a serious and responsible attitude in daily work
- complete homework carefully, thoughtfully, and punctually

Settle differences peacefully.

- respect other people's property and personal space
- no physical or verbal fighting
- don't touch or take what does not belong to you

Follow directions of adults in charge, the first time given.

- look at the speaker
- do not talk back

Show sensitivity to the needs and feelings of others.

- use appropriate language at all times
- don't bully or tease others
- never "boo" someone
- be willing to help and include others
- be friendly and courteous

Move safely through the school.

- never prop school doors open
- never open school doors to allow anyone in the building
- no playing around in the bathrooms or halls
- no running in the building

Be a good steward of the facilities.

- treat the classrooms and other parts of the buildings as you would your own property.
- do not deface or be destructive with school property in any way. This will result in disciplinary action.

Students are expected to act in such a way that demonstrates a respect for the students, faculty, and administration and recognition of their responsibilities in being part of a community. Any students who are consistently disruptive, show a disregard for the needs and rights of other students, and who are in constant social or behavioral conflict with students or faculty are not demonstrating a desire to be included in the school community.

Students, and in some cases parents, who post negative comments and criticisms of fellow students, faculty and staff, or of the school in general, are also not demonstrating the kind of behavior consistent with the expectations of PCS. While it is always our desire to extend grace and offer redemption and restoration in any disciplinary action, the attitude and response of the individual who is being disciplined will be interpreted as a measure of their interest in restoration. Being gracious does not require tolerating rude and disrespectful behavior, and students or parents who exhibit it will be asked to leave.

GUIDELINES FOR STUDENT CONDUCT

Students are expected to conduct themselves in such a way as to demonstrate their personal faith in Christ, the presence of his indwelling Holy Spirit in their life, and in a way that brings glory to His name.

Conduct at Athletic Events

- Any spectator representing PCS at an athletic event, either at home or away, is expected to exhibit Christ-like behavior and to dress in a manner consistent with school policy.
- PCS spectators are to be courteous to those representing other schools. Student or adult spectators who harass players, coaches, or other spectators and engage in negative cheers which cut down

the other team or school may be barred from future attendance at athletic events for a designated period of time.

- Students coming to watch a basketball or volleyball game are to be in the gymnasium. They are not to leave the building and “hang out” outside or go into the main building.

Conduct in the Cafeteria

- Be polite and patient while waiting in line to be served or at the vending machines. Wait your turn; do not cut in line.
- No running in the lunchroom.
- Throwing food is strictly prohibited.
- Students are to eat in the cafeteria or outside on the picnic tables. Students should not be eating lunch in a teacher’s classroom unless there is a specific meeting or purpose.
- Throw away your trash making sure the tabletop and the area under your table are clean.
- Students are not to go to their parked cars or to the student parking lots during the day (even during lunch period) without specific permission from administration.
- Student must be supervised while outside during lunch. If a teacher is not outside, students are not permitted to eat outside.
- Students are not permitted to leave the cafeteria areas without permission of a teacher on lunch duty.

Conduct During Chapel

- Enter chapel in a polite way.
- Become silent when asked to do so.
- Participate in the singing and take time to fellowship with the Lord.
- Give your full attention to those leading the service.
- Do not talk or disturb other students.
- Respect the church facilities that have been so generously offered to us. Do not put your feet up on the pew backs or pew seats, abuse the hymnals, or tamper with the communion cup holders.
- No food or drinks (including water bottles) should be brought to chapel.

Conduct in the Classroom

- Be punctual; sit in your assigned seat before the bell rings.
- Bring everything that is needed for that class (i.e. textbook(s), homework, pen/pencil, etc.).
- Respond to the teacher’s instructions promptly.
- Observe the rules established by each teacher.
- Be attentive to the lesson at hand.
- Students should not sit on tables or place their feet on tables or furniture.

Conduct in the Hallways

- Walk at all times.
- Move on the right side of hallways and staircases.
- Respect the persons moving in the halls: no pushing, punching, name-calling, or behavior that is disrespectful.
- Excessively boisterous, loud behavior is not permitted.
- Students should only walk UP the blue stairs, not down, for safety reasons.
- High School students are not permitted to use the elementary stairs between classes.

Conduct in the Gymnasium

- Used only under the direct supervision of a teacher (this includes before and after school as well as lunch time).
- Only sneakers are to be used on the playing surface.
- All balls or equipment should be put away properly when you are finished.

Alcohol/Drugs/Tobacco/Vaping

Using, possessing, or selling alcohol or illegal or non-prescribed drugs of any kind is not allowed. Prescription drugs must be used only under the direct supervision and knowledge of school personnel. Smoking, possession or use of tobacco in any form, is not allowed at any time on or off campus. Vaping is not permitted at school or at school-sponsored events, on the bus transporting students to school or to a school-sponsored event, or at a bus stop. Possession of devices for vaping is also not permitted, and if found, they will be confiscated and not returned. Possession or use of any of these items will result in major disciplinary action.

Cheating

Our school believes that honesty and trustworthiness are Biblical character traits that should guide student behavior in everything they do, including all of their class work. Cheating on homework or tests, or plagiarizing someone else's work are considered serious offenses and will be treated as such. Teachers are to give students a clear and concise definition of what constitutes either of these offenses. Students are expected to choose a course of action which will not cast any doubt or suspicion on their behavior.

Cheating is defined as any attempt by a student to receive credit for handing in work that they have not performed themselves. This includes everything from looking on someone else's paper to find an answer to a test question, to preparing a "cheat sheet" or other means of hiding answers on one's person, to copying someone else's assignment. If a student gives their work to another student for the purpose of copying it, both students are guilty of cheating.

Plagiarism is a form of cheating which involves copying work that has been published or printed in another source and failing to acknowledge the source and the original author's work. This includes cutting and pasting material from internet websites or copying sentences or paragraphs from books, magazines, other printed material or someone else's work on the same subject.

Teachers have been instructed to give clear directions regarding work done collaboratively in the classroom, so that students have a complete understanding of what constitutes cheating, and what is an acceptable result of group work. If students have doubts or questions about what is expected, they need to consult the teacher before handing anything in.

The possible consequences for students involved in cheating may include, but is not limited to, receiving a zero for that assignment and a major detention or an ISS (In-school suspension). A repeated incident will receive a more severe disciplinary response that may involve suspension or expulsion from school.

Destruction/Defacing of School Property

Any destructive act that results in damage to the school facility or equipment will result in disciplinary action. At minimum, the student will be required to pay compensation for all damages.

Dishonesty/Lying

Healthy relationships are built upon trust. An important component of building trust is telling the truth. Teachers and administrators expect students to do just that. Lying is unacceptable. It breaks down trust and only makes a difficult situation worse. Students found to be lying in combination with a disciplinary matter will receive a much stronger disciplinary action than if they told the truth.

Fighting/Striking Another Student

Fighting, pushing, shoving, or striking another student with the intent to harm them is dangerous and could lead to personal injury. Therefore, incidents of this type are taken very seriously and can lead to disciplinary consequences.

Insubordination

Insubordination is the willful disobedience to the instructions of one who is in authority. This type of behavior will not be tolerated.

Misuse of Social Media

As we partner with parents at PCS we want them to have a mature understanding of the potential problems and issues that can arise from immediate access to communication via the social media outlets and commit to monitoring, limiting, or restricting their children's access to this media. As partners with parents in the education of their children, we will work with you to help teach your children how to appropriately use and handle social media communication, as well as how to protect themselves from potential harmful effects of it.

With the understanding that a student in a Christian school does not cease being either a student, or a Christian, when the school day is over, the school expects students to adhere to its conduct guidelines at all times, which includes their presence on social media outlets. Any posts which are deemed to be inappropriate and which violate the stated disciplinary and conduct code of Portersville Christian School will result in disciplinary action in accordance with the consequences set forth in this handbook for whatever offense is committed, including statements that are interpreted as intimidation or bullying. The posts themselves can and will be used as evidence in any disciplinary action that is taken.

We also ask that parents avoid using social media as a means of discussing or criticizing faculty and staff members, board members, or the policies or decisions made by the school's teachers and leaders. As a parent, you have made a choice to send your children here for a reason, so your conduct on social media should be a positive reflection on the school and its students and staff. Parents have the opportunity to have complaints addressed or have their grievances heard in a manner that is consistent with the scripture and prescribed in the school's policy.

Obscene Language/Materials

Profanity (taking the Lord's name in vain), curse or swear words, and obscene or suggestive language are not acceptable whether spoken, printed or recorded. Possession or distribution of pornographic material is unacceptable as well.

Public Display of Affection

PCS strives to enhance and strengthen a biblical sexual identity in its students. We endorse positive interaction and friendship between males and females. However, conduct with persons of the opposite sex should reflect respect for oneself, the other person and the rest of the community. Public displays of affection between boys and girls (holding hands, arms around each other, sitting on laps, kissing, etc.) are not permitted. The Bible is clear on its instructions of sexual activity outside the bounds of marriage. As a result, students are to use extreme discernment in their physical temptation and activity.

Sexual Identity and Misconduct

We believe that students and their families should have a mature understanding of the Christian faith when it comes to their moral conduct. We expect that students in high school in particular are aware of the Christian principles related to human sexuality, understanding that sexual activity outside of marriage, or bisexual/homosexual activity, falls short of God's will and desire for a fulfilling experience for his human creation. In order to encourage students in their spiritual development, PCS expects them to set boundaries which avoid sexual contact or behavior prior to marriage and any same-sex activity. The administration will determine the means by which students who violate this principle can ask for restoration to their status as a student.

Pre-marital sexual activities by PCS students will not be tolerated. Any student who becomes, or causes another individual to become, pregnant shall upon verification be suspended immediately until a decision by the administration is reached on conditions of continued enrollment. The administration will consider a Biblical path to restoration, understanding that such involves genuine repentance and a desire to seek reconciliation.

Sexual Harassment

It is the policy of PCS that all students be free from sexual harassment in the classroom and school environment. Therefore, sexual harassment is prohibited. Examples of such behavior are lewd or sexually suggestive comments, behavior, and uninvited physical contact. Such actions include, but are not limited to, the following conduct directed at students:

- Unwelcome sexual flirtations, advances, or propositions
- Verbal or written abuse of a sexual nature
- Graphic verbal comments about the student's body
- Sexually degrading words used to describe a student
- Unwelcome and non-consensual physical touching of a sexual nature.

Such conduct should be reported to a teacher or an administrator immediately. Each issue will be dealt with on a case by case basis. Punishment may include detention, suspension, or dismissal.

Stealing/Destruction of Another's Property

Stealing is the taking or borrowing of another's property without stated permission on each occasion. Destruction of another's possessions is just as serious. These types of actions will not be tolerated.

Truancy/Cutting Class

Truancy is the failure to be at school without the permission of a parent or guardian. Skipping or cutting class is defined as not being in class during the prescribed time period without permission from the teacher or an administrator.

Verbal Harassment/Threats of Violence and Bullying

Consistent verbal or emotional harassment and/or physical force or intimidation of any kind, by a student or group of students, runs counter to Biblical principles and PCS expectation. Every student is expected to contribute to a safe and secure environment for all students who attend PCS.

It is very important that when students observe threatening, harassing or violent behavior of other students that they report it immediately to a teacher or to the administrator. Students share in the responsibility of helping maintain the safety and security of the school in this way, and while a student's observation may not result in immediate disciplinary action, it will most definitely contribute to the staff's ability to investigate the behavior and gather enough information to effectively stop the behavior. Student involvement, and the integrity to truthfully report something they've observed will also let the perpetrator know that someone is watching what they are doing, and that can also contribute to stopping it or preventing recurrences.

Bullying is a form of intentional aggressive behavior, which may manifest as abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault or coercion and may be directed persistently towards particular victims, perhaps on grounds of age, race, religion, gender, or ability. The "imbalance of power" may be social power and/or physical power. The victim of bullying is sometimes referred to as a "target."

Bullying consists of three basic types of abuse – emotional, verbal, and physical. It typically involves subtle methods of coercion such as intimidation.

Bullying is difficult to detect. Part of the intimidation and coercion is to convince the victim that there is no intention to hurt them or to convince them that their credibility won't support them if they decide to report the bullying activity. Victims frequently fear the threat of retaliation when a bully is caught, and that adds to the level of intimidation that is experienced.

Students who are involved in bullying will be subject to immediate disciplinary action. It is possible that, depending on the level and extent of the bullying which has taken place, the student may be dismissed from school for an extended period of time, including, but not limited to the remainder of the semester or school year, or permanently.

Students are also expected to report any bullying that they witness, or instances of suspected bullying, to the administrator immediately.

Bullying can include...

- Threats or verbal assault
- Intimidation
- Physical violence, including punching and hitting, shoving or pushing
- Communication (verbal or written) that are interpreted to be intimidating, or taking advantage of the recipient
- Spreading gossip or rumors which are not true, and which are intended to incite other students to participate or endorse the bully's behavior
- Any action interpreted as being intrusive, or intended to cause the victim to feel fearful and to act out of fear

Parents sometimes tend to label any behavior, like name calling, rudeness, pushing and shoving, exclusion, or "being picked on" as "bullying". While those are not acceptable behaviors at school, bullying involves more than just this kind of interaction between students. It may require the observation of parents, teachers and other students. Be aware of mood changes or attitude changes regarding attending school, unusual solitude or isolation, or changes in regular habits.

Signs that a child is being bullied may include:

1. Unexplained injuries
2. Lost or destroyed clothing, books, electronics or jewelry
3. Frequent headaches or stomach aches, feeling sick or faking illnesses
4. Difficulty sleeping, frequent nightmares
5. Declining grades, sudden loss of interest in school, not doing schoolwork
6. Sudden loss of friends and avoidance of social situations
7. Feeling of helplessness or decreasing self-esteem
8. Destructive behaviors, running away or threatening suicide

Indicators that a student may be bullying someone else include:

1. Frequent verbal or physical confrontations
2. Having friends who bully others
3. A noticeable increase in aggressiveness
4. Frequent detentions or principal conferences at school
5. Unexplained money or new possessions
6. A tendency to blame other people for their problems
7. Not accepting responsibility for their own actions
8. Competitive and overly concerned about their own popularity or reputation

Specific behaviors observed at school will be handled as specific disciplinary incidents. Teachers will be notified of students who have a high number of detention violations for confrontational or aggressive behavior. The school reserves the right to request that parents provide professional counseling as a condition of continued enrollment if it is determined that student behavior toward others is considered increasingly confrontational, aggressive or antagonistic toward other students. Whether a student's behavior is evaluated as "bullying" or not, having several major detentions involving conflicts with other students can be considered as reasonable grounds for dismissal from the school.

Weapons

A student having in his possession (displaying or using) a weapon or threatening to use an object that could be classified as a weapon may receive detention, ISS, or suspension.

DISCIPLINE

The purpose of disciplinary action in a Christian school is to make sure that the learning environment is free from disruptions and distractions which make learning difficult and to provide a means to teach students Biblical truths related to self-control and self-discipline. Students are expected to behave in a manner which

demonstrates a healthy level of self-respect as well as recognition of the responsibilities of being part of a Christian educational community.

A Christian school is not an imitation of a public school, and it provides students and their families with an educational atmosphere and environment that is distinctively Christian and noticeably different in the emphasis that is placed on individual responsibility for behavior and on the standards, which are used to determine what is acceptable in this particular school environment.

Students are expected to act in such a way that demonstrates a respect for the students, faculty, and administration and recognition of their responsibilities in being part of a community. Their behavior should also reflect a reasonably mature understanding of the spiritual transformation of a Christian experience. Any students who are consistently disruptive, show a disregard for the needs/rights of other students, are in continuous social conflict and/or are unwilling to resolve such social problems, or are consistently at odds with faculty and/or administration will be asked to leave PCS.

Disciplinary action is always considered prayerfully, with the student being an active participant in the process. A repentant attitude that reflects an understanding of the behavior and its consequences is always considered, and there is always an opportunity for redemption and restoration when students take responsibility for their actions and are willing to turn away from the attitudes and behaviors that do not reflect their Christian faith.

The administration and Portersville Christian School Board reserve the right to suspend or dismiss students at any time.

Classroom Responsibility

Each teacher is responsible for communicating the basic classroom rules to their students and for enforcing them in a manner that is consistent with school policy. Elementary classroom rules will be posted, and consequences and discipline will be handled by the classroom teacher first. Repeated discipline issues and/or serious issues will be referred to administration.

The following expectations are the *minimum required standards* for **all** high school classrooms:

- Students may not bring food or drink into the classroom unless advance permission has been given by the teacher on a special occasion.
- Students should come to class prepared, with the correct textbook, writing instrument, notebook, and any other supplies requested by the teacher.
- Students may not return to their locker to retrieve something they “forgot.”
- Students should wait to ask to use the restroom until the teacher has introduced the lesson and then should only leave the classroom with a pass, one at a time.
- Students are expected to be in their seats, ready for class to start when the bell rings.
- Students are not permitted to sit or put their feet on desks and tables.
- Students are expected to be attentive, participating in the lesson as indication of their interest. Talking to other students, engaging in behavior which disrupts the class or distracts students from paying attention is not permitted.

Classroom Consequence

Unless there are repeated violations, or actions involving disrespect, teachers are expected to administer the consequences of violations of classroom responsibility themselves. In order to build a reasonable level of respect, teachers should avoid relying on the administration for disciplinary action unless the problem does not get resolved, or escalates beyond the classroom level. The following consequences can be used by teachers in the classroom to enforce their rules. Teachers may:

- Issue a verbal warning.
- Limit or withdraw classroom privileges.

- Call parents. This is a *standard practice* and it is expected that when parents are told about a disciplinary problem in a classroom, it will be immediately resolved.
- Issuing a disciplinary referral if previous efforts at classroom control have been ignored.

DISCIPLINARY REFERRAL

A teacher may issue a disciplinary referral if he or she feels a students' behavior has not conformed to their expectations after several attempts at corrective action. The teacher should sign and date the referral and get the students' signature on it as well. The referral should indicate whether the student is receiving a warning, or is being referred to the administrator for further action.

Referrals will be classified as a "warning," a "minor detention" or a "major detention" depending on the nature of the offense and the number of referrals the student has received previously. A **warning** does not generate a cumulative discipline record and generally requires the student to take corrective action regarding the situation that caused it. A **minor detention** becomes part of the student's disciplinary record and contributes to the future disciplinary action upon repeated violations. Two **minor detentions** require the student to serve an after-school detention.

A **major detention** will be accompanied by disciplinary action depending on the frequency and severity of the offense. The minimum consequence for a **major detention** is serving an after-school detention. Repeated **major detentions** will result in in-school suspension, out of school suspension, disciplinary probation, or dismissal from school. Parents will be requested to attend a conference with the administrator following a student's receiving of a second detention as the result of a **major detention**.

Determination of the Level of Infractions and the appropriate discipline up to and including suspension and expulsion shall be based on the circumstances of the individual case considering:

- Severity of misconduct
- Persuasiveness or frequency of misconduct
- Effect on the victim(s)
- Intent of the perpetrator
- Disruption of the school environment
- As deemed by the administration

The list serves as examples of violations and is not meant to be an exhaustive or definitive list.

Examples of Minor Detentions

Food or Drink in Class or restricted area	Talking in class
Unprepared for class	Tardiness to class
Disruptive behavior in class	Sleeping in class
Uncovered book after warning	Use of vending machine without permission
Second unexcused tardy to school in a semester	Unreturned papers needing parent signature
	Dress code violation

Examples of Major Detentions accompanied by After-School Detention

Rude or discourteous behavior	Defiant attitude toward authority
Lack of cooperation	Excessive talking after warnings
Offensive written or verbal language	Lying
Copying another student's work	Disruption/Talking in Chapel
Excessive roughhousing	Third unexcused tardy in a semester

Violations of an Extreme Nature

Students who have committed violations of an extreme nature receive in-school suspension, or may be suspended or dismissed from school immediately. Parents will be notified by telephone and/or by letter. During that time, the administration will determine if the student may return to school or

be dismissed/expelled. If the student is permitted to return to PCS, he or she must meet with the administration prior to returning.

Examples of Violations of an Extreme Nature could include:

- Repeated use of obscenities or profane language
- Defiance or willful disobedience of those in authority; Gross insubordination toward a faculty member, staff member, or administrator
- Sexual immorality
- Possession or distribution of pornography, including texts containing such material, or self-photographed images determined to be sexually suggestive or pornographic in nature
- Drinking, smoking, vaping, or possession of tobacco or alcoholic beverages on or off school property
- Possession, sale, distribution, or use of illegal drugs on or off school property
- Repeated or extreme mistreatment of other students (including harassment, bullying or cyber bullying)
- Possession or use of a weapon of violence on school property
- Committing a serious breach of conduct inside or outside the school which mars the testimony of Christ
- Arson, false alarms or bomb threats
- Repeated and habitual lesser offenses
- Any activity which is determined by administration to be detrimental to the overall well-being of the school or directly against the school's philosophy and guidelines.

AFTER-SCHOOL DETENTION

When a student receives an after-school detention for disciplinary infractions, they will be notified of the date via mail. After-school detentions are typically scheduled every other Tuesday from 3:15-4:15. Detention dates will not be switched to accommodate extracurricular activities (including but not limited to sports and fine arts).

IN-SCHOOL SUSPENSION (ISS)

Students may receive an ISS for violations of school rules. Any student who has already served two detentions in one semester will be subject to two days of ISS upon receiving a third major violation. During ISS, the student will be required to complete class assignments but will receive anywhere from zero credit up to half credit.

If necessary, the student will be placed on **Disciplinary Probation** with a contract defining the limits of their behavior and conduct in order to avoid further consequences.

SATURDAY DETENTION

In certain circumstances, such as the inability to schedule an in-school suspension or detention, a Saturday detention may be scheduled. Students assigned to Saturday Detention must be on time, at the school at 8:00 a.m., prepared to work at tasks which provide service to the school, such as cleaning, moving furniture or equipment, minor painting and repairs, scraping gum off desks, cleaning writing off desks, or other service projects. A fine will be assessed, \$30 for the first Saturday detention and \$40 for each subsequent Saturday detention, to cover the supervision costs. A parent conference may be required of any student assigned to Saturday detention. Students who are assigned to Saturday detention, but who are not present to serve, will be suspended from school for no less than two class days.

DISCIPLINARY PROBATION

A student who earns a major violation, or two minor violations, following an ISS will be placed on disciplinary probation. This will include a conference with the parents, during which a behavior contract will be signed, specifying the consequences of the student's action and the steps that will

be taken if there are further disciplinary incidents. Students on disciplinary probation are ineligible for athletics or fine arts until the terms of the behavior contract have been met. The contract will specify the period of time that the student is on probation.

Students may earn disciplinary probation immediately for (but not limited to) forgery, alteration or interception of a school document, fighting, harassing or threatening another student, anything defined as “bullying” whether physical threats or actual violence, truancy, leaving school without permission, cheating on a test, minor theft, vandalism, or use tobacco products on or off campus.

OUT-OF-SCHOOL SUSPENSION

Out of School Suspension may be the prescribed consequence for students on disciplinary probation or by a behavior contract. However, students and parents should understand that if this consequence is assigned, the student’s enrollment at PCS is in jeopardy. During Out-of-School suspension, students are required to return assignments to the school but will receive a zero on any assignments or tests that they miss.

DISMISSAL FROM PORTERSVILLE CHRISTIAN SCHOOL

Repeated failure to comply with the stated rules of the school is grounds for dismissal. Behavior that leads to dismissal is interpreted as the student’s expression of an unwillingness to comply with expectations that are consistent with the school’s Christian mission and purpose and with the school community’s acceptance of standards which reflect a Christian lifestyle.

The administration and PCS School board reserve the right to dismiss students at any time.

A dismissal will be effective until the end of either the current semester, or the school year, determined by the administrator and specified in the written record. Students who have been dismissed from PCS may re-apply for admission at the beginning of the next school year following their dismissal. The board and the administrator must approve the new application. Students who are readmitted following a dismissal will be on disciplinary probation for one semester following their readmission to the school.

INVESTIGATION AND SUBSTANTIATION OF VIOLATIONS

Parents and students should realize that simply reporting something they see to a teacher or administrator may not result in immediate consequences. It is important to note, in reporting to a teacher or administrator, that multiple witnesses, or some form of corroborating evidence is necessary to administer consequences for a behavior incident involving another student. A teacher, school staff member, or administrator witnessing an action is considered adequate substantiation. Two or more students may also be considered acceptable corroboration of a major violation.

When reporting incidents, parents and students should stick to the facts and not speculate about motives. The names of others present at the time are helpful, as well as any specific details that may pertain to the situation. Understand that **disciplinary action cannot be taken based solely on the word of another student or a second-hand report from a parent.**

Even if you are involved in reporting an incident, you will NOT be given any information about the disposition, including any disciplinary action which may be taken. It is your responsibility to avoid gossip or criticism of those who are in charge of the situation, and you will be held accountable for your behavior.

REDEMPTION AND RESTORATION

Guidance from the Bible regarding student conduct always includes the practice of extending grace. Recognizing that no one would be able to have a relationship with God were it not for the grace extended to us through Christ, PCS offers students who have violated the expected standards of Christian conduct a means to seek reconciliation and have their status as a student restored. Students may ask the administration to consider their actions and render a decision based on a graceful approach to discipline under the following conditions:

1. The student demonstrates an attitude of genuine repentance regarding their behavior, which means not only that they regret it, but that they are committing themselves not to engage in the same behavior again.
2. The student demonstrates an understanding of the impact that their behavior may have had on themselves and on others.
3. The student spends some time separated from the school community for the purpose of reflection on their attitude and to prepare a written report related to their actions, references to scripture which supports the Christian moral perspective, and is reflective on the behavior which occurred, and ways to avoid it in the future.

The student may request to address their classmates regarding their behavior if they choose. This is not with the intention of having the class vote on whether they can come back or not but as a means of fulfilling the Biblical process which involves confession, if appropriate, to fellow students who may have been offended by the behavior and allowing for the opportunity for personal forgiveness and restoration.

There should be an understanding that the administrator may deem that a period of separation between the student and the school is an appropriate and Biblical means of administering discipline. Students may request a hearing and restoration to the student body at the beginning of the next full semester following this suspension of enrollment.

CLASSROOM PARTIES (ELEMENTARY)

Classroom parties are held at different grade levels during the school year. Homeroom leaders and helpers are assigned to elementary classrooms to help organize and run classroom parties and field trips. They may at times communicate with the class to help organize, collect, and plan for events in the classroom. Adequate supervision and help during the party or class event is our number one priority. If a student is having a private party, party invitations need to include the entire class or all boys or all girls if they are to be distributed at school.

Siblings and children who are not members of the class may not be in attendance at class party, nor may they participate in field trips or other activities with the class.

COMMUNICATION GUIDELINES

In consideration of the Biblical admonition related to the tongue found in James 3, as a school community we will strive to keep our communication pleasing to God at all times. This is important for the proper operation of our school as well as for setting an example to our students. Therefore, it is expected that parents, teachers, school staff and students will guide their conversation according to Biblical principles and Christian convictions.

In communicating about matters related to Portersville Christian School, the following principles are expectations:

1. All information and communication is to be kept confidential. Speaking about matters regarding individuals who are not present during the conversation is gossip.
2. No information should be shared with anyone except with appropriate persons who have a definite and identifiable need to know and those who are directly involved. When issues have been brought to the attention of the administration, the resolution does not always become public knowledge. Protecting the confidentiality of faculty, staff, students and parents is essential.
3. When communication of a serious nature is necessary, maintain an attitude of courtesy, respect, sincerity and a willingness to be both graceful and understanding.
4. Matters involving critical statements made of the school, its teachers, staff, administration or families, should be addressed directly to the administrator. Administrative action is not possible if problems are not brought to the attention of the administrator, and the administrator cannot act to resolve a problem that he has heard about through hearsay or gossip.

5. All matters related to the school's educational program, spiritual life, and extracurricular activities that are not resolved with the specific teacher or employee involved should be referred to the administrator.
6. Appeal of an administrative decision or ruling on a school policy is made to the school board, in writing. See section titled, "Communication with the School Board".
7. The school reserves the right to respond to negative comments or criticisms made by parents or students on social media regarding any internal school matter, whether it is student relationships, curriculum or classroom decisions or disciplinary matters, policy decisions, finance issues or any other aspect of the school's operations and business. The school may require negative posts or comments be removed within a specific amount of time, and may use termination of enrollment to enforce its decision.

COMMUNICATION WITH TEACHERS

Teachers and parents are encouraged to have frequent, open communication about the educational experience of students in the classroom. Please feel free to contact your child's teacher with any questions you have regarding their education. Teachers are asked to respond to any contact made by parents within 24 hours of receiving notice that you have called. Please note the following guidelines related to communication with teachers at PCS:

1. You may initiate contact in any way that the teacher has indicated, including calling the office to schedule an appointment or have your call returned, sending an email, or making personal contact in a manner indicated by the teacher. Teacher email addresses are: *first initial.last name@ourpcs.org*, for example j.doe@ourpcs.org.
2. While texting and social media is a convenient way to communicate it is not the preferred communication method between faculty/staff and parents. It is always recommended to email or call a teacher or staff member.
3. All questions or issues related to the classroom will be referred to the teacher first, before any administrator involvement. You should feel free to discuss matters with your child's teacher openly. Teachers are trained professionals and will work with you to find a resolution to the problem. If you are unable to resolve an issue with a teacher to your satisfaction, you may request a conference with the administrator.
4. Matters related to student academics or behavior are kept confidential.
5. Please provide your child's teachers with a means of contacting you directly.
6. Neither teachers nor any other school staff will discuss matters with you that are not directly related to your own child's education experience at PCS. You should not be discussing the resolution of classroom problems or disciplinary matters involving your own children with parents of other students at the school.

COMMUNICATION WITH THE ADMINISTRATION

The administrators of PCS maintain an "open door" policy with regard to communications. Parents who have questions about the operation of the school, academics, discipline, athletics, fine arts or any other aspect of the school's educational offerings are encouraged to make an appointment to speak with an administrator. Constructive feedback and suggestions presented in a Christ-like manner are always welcome.

Issues related to the classroom should be addressed with teachers first, before administrative consultation. The faculty, staff and administration of Portersville Christian School will make every effort to keep its conversation regarding the conduct of school business at a professional level, and follow Biblical instruction in avoiding idle gossip. If the issue is not resolved after this conversation, the parent or teacher may request that the administrator moderate the conversation.

Parents may appear before the board regarding an issue related to the school or its operation (See "Communication with the School Board").

COMMUNICATION WITH THE SCHOOL BOARD

The school board at PCS follows a policy governance model. The board has developed a set of written policies which are instructions regarding the operation of the school's education, extra-curricular, spiritual life, admissions and personnel divisions. Disputes, questions or concerns regarding any of these areas should be addressed to the administrator to resolve.

All questions, concerns or problems in the school must first be addressed to the individuals who are responsible for these areas of operations, to the proper committee if unsatisfied with the resolution, or then to the administrator. After the proper persons have been addressed, an appeal to the board for a ruling on a supervisor or administrator's decision is possible. Individuals wishing to address the board may submit a letter no later than Tuesday at 3:05 p.m., a week prior to the board's next scheduled meeting. The letter must state the specific grievance, and a copy needs to be provided for the board secretary (board@ourpcs.org) and administrator. The board will notify the petitioner if their presence is requested at the meeting or if they will have the opportunity to address the board or not.

CONFERENCING WITH FACULTY AND ADMINISTRATORS

Faculty and the administrators are more than willing to assist students and parents with their needs and concerns and will make time in their schedule to accommodate them. Conferencing or meeting with teachers or administration should be scheduled ahead of time via email or calling the front office.

We ask that everyone follow the Matthew 18 principle when there are issues involving parent, teacher, and student.

- First, approach the teacher to discuss any classroom concerns.
- If a parent is not satisfied after following the first step, a second meeting may be scheduled which would include the parent, teacher, principal/administration.
- If these initial steps to resolve the matter have not satisfied the parent, the administrator will meet with the parent, teacher, and principal for further resolution and reconciliation.

ELEMENTARY PARENT-TEACHER CONFERENCES

Near the end of the first grading period, a day will be set aside for parent-teacher conferences. It is expected that a conference will be held for all elementary students in the fall. There is a second conference day in the spring by parent or teacher request. This will be the time for parents to meet with teachers to discuss the progress of their children. No elementary students will be in school on this day. Parent-teacher conferences are not limited to this special day. Conferences and other contacts between parents and teachers are encouraged at all times throughout the school year. Appointments should be made in advance.

COPIER USE AND STUDENT PRINTING

Students are not permitted to use the school's copiers for any reason. Students are expected to come to school prepared and therefore should have any assignments or papers printed and ready to turn in to their teachers. Students should not plan to print assignments or papers at school.

DANCING AND SCHOOL DANCES

The student body at PCS represents a wide diversity of Christian denominational backgrounds. Because many of our families come from denominational or church backgrounds that do not believe dancing serves a beneficial, spiritual purpose, neither the school, nor any of its associated organizations, will sponsor dances.

Some families associated with the school have organized dances in the past and have extended exclusive invitations to PCS students to attend. Though these events may be promoted through various social media contacts, and students are made aware of them, the school itself does not endorse or promote these activities. Parents should understand that these events are private

parties, and that the supervision of the event, rules for participation, guest list, dress code, and the liability for and safety of all participants, are the sole responsibility of the individuals who make the arrangements, and not the school.

DRESS CODE POLICY

As with other areas related to school policy, the dress code at Portersville Christian School is to reflect the mission and purpose of the school. The two primary purposes of a dress code are 1) to teach students that their appearance is a reflection of their character, and as a result, dress required at school should reflect the perspective of Christian modesty and Christ-like character and 2) to eliminate distractions in the classrooms and school environment which interfere with the ability of the school to accomplish its mission and purpose.

As part of their responsibility in the partnership between PCS and families, parents are expected to be familiar with the dress code and to cooperate and support the school by being aware of what their children are wearing when they leave the house.

The dress code applies to all school-sponsored events, including athletic and fine arts events, as well as events held off campus, such as the sports banquets.

Volunteers, adults in supervision, and chaperones are expected to observe the high school dress code while they serve.

Please see [Appendix A](#) for the High School (7-12) and [Appendix B](#) for Elementary (K-6) dress code.

Dress Down Days

On certain prearranged days, students may be allowed to wear loose-fitting sweat pants or athletic pants when accompanied with visible PCS attire.

After-School and School Sponsored Activities Dress Code

Students are required to be dressed acceptably, in accordance with the dress code, at any school-sponsored event, including athletic events, fine arts events, concerts, or open houses following these guidelines:

- Students participating in events must follow guidelines established by their coach, advisor, and/or director.
- Students may wear loose-fitting sweat pants or athletic pants if it does not go against the established guidelines or if they are simply a spectator.

PE Dress Policy Guidelines

Non-marking tennis shoes must be worn for gym class.

- K-4th – no dress pants, dresses, or dress shoes on PE day.
- Grades 5-12 – Must wear a T-shirt and athletic style shorts (**longer** than fingertip length), sweats or wind pants.

Field Trips or School-Sponsored Trips

Students should be in dress code attire for any field trips or school sponsored trips. Teachers may require dressier attire for some school trips. Students are not to assume that changes in dress code for a field trip are automatic.

Sports Dress Policy for Practices

Clothing worn for sports practices is, by nature, designed to fit to allow movement such as jumping and running and to allow the athlete to cool down naturally. Clothing should not be tight or revealing in nature. Shorts must be **longer** than fingertip length and fit properly, not allowing underwear to be seen. No shirts with ripped-out sleeves or seams may be worn and shorts must be pulled up in the back. Likewise, because it is an athletic activity, cheerleader skirts must come to a point four

inches above the knee when standing or sitting. However, cheerleaders may not wear their uniform skirts to school.

FIELD TRIPS AND SCHOOL-SPONSORED TRIPS

When a field trip is scheduled, it is considered to be an official day of school. Your child is required to attend school unless ill or the absence will be considered unexcused. Written permission must be given by a parent or guardian for students to participate in field trips. Any variation in the school dress code for a particular field trip will be announced. Students are not to assume that changes in dress code for a field trip are automatic. Students are expected to behave in a manner that reflects positively on PCS and failure to do so will result in disciplinary action. Siblings and children of chaperones **may not** participate in field trips. All students and chaperones must ride the bus to and from the school.

FACTS SIS

FACTs SIS is our student management system that provides families with a variety of services, including the ability to check grades and homework, email teachers, update contact information, and order lunches. Each parent and each student is provided with login information (see [Appendix E](#) for login instructions). There is a login link on the www.ourpcs.org website or you may go to www.factsmgt.com. You will need our district code (PORT-PA) and your email address the school has on file to login. Lunches must be ordered on FACTs in advance (See Lunch Section). Contact the office at office@ourpcs.org for any questions or to request a FACTs informational booklet.

FINANCIAL POLICIES

PAYMENTS WITH FACTS MANAGEMENT

FACTs offers a variety of payment arrangements for families, including automatic withdrawal, credit card or debit card, as well as invoice. All families are required to enroll with FACTs.

It is important for families to understand that the school depends on tuition payments for meeting its budget and paying its expenses. The school carefully calculates its expenses and its needs, and the monthly payment cycle for tuition is based on anticipated expenses. If families are late paying their statement, or are carrying past due amounts, it has the effect of making it difficult for the school to pay its bills and provide for the needs of students. If you are past due, you will be contacted by FACTs about getting your account current. There is a late fee that is assessed when scheduled due date payments are missed.

If your account becomes past due, you should notify the finance office immediately and speak to the Finance Administrator. In addition to late fees which are assessed each month that an account is past due, students are not allowed to remain enrolled at PCS if their family's tuition account becomes more than 60 days past due. You will be notified in advance to either make a payment to bring your account to a current status or to make arrangements for your child to attend school elsewhere.

Past Due Policy

1. Families whose payments are not received by the due date will be assessed a late fee of \$30.00.
2. If tuition payments are late for 2 consecutive months the family will receive a statement reflecting the 2 months late fees, along with the 2 months tuition amount due. If the entire balance owed is not paid by the due date of the second month, parents will be notified. Students are not allowed to attend school until the balance is paid or other arrangements have been made with the finance office. If payment is not received in full by the agreed upon date established by the finance administrator, then parents will be required to withdraw their child(ren) from PCS.

3. At the end of the school year, any family with past-due accounts will not receive their child(rens) transcripts until their past due accounts are paid in full.
4. Graduating Seniors—Any graduating senior whose family has a past-due account will be permitted to participate in the graduation ceremony but will receive an empty diploma cover. The actual diploma will only be released after the account is paid in full.
5. **No student will be permitted to begin a new school year if there is tuition owed from the previous year.**
6. Please remember, we are a not-for-profit Christian school and operate on a very tight, very limited budget.

WITHDRAWAL FROM SCHOOL AND WITHDRAWAL FEES

PCS students are automatically re-enrolled for the following year unless the finance office is notified. A re-enrollment fee will be charged to your FACTs account. If you are not planning on returning next year, please notify the finance office as soon as possible.

If the finance office is notified by April 30th that a student is not returning next year, no fee will be assessed. The following fees will be assessed if students are withdrawn after April 30th.

- May 1st-May 14th --\$50 per student
- May 15th-July 14th -- \$100 per student
- July 15th & after -- \$150 per student and monthly tuition is charged.

Re-enrolling in Portersville Christian School is considered to be a commitment to the school. It is crucial to planning for staffing needs, budgeting, purchase of textbooks and supplies, allocation of financial aid, and available space for new students. As we have many classes which approach, or reach capacity enrollment during the summer, it is important for us to be able to communicate with prospective parents if space is available. While we understand that there are circumstances that can prevent your return after you have re-enrolled, advance notice of your intention is the best way for us to keep costs low.

The enrollment fee is always **non-refundable**. Withdrawing after July 15th requires forfeiting one month's tuition and fees. Withdrawing after August 15th requires forfeiting two month's tuition and fees.

If a student withdraws during the school year, the tuition will be calculated through the end of the month in which they withdraw. No records will be released by the school until the withdrawal fee of \$150 and monthly obligation has been met.

COLLEGE WITHIN THE HIGH SCHOOL PAYMENTS

College Within High School Courses through Butler County Community College (BC3) must be paid to BC3 prior to the first day of the course. **Please pay attention to BC3's payment deadlines.**

If your child is not enrolled with BC3 according to their deadlines, your student will not be permitted to attend any of these classes. Should your student decide to withdraw from any of these courses, notification must be made immediately to **BC3** as well as the **College Within High School teacher and Guidance Counselor**. Withdraw, drop/add, and refunds for BC3 classes are set by the college. PCS has no control over the dates, refunds, or amounts set by the college.

Grove City College and Grand Canyon University online course tuition is paid directly to the institutions through the registration portal. The University will not deliver online instruction until the tuition has been paid. Home schooled students taking GCC, GCU, or BC3 courses for high school credit toward their graduation must also pay the high school course fee per high school credit.

HEALTH ISSUES

SCHOOL NURSE

The school nurse at PCS is a trained professional who is either a registered nurse or a licensed vocational nurse. The nurses are trained to follow CDC guidelines when it comes to the administration of school nursing issues. With the understanding that personal health issues are confidential, we ask that parents be respectful of the nurses and their professionalism and avoid discussions about specific illnesses or problems that have occurred at school and how the nurses have handled those issues.

Because schools are places where students gather frequently, share equipment, classroom space, drinking fountains, PE locker rooms and other common areas, we are often dealing with contagious illnesses like strep throat, influenza, conjunctivitis (pink eye), chest and head colds, and other issues like lice. The nurses know the protocols for dealing with these issues and inform the teaching staff about taking precautions in their classrooms. In addition, our nurses have access to nurse who is headquartered at Moraine elementary school in Prospect and who helps with the maintenance and monitoring of our student health records.

EMOTIONAL HEALTH

As a Christian community, God calls us to love each other and bear one another's burdens. Therefore, it is important that when we see others who are hurting, we come alongside them to let them know they are loved. If it is suspected that a student is depressed or feeling as though they want to harm themselves or others, you need to act to ensure their safety and the safety of others. The best place to start would be to talk to a teacher or staff member, the nurse, the guidance counselor, or someone in administration. In addition, don't hesitate to reach out to a trained professional from one of the following organizations.

National Suicide Prevention Lifeline

For free, confidential support for those in distress (24/7)
1-800-273-8255

Safe2Say Something Program

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. Students who wish to report a threat, incident, or someone who is in danger of hurting themselves can contact Safe2Say through the phone number, the website, or through a cell phone app.

Contacting Safe2Say:

- 844-723-2729
- www.safe2saypa.org
- Download the Safe2Say Something App

FIRST AID

Those students receiving minor injuries should report to the nurse's office. If appropriate, treatment will be given by a staff member. If it is more serious in nature and requires professional assessment and care, a parent or emergency contact will be called so the student can be taken to a medical facility. In the event of a serious injury or illness, PCS reserves the right to call emergency personnel to assist in the care of the individual. Every attempt will be made to contact a parent before doing so.

MEDICATIONS

Medications must be kept in the nurse's office and a written permission form (copies can be requested through the nurse's office, nurse@ourpcs.org) must be on file. Students must report to the nurse's office so they can obtain their prescribed dosage. Parents should alert the school when their child is on medication or has a continuing medical condition such as diabetes. Pain

medications (i.e. Tylenol, Advil, etc.) cannot be administered without written permission. The school will have a supply of these medications available for students who have been given permission via FACTs SIS.

ILLNESSES DURING SCHOOL HOURS

If a student becomes ill during the day, the student should ask the teacher's permission to leave the classroom and then report to the nurse's office. **The nurse will determine if the child's parent should be contacted.** If the nurse sends a student home, it will be considered an excused absence. If a student is taken home due to illness, but the student did not follow the proper procedure through the nurse's office, the student will be marked as unexcused (and may receive zeros for assignments missed that day).

When neither parents nor the emergency contact listed can be reached, and the student is too ill to attend class, the student will remain in the nurse's office until someone can be contacted. It is the parent's responsibility to come or send someone for the sick student. Parents should come to the office to check their child out.

PHYSICAL EDUCATION ILLNESS/INJURY POLICY

Regular participation in Physical Education (PE) is needed to fulfill the PCS graduation requirements. If students are ill to the point of being unable to be at least moderately active in PE, then they should not be at school. If your student is injured or ill, please send a note to the PE teacher describing the situation so that his activities can be modified accordingly. Students will not be asked to do unreasonable activities, but they can participate in some manner. If your student has a serious injury or chronic illness, please send a doctor's note to be given to the PE teacher and placed in his file in the office. Only a doctor's note will excuse a child from participating.

HOMEWORK

Homework is an important part of a student's education. These assignments are expected to be done in a neat and correct manner and to be turned in when requested by the teacher. Students should allow sufficient time each day for homework and should use their study hall time conscientiously. Parents of students who observe their children consistently struggling with homework each night or spending little or no time on homework should contact the subject teacher first for further explanation and assistance with the homework assignments.

WEDNESDAY NIGHT HOMEWORK/TESTS

Care will be taken to have limited amounts of schoolwork due on Thursdays to allow students the opportunity to fully participate in Wednesday night church activities. In most instances, homework or projects are not to be due on Thursdays; however, on occasion limited homework assignments may be given. Quizzes or tests are not usually given on Thursday, except when they are announced on Monday, giving students plenty of time to study other than on Wednesday evening. Routine homework may be given daily.

LATE HOMEWORK

Late homework applies to those students who come to class with unprepared assignments or homework.

The following late work policy applies to high school students (grades 7-12) when turning in work late.

- 1 or 2 days late – 10% off assignment or test
- 3-5 days late – 50% off assignment or test
- 5+ days – Student receive a zero and MUST still complete the assignment

The following late work policy applies to elementary students (grades K-6) when turning in late work.

- 1 day late – 5% off assignment or test
- 2 days late – 10% off assignment or test
- 3-5 days late – 50% off assignment or test
- 5+ days – Student receive a zero and MUST still complete the assignment

**Elementary students must work on late work during recess.

MAKE-UP WORK

For unplanned, excused absences, students have one more day than the number of days missed to complete their work. For example, after a one-day absence, students have two days to complete their make-up work; after a two-day absence, students have three days to complete their make-up work. If they fail to make-up their work or test in the specified time period, the late homework policy applies (see above). *Make-up work received in advance related to a pre-arranged absence is due **on the day that the student returns to school**. Also, if a project or test is assigned in advance, and the student is absent on the due date, it is expected that the student will turn in the project or take the test either in advance, or on the day of his return, as directed by the teacher.*

Because of the volume of work associated with extended absences (more than five days), a longer period of time for make-up work may be given as long as the student is making adequate progress towards completing the make-up work at the discretion of the classroom teacher. It is the student's responsibility, not the teacher's, to initiate the make-up homework plan. Make-up tests may be scheduled during study halls, activity period, after school, or during a time that is convenient to the teacher. Please make satisfactory arrangements with your teachers as soon as possible following any absence.

If a student misses a class due to a curricular activity (e.g. field trip) or an extracurricular activity (e.g. basketball game), he is not allowed extra time, as a general rule, to make up the work. For example, if he plays basketball and misses a math class on Tuesday, the student should turn in his work for Tuesday's class prior to leaving for the game and be ready for class on Wednesday.

HOMEWORK, TESTS, ETC.

Because the school believes in honesty and trustworthiness in terms of student schoolwork, cheating on tests or quizzes and copying homework or class projects are considered to be serious offenses. This includes giving someone your homework to copy. If proven, disciplinary action will be taken up to dismissal from PCS.

INTERNET AND TECHNOLOGY POLICY

A student is exposed to a variety of educational resources at Portersville Christian School, including access to the Internet. It is important to be aware that the Internet not only provides educational opportunities but also contains areas which are inappropriate for a student.

PCS takes reasonable precautions to prevent access to such material (i.e. filtering/blocking software, proxy servers, etc.) to ensure that these sites will not be accessed.

The following Acceptable Use Policy is used to govern the Internet usage at school. Any violation of the policy will result in revocation of privileges for that student.

ACCEPTABLE USE POLICY:

Applicability

These procedures shall apply to all users (e.g. students, teachers, and administrators) of telecommunications systems which are entered via equipment and access lines located in Portersville Christian School or to all users who obtain their access privileges through association with the school.

Compliance

All students and staff will comply with all policies and guidelines adopted by Portersville Christian School for the accessing of telecommunications.

Copyrighted Material

In order to protect intellectual property rights and the continued availability of network access, computer software which is protected under the copyright laws will not be transmitted via the network or stored on any school computers without the express written permission of the copyright owner.

CHROMEBOOK AND PERSONAL DEVICE USAGE

PCS has a 1:1 Chromebook initiative for students in grades 9-12. Students will be issued a school-owned Chromebook for use during the school year. These devices are managed by the school and should be used for schoolwork. Students may elect to use a personal device instead as long as it meets requirements.

Please be aware of the following directives regarding school-issued Chromebooks:

- Chromebooks must be brought to school fully charged for use
- Chromebooks are set up so that they can only be used with the student's school Google account/email
- Chromebooks should be kept in the case when not in use to prevent damage
- Chromebooks should be used only by the student to whom it is issued
- Keep Chromebooks free from stickers or other markings
- At the end of the school year, Chromebooks must be turned in with the assigned charger and case for summer maintenance
- The Chromebook should be returned in the condition in which it was issued (normal wear and tear is acceptable)
- Students are not to attempt to modify blocked settings; add new apps, etc.
- Students are responsible for the whereabouts of their Chromebooks (and other personal technology devices). They should not leave them lying around in classrooms, on lockers, or in the cafeteria
- If a Chromebook is damaged, report the damage immediately to the school

CONSEQUENCES OF INAPPROPRIATE NETWORK BEHAVIOR

Repeated or severe infractions of the procedures and guidelines may result in termination of access privileges. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify your teacher or the school administration. Do not demonstrate the problem to other users. Attempts to access the Internet without permission or intentionally bypassing security measures will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer lab network or Internet. Note that electronic mail

(e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files, and communications may be accessed and reviewed by Portersville Christian School personnel and may be accessed by other computer users. Messages relating to or in support of illegal activities will be reported to the authorities.

ACCEPTABLE USE

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. Specific guidelines shall be as follows:

1. Use of the internet, Chromebook, and computers are a privilege and inappropriate use will result in a revocation of those privileges.
2. All use of the internet must be in support of education and research must be consistent with the education objectives of Portersville Christian School.
3. Using technology for non-school related activities is unacceptable without teacher permission.
4. Students may not play computer games unless by consent of the teacher.
5. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to transmission of copyrighted material, threatening or obscene material, or material protected by trade secret.
6. Use of the network for commercial or for-profit purposes is prohibited.
7. Use of the network for personal and private business is prohibited.
8. Use of the network for product advertisement or political lobbying is prohibited.
9. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
10. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
11. All communications and information accessible via the network should be assumed to be private property.
12. No use of the network shall serve to disrupt the use of the network by others; equipment, hardware or software shall not be destroyed, modified, or abused in any way.
13. Malicious use of the network such as developing programs that harass other users, infiltrating a computer or computing system, or damaging the software components of a computer or computing system is prohibited.
14. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network and all illegal activity is forbidden.
15. The illegal installation of copyrighted software is prohibited.
16. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited. The student is responsible for not pursuing material that could be considered offensive.
17. Personal information regarding users may not be provided across the Internet (e.g. last name, pictures, address, or telephone numbers.)
18. Portersville Christian School maintains the right to determine whether specific uses of the network are consistent with acceptable practices.
19. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

KITCHEN USE

The kitchen is off-limits to students unless permission is granted and an adult properly supervises. Please make sure that all utensils, equipment, etc. are cleaned and properly put away. Check that all appliances are turned off. Any garbage should be taken to the dumpster.

LEAVING SCHOOL DURING SCHOOL HOURS

Students are not allowed to leave campus during the school day (normally 8:19 a.m. – 3:05 p.m.). If personal items, textbooks, projects or homework assignments are left at home or elsewhere, arrangements should be made for the delivery of such items to the office. Students who drive and who have a legitimate reason to leave school during the day, such as a doctor's appointment, or a family emergency, must have a signed note giving permission from their parents. If arrangements have not been made in advance, parents must contact the school office before coming to get their children. Children should not text or call their parents from their cell phone to ask them to come and pick them up. Those arrangements must be made through the front office. **Students must be signed out at the main office window before leaving.**

Students may not leave during the day without a legitimate excuse that has been approved in advance by the administration.

Juniors and seniors who have an afternoon job and occasionally need to leave school early to get to work on time may request to leave during 9th period. A copy of the student's work schedule must be submitted at the beginning of the week to the Receptionist and the Principal with the request, specifying which day(s) they would like to leave early. Students leaving early must sign out at the front desk.

Juniors and seniors who have an afternoon job may get a work release, with administrative approval, to leave school after 7th period, provided they have no classes scheduled. The work permit (obtained through the student's home district) and parent permission to leave must be on file in the main office, and students must sign out every day.

LIBRARY

Students may only use the library under the supervision of the librarian or their classroom teacher. The library is for studying, reading, and research purposes. Please respect others who are using the library by working quietly. The librarian has the authority to discipline students who are not respecting the purpose of the library in the following ways: send a student back to study hall or to the administrator, revoke the student's library privileges for a designated period of time, or issue a minor or major detention.

No books are to be taken from the library unless they are properly checked out with the librarian. The computers may be used with the librarian's approval. All returned books must be put in the book drop. Do not place books on the shelf. Failure to return a book on the due date will result in a fine. All lost and damaged books checked out in a student's name will result in charges.

LOCKERS (HIGH SCHOOL)

Lockers are provided for the convenient storage of clothing, books, notebooks, etc. for students in grades 7-12. PCS provides each student with a locker. Students are expected to use their lockers in a responsible manner. The locker should be kept reasonably clean and care should be taken while using the locker to assist in its maintenance. Students should store their items inside their lockers. All items should be stored inside lockers after school. For safety reasons, backpacks or book bags cannot be placed on the floor. Book bags and athletic bags may be placed on top of the lockers but no loose books, papers, lunches, or other items should be placed up there. Students must only use the locker issued to them and may not use any other locker without the permission of administration. Nameplates on lockers are not to be removed or traded. Students are welcome to decorate their lockers with easily removable items. Students are responsible for cleaning and removing all items from their locker (including stickers, decals, tape, etc.) at the end of the school year. **PCS retains the right to inspect or search lockers at any time.**

LOST AND FOUND

Lost and found items are placed in the container near the entrance to the boy's locker room of the gymnasium. Valuables, such as watches, jewelry and glasses will be stored in the main office. Unclaimed items will be given to Christian social service organizations throughout the year.

LUNCH PROGRAM

Menus for meal selection are available on FACTs. Hot lunches need to be ordered in advance using FACTs SIS. Details are provided through the Hot Lunch Coordinator via the Weekly Newsletter. You may direct questions about lunches and ordering lunches to lunch@ourpcs.org. Chips, drinks, and ice cream products are also sold at a reasonable price each day of the week, and microwaves are available to heat food items for students in grades 4-12.

MOTOR VEHICLES AND PARKING (HIGH SCHOOL)

- Students must have written parental permission to drive to school. They must complete the Student Driving Permit Form and submit it to the transportation coordinator. Upon receipt of the completed form, a parking permit will be issued and must be visible in the car.
- Students may not drive to athletic events without the permission of their parents **and** the athletic director.
- Students are not to go to their parked cars or to the student parking lots during the school day (even during lunch period) without a pass from administration and informing the front office who will allow them reentry. Violators will be given a major detention.
- **Students driving will be dismissed at the regular time but are not to leave the parking lot until after the buses have been dismissed and have left the parking lot.**
- Due to the limited number of parking spaces available, it may become necessary to grant the driving privilege to a reduced number of applicants. The priority will be determined as follows:
 - Those who must drive due to limited bus service
 - Seniors
 - Juniors
 - Any others
- The parking lot on the lower level behind the gym will be assigned to seniors only. Juniors and sophomores will park in the lower parking lot. Cars may not pass through the bus loading area between 8:05-8:30 a.m. and 2:55-3:05 p.m. because of safety reasons.
- Parking in the main lot is prohibited unless instructed to do so due to parking lot conditions. Chronic violation of this policy will result in a loss of driving privileges.
- Students are required to observe a 5 mph speed limit in the parking lot, the 15mph school zone limit, and must operate their vehicles in a safe and courteous manner. Unsafe driving practices will lead to a loss of driving privileges.

Student Passengers

Students who ride as a passenger after school in another student's car must have a note from home with permission to be a car rider. This is for your protection and for the school's in case of an accident.

MUSIC GUIDELINES FOR EVENTS AND ACTIVITIES

Music selections for warm-ups prior to athletic events, practices, and other events must be approved. For athletics, music must be approved first by the coach, then the athletic director, who then submits it to the administration for final approval. For other school activities, music must be approved by the event coordinator and administration. Music should be submitted at least 5 days prior to the event for approval.

OVERNIGHT TRIP POLICY

During the school year, there will be opportunities for students to participate in field trips or athletic events which require an overnight, or longer, stay. We want to make sure that we provide for the safety and security of our students, especially in an environment that is not familiar to them.

The example that we set as a Christian school, while away from our campus and community, should be one that brings glory to God and reflects positively on the school. Students who are out of control, unruly, rude, loud, whose behavior demonstrates a lack of respect for the property of others, and a lack of consideration, will be sent home or not allowed to participate in any future trips or events.

1. Any trip related to a school sponsored athletic event, fine arts activity, or field trip involving a class or student group is subject to the school's policies, regardless of who chaperones, or whose vehicle is used for transportation. All participants are required to follow school rules, dress code, and behavior standards, and students are subject to disciplinary action for failure to do so.
2. Parents who serve as chaperones must have current clearances (See clearance section), including the FBI fingerprint clearance. They are expected to follow and enforce all school policies. Any questions about what is or is not correct should be referred to school personnel who are on the trip.
3. School personnel may not share rooms with students. If a school employee is assigned a room that has a connecting door to another room, the door must remain closed and locked.
4. Parents who chaperone may stay in a room with students of the same gender, provided one of the students is their own child. Parents who are the opposite gender of their child who is participating in the event may share a room with their child, but no other students may share the same room. Parents or adults who chaperone an event in which their own child doesn't participate may not share a room with any other students.
5. The ratio of adults to students must be adequate enough to ensure that all students are supervised at all times. There should be enough adults on overnight trips with students from grades K to 8 to ensure that there is an adult of the same gender in every room where students are staying. For students in grades 9-12, a 1:6 ratio of adults to students is considered ideal, and the trip roster must be approved by the administrator. *Students must be accountable to the designated adult chaperones for their whereabouts at all times and may not leave the group without supervision.*
6. The individual in charge of the trip will have a list of all students, approved chaperones, and their room numbers, and will provide a copy to the administrator before leaving. They will also have the cell phone number for every adult chaperone on the trip.
7. Boys are not permitted in girls' rooms, girls are not permitted in boys' rooms AT ANY TIME, even if there is a chaperone present.
8. All school policies and rules are in effect on all trips with students away from the school. This includes the dress code and the conduct code. Adults, including parents, who are chaperones are expected to enforce the rules, be firm, not make exceptions for their own children, and separate their role as a chaperone from that of the students.
9. Students with disciplinary referrals for any major violations or on academic/disciplinary probation may be excluded from overnight trips because of the level of trust required for participation.

PARENT SUPERVISION OF SCHOOL EVENTS

On occasion, parents may be asked to supervise or chaperone events involving their children. When parents are considered to be official “chaperones,” the expectation is that they will take off their “parent” hat and assume the same posture as an adult school employee or teacher. Parents are expected to keep an eye out for student safety, to be firm in enforcing the rules that have been given in order to ensure safety and a good experience, to follow the school’s dress code, and to avoid showing favoritism to their own children or those of their friends.

One of the more frequent complaints we receive involves parents who don’t step up and enforce rules or who attempt to be more of a “friend” than a chaperone. When our students go into public places, they are representing the school, and because we are a Christian school, they are also representing the Christian faith. Children respond in a positive manner to firm, consistent direction. We ask parents who chaperone to become familiar with the rules which will be enforced at the event and to be firm in enforcing order.

PERSONAL FUNDRAISERS

The school administration determines the appropriate nature of fundraisers for personal needs, such as money for mission trips. Students who wish to sell items or raise money through fundraisers at school for personal needs must complete a form and give it to the administrator. Those items which do not directly compete with what the school already provides to raise money may be approved. Those items which compete with what is sold at the school will be declined.

PERSONAL PROPERTY

The school reserves the right to search a student’s personal property at any time. This can include backpacks, athletic bags, pockets, purses, electronic devices, etc. Students must have the following property placed in their locker by 8:19 a.m.—electronics, Air Pods, iPods, headphones/earbuds, fidget spinners, and other similar devices. If such items are in the classroom, they will be confiscated and returned at an appropriate time. Students should also avoid keeping large sums of money in their purses, wallets, pockets, or lockers.

PHYSICAL EDUCATION POLICY FOR JUNIORS AND SENIORS

PCS Juniors and Seniors do not take PE during the regularly scheduled school day. Instead, they receive credit for PE either by participating in a PCS sport during the school year or by tracking hours of physical activity and submitting those documented hours to the PE teacher.

The “exemption” of tracking PE hours will be by month. So, if a junior or senior participates in a fall sport, but not a winter/spring sport, (or the other way around) he or she will need to turn in PE hours for the months without a PCS sport.

For juniors/seniors who begin a sport, but do not complete the season for whatever reason, physical activity may need to be tracked for the portion of the season not played. This decision will be made by administration in consultation with the Athletic Director.

PE credits, like other courses, are awarded by semester. Passing PE is a requirement for graduation.

PROMOTION (ELEMENTARY)

The administration has the discretion of retaining a student for academic progress or social development concerns. This decision would be made only after conferences with the parents, teachers, and administrator. *If a student fails a subject at year-end, the teacher and administration will meet with the parents to determine grade level placement.* A first grader has to have at least a “C” mark in reading and math with the recommendation of the first-grade teacher to pass on to second grade. A sixth-grade student must have a 2.0 grade point average with no failing final grades to be recommended by the faculty for 7th grade.

REQUIRED READING

Students entering grades 7-12 are required to read an assigned number of books over the summer according to their grade level. The list of approved reading material and required assignment will be distributed in late May. Assignments are due the first week of school. Elementary students (grades 1-6) have a required number of minutes of reading over the summer, as well as a requirement for participation in the "BOOK IT!" program, and it is a part of the reading grade. Any books with inappropriate conduct or language are not permitted at school, nor are they to be used for BOOK IT! credit.

SNOW DAYS AND OTHER SCHOOL EMERGENCIES

ONLINE CONTACT SYSTEM

PCS uses One Call Now, an online system which transmits messages about delays or cancellations. Parents can sign up to receive a text, email or phone call to notify them of delays or cancellations. Parents can include an at-work contact number or email as well. This system is also used for scheduling changes for extracurricular activities.

SNOW DELAYS OR CANCELLATIONS

Snow days will be announced through the use of the school's online contact system. Every effort is made to determine the need for snow delays or cancellations before 6:00 a.m. **Notices will also be posted on Facebook and TV channels 2 -KDKA and 11- WPXI.** Parents are advised to check one of these for notification of a delayed opening or school closure.

Early Dismissal

In the event that the school plans to dismiss early due to a forecast of bad weather, we will make this decision the **night before** when possible. We will base our decision on the early evening forecast. Parents may pick their children up early if they feel the weather will interfere with their ability to get home.

Parents need to make sure that the school office has their home phone, work phone and cell phone, and that they can remain in communication with the school at any time during the day. Though it is not the most desirable situation, there may be a time when the weather, power failure, or unseen forces the cancellation of school at some point after the day has begun. We need to be able to contact parents immediately and notify them that we are dismissing early.

VIRTUAL SCHOOL DAYS

The winter and spring months of the year bring school closings and make-up days that over the years have proven disruptive to the school calendar and to the instructional programs for students. Unscheduled closings compromise the quality of the learning process that PCS carefully and deliberately plans and prepares for its students. Unforeseen make-up days impact school-sponsored and personal activities, including planned vacations, faculty professional development programs and other PCS events.

To eliminate the need to extend the school year into the summer or cancel holidays currently scheduled during the spring, PCS will implement virtual school days due to inclement weather (not including delayed openings).

Policies for Virtual School Days

- The policies for virtual days are designed to reduce the impact and disruption to the school calendar and programs when school is closed due to inclement weather or other unforeseen circumstances. They are as follows:
 - Virtual school days will go into effect due to inclement weather (not including delayed openings) after one allotted weather-related cancellation. This will be stated clearly on any school closing announcement and One Call Now.

- Virtual school days will continue to be in effect for weather-related school closings for the remainder of the school year with the guideline of no more than two consecutive days, and no more than five total days during the academic year.
- Check below for additional procedures specific to your student's section.

General Procedures for Virtual Days for Students in Grades K-3

The purpose of the *Virtual Day Packets* is to keep current with curriculum objectives by grade when face-to-face instruction is not possible due to school closings.

- Packets are sent home in anticipation of a snow day or other cancelation due to inclement weather.
- Assignments or activities are due on the day students return to school.
- All students are expected to complete assignments independently, putting forth their personal best effort.
- Additional assignments that are posted for multiple consecutive virtual snow days will be designed to sustain learning experiences that align with the curriculum.
- Students and parents are encouraged to communicate with teachers via email by 3:00 p.m. if there are questions.

General Procedures for Virtual Days for Students in Grades 4-12

Virtual school days will allow our academic schedule to continue uninterrupted, which is vital to both short-term and long-term success. Teachers will create and post lessons on their Google Classrooms by 10:00 a.m.

- Online school days will begin at 10:00 a.m. and conclude at 3:00 p.m.
- Assignments are due as specified by the classroom teacher.
- PCS teachers will be available to students via email for questions or support until 3:30 p.m.
- If a home is without power or there is a problem with connectivity, students must communicate with their teachers once the power or connectivity is restored. Assigned work will be due as assigned by the teacher. However, the due date could be the day that students return to school.
- If multiple consecutive virtual snow days occur, teachers will post assignments for each additional virtual snow day by 10:00 a.m.

STUDY HALLS (HIGH SCHOOL)

Like any other class, you are to be on time and you should come prepared to study hall with what you need for the period. Students on academic probation or AI must use this time for studying or completing assignments. Study halls should be quiet in order to promote a studying environment. Study halls at PCS are possible because of our nine-period schedule, and most students should have long enough to enable them to complete the majority of their homework before leaving school.

You are expected to arrive in study hall on time, with all of the necessary books and materials you will need to work on your assignment during the period. Since there are students in each study hall who are on academic probation, or who are required to use this time for productive work, we ask students to avoid talking and disrupting the work of others. Since study hall time is considered part of the instructional day, students who repeatedly fail to use their study hall time for academic work may be subject to disciplinary action.

TEXTBOOKS

All textbooks belong to PCS and are loaned to students for use during the school year. Students are required to keep all books covered. Textbooks are distributed by the classroom teacher who records the name, number of the textbook, and its condition. Students are responsible for the textbooks issued to them. Any loss of a book should be reported immediately to your subject teacher. If a book is lost, the student must pay for its replacement before he can be issued another

text. If the book is found within a two-week period following the student having purchased another text, the money will be refunded. Fines will be assessed for books that are damaged but still usable.

VENDING MACHINES

The use of vending machines is to be before 8:19 a.m., between periods, during lunch, and after 3:05 p.m. They are not to be used during class time, even during a study hall, throughout the day. Food and/or drink are not to be taken into the classrooms. Elementary students are not permitted to use the vending machines during lunch. Due to the availability of milk and juice, elementary students are not allowed to buy carbonated drinks anytime during the day.

VISITORS/PARENTS/STUDENTS

During school hours visitors/parents (including hot lunch volunteers) must enter the building through the front doors, report to the office, and sign in. The visitor or parent must provide their license to the front office to be scanned through the "Raptor System" and will then be given a visitor's pass. Please call ahead to make an appointment for a visit that would involve the administrator or teacher. Parents are NOT to enter a classroom unannounced. If a parent is coming to leave an item for his child, please stop by the office and leave the item. The office staff will make sure the item is delivered to the student. When leaving, the visitor must return to the office, sign out, and return the visitor's pass. Students are not to bring other student visitors to the school unless they have first cleared this with the office. Only those interested in becoming PCS students will be encouraged to visit. On the day of the visit, the visiting student must have a note from his parents and must stop at the school office for a visitor's badge before visiting classes.

VOLUNTEER HOURS

PCS no longer requires mandatory volunteer hours as part of the enrollment agreement. However, many of the school's programs and events depend on volunteers in order to be successful and keep tuition cost down. PCS desires to partner with families incorporating them in as many programs and events as possible. If you have questions about available activities and programs in which you can volunteer, please email the school at office@ourpcs.org.

WEEKLY NEWSLETTER

The "Weekly Newsletter" is a compilation of school announcements available to every school family. Families are encouraged to receive the Weekly Newsletter via email. For those families not able to receive the Weekly Newsletter via email, a print edition can be made available to you and sent home via one of your children.

THE ADMINISTRATION OF PORTERSVILLE CHRISTIAN SCHOOL RESERVES THE RIGHT TO CHANGE THIS HANDBOOK AT ANY TIME. IN THE EVENT OF A CHANGE, BOTH STUDENTS AND PARENTS WILL BE NOTIFIED. FOLLOWING NOTIFICATION, THE CHANGE WILL BE CONSIDERED PERMANENT.

Portersville Christian School – High School Dress Code 7-12

The dress code is to prescribe what should be worn. It is not designed to anticipate every possibility that might be worn and then forbid it. Please don't make arguments from silence. Ask if you have questions. The final decision regarding dress code is left up to administration.

Why Have a Dress Code?

Our dress code is designed to reflect our conservative Christian beliefs. Here are some benefits of having a dress code:

- To teach students that their appearance does reflect on their character, and as a result, dress should reflect the perspective of Christian modesty and Christ-like character. (Colossians 3:12-17; 1 Timothy 2:9-10; 1 Timothy 4:11-12 1 Corinthians 10:31).
- It helps provide a safe, distraction free learning environment.
- Studies show it can help student achievement as students are more focused on academic achievement rather than their wardrobe.
- A dress code, unlike uniforms, gives students a means to express themselves through appropriate clothing.
- It helps prepare students for the future where many jobs and organizations require a certain dress or even uniforms.

Jewelry

Jewelry must not be a distraction. The following guidelines are to be followed:

- Pierced ears for girls are the only acceptable piercings. **Other piercings that are visible must be empty.**

Hair

- Hair should be neat, clean, and well groomed. If hair is dyed or highlighted, the colors used must be naturally occurring human hair colors. Cases of extreme styles or poor grooming will be addressed individually at the sole discretion of the building administration.
- Students may not wear a hat, hood, or a bandana in the school building during school hours.

Shoes

- Shoes should be worn at all times
- Flip flops with a plug or **Velcro athletic slides** are not appropriate.
- Shoes should have less than a 3" heel.

Make-up

- Make-up must be applied moderately and be natural in appearance.
- Tattoos or other body art (marker or pen drawings or symbols) are not permitted to be visible for boys or girls, while wearing either regular clothing or when dressed for physical education or athletics.
- Boys may not wear makeup, nail polish, or color their nails with marker or ink.

Shorts

- Shorts are to be no more than four inches from the top of the knee when standing and no shorter than mid-thigh when seated.
- **For PE class, athletics, and fine arts practices, shorts must be at least fingertip length.**

Skirts or Dresses

- All skirts or dresses should be no more than two inches from the top of the knee when standing and sitting. (Split skirts or slits should also be no more than two inches from the top of the knee.)

Pants

- All pants must fit properly (not excessively tight, large or baggy, or sagging to the point of immodesty).
- Pants are not allowed to have holes, rips, or frays in them.
- Undergarments are not to be seen.
- No writing across the seat of the pants.
- No sweat suits or sweat pants, athletic style, or cotton pants with drawstrings or elastic waist for high schoolers. The exception for athletic style or sweatpants is for athletes on game days to wear their warm-ups and on school "Dress Down Days".
- Girls may wear leggings, but they must wear a skirt or dress that complies with the two inch above the knee rule.

Shirts

All shirts must meet the following requirements:

- Shirts are not to be tight-fitting or revealing in nature. If the outline of undergarments is visible beneath the shirt, it is considered "too tight".
- Students' clothing must be sleeved, and may not expose their shoulders. Wide necked shirts or sweaters must be worn with a tank top underneath in order to cover the bra straps. Off-the-shoulder shirts are not permitted.
- No cleavage may be showing in front. A camisole or tank top must be worn to cover cleavage if a shirt is low cut, or tends to gap open when the student is bending over.
- T-shirts are permitted as long as they do not have offensive pictures or language, or depict secular rock groups or lyrics. No t-shirts with colors, symbols or language that has a double meaning are permitted.
- Underwear, bras, sports bras, and/or bralettes should not be visible.
- Tops must be long enough so no skin is exposed when both arms are raised in normal activity above the head. If a top shows midriff when arms are raised, it must be worn with an undershirt, camisole, or tank top underneath.
- Lace, sheer materials, thin or see-through material does not count towards coverage.

Dress Down Days

On certain prearranged days, students may be allowed to wear loose-fitting sweat pants or athletics pants when accompanied with visible PCS attire.

After-School, and School Sponsored Activities

Students are required to be dressed acceptably, in accordance with the dress code, at any school-sponsored event, including athletic events, fine arts events, concerts, or open houses following these guidelines:

- Students participating in events must follow guidelines established by their coach, advisor, and/or director.
- Students may wear loose-fitting sweat pants or athletic pants if does not go against the established guidelines or if they are simply a spectator.

Portersville Christian School –Elementary Dress Code K-6th

The dress code is to prescribe what should be worn. It is not designed to anticipate every possibility that might be worn and then forbid it. Please don't make arguments from silence. Ask if you have questions. The final decision regarding dress code is left up to administration

Why Have a Dress Code?

Our dress code is designed to reflect our conservative Christian beliefs. Here are some benefits of having a dress code:

- To teach students that their appearance does reflect on their character, and as a result, dress should reflect the perspective of Christian modesty and Christ-like character. (Colossians 3:12-17; 1 Timothy 2:9-10; 1 Timothy 4:11-12 1 Corinthians 10:31).
- It helps provide a safe, distraction free learning environment.
- Studies show it can help student achievement as students are more focused on academic achievement rather than their wardrobe.
- A dress code, unlike uniforms, give students a means to express themselves through appropriate clothing.
- It helps prepare students for the future where many jobs and organizations require a certain dress or even uniforms.

Jewelry

Jewelry must not be a distraction. The following guidelines are to be followed:

- Pierced ears for girls are the only acceptable piercings. **Other piercings that are visible must be empty.**
- Elementary students should avoid large and dangling jewelry that can get caught at gym and on playground equipment.

Hair

- Hair should be neat, clean, and well groomed. If hair is dyed or highlighted, the colors used must be naturally occurring human hair colors. Cases of extreme styles or poor grooming will be addressed individually at the sole discretion of the building administration.
- Students may not wear a hat, hood, or a bandana in the school building during school hours.

Shoes

- Shoes should be worn at all times.
- High heels and Flip Flops are not permitted.
- Shoes must have heel straps or closed backs.

Make-up

- 6th Grade Girls may wear make-up that is applied moderately and is natural in appearance.
- Tattoos (real or temporary) or other body art (marker or pen drawings or symbols) are not permitted to be visible for boys or girls, while wearing either regular clothing or when dressed for physical education or athletics.
- Boys may not wear makeup, nail polish, or color their nails with marker or ink.

Shorts

- Students are permitted to wear shorts from April 1st-October 31st.
- Shorts are to be no more than four inches from the top of the knee when standing and no shorter than mid-thigh when seated.
- **For PE class, athletics, and fine arts practices, shorts must be at least fingertip length.**

Skirts or Dresses

- All skirts or dresses should be no more than two inches from the top of the knee when standing and sitting. (Split skirts or slits should also be no more than two inches from the top of the knee.)

Pants

- All pants must fit properly (not excessively tight, large or baggy, or sagging to the point of immodesty).
- Pants are not allowed to have holes, rips, or frays in them.
- Undergarments are not to be seen.
- No writing across the seat of the pants.
- Girls may wear leggings, but they must wear a skirt, shirt, or dress that completely covers the student's bottom.
- Students may wear sweat pants, fleece, athletic shorts, and draw string pants that fit properly. PJ pants are not to be worn.

Shirts

All shirts must meet the following requirements:

- Sleeveless garments, but not **tank tops**, are acceptable for K-3rd grade.
- Students' shirts in 4th-6th must be sleeved, and may not expose their shoulders. Wide necked shirts or sweaters must be worn with a tank top underneath in order to cover the bra straps. Off-the-shoulder shirts are not permitted.
- No cleavage may be showing in front. A camisole or tank top must be worn to cover cleavage if a shirt is low cut, or tends to gap open when the student is bending over.
- T-shirts are permitted as long as they do not have offensive pictures or language, or depict secular rock groups or lyrics. No t-shirts with colors, symbols or language that have a double meaning are permitted.
- Underwear, bras, sports bras, and/or bralettes should not be visible.
- Tops must be long enough so no skin is exposed when both arms are raised in normal activity above the head. If a top shows midriff when arms are raised, it must be worn with an undershirt, camisole, or tank top underneath.
- Shear garments or thin shirts must be worn with an undershirt.
- Lace, sheer materials, thin or see-through material does not count towards coverage.

After-School, and School Sponsored Activities

Students are required to be dressed acceptably, in accordance with the dress code, at any school-sponsored event, including athletic events, fine arts events, concerts, or open houses following these guidelines:

- Students participating in events must follow guidelines established by their coach, advisor, and/or director.



Student Planned Absence Form

To be used when the expected absence is 1 or 2 consecutive days

A student may be excused from school with prior approval from administration. These days will count toward the 12 excused absences allotted per school year. Be sure to read and understand the Attendance Policy in the PCS Parent/Student Handbook. Please complete and return this form to the administrative office at least one week (preferably **two weeks**) in advance of your planned absence. The student is required to make up assignments as directed by his/her teacher(s). The parent/guardian will ensure that it is done. If work is requested or given in advance, the student's work is to be completed and turned in **either before the absence or on the day of return as directed by the teacher**. If advanced work is not returned on the day the student returns, the student will be given a **zero**. If work is not given in advance, the student will have the same amount of days plus one to complete the work after s/he returns. (2 days absent=3 days to complete make-up work). The late work policy will be in effect for any work submitted late.

Family _____

Student's Name(s): _____

Grade: _____
Grade: _____

College Visit

College: _____ Date(s) of visit: _____

*Must have college-issued excuse upon return to be considered excused.

Church-related or religious absence

Description: _____

Family Event

Description: _____

*If more than two consecutive days, use the Student Vacation Request Form

Other

Description: _____

Number of Days Requested: _____

First day away from school: _____ Date Returning to school: _____

Parent/Guardian Signature: _____ Date _____

If permission is not granted, we will be in contact with you.

For School use

Administrator Signature: _____ Date: _____

Approved: Yes: _____ No: _____

Last Updated: 6/2021

Teachers to Notify: _____

Date Completed: _____ Initials: _____



Student Vacation Request Form

To be used when expected absence is 3 or more days
To be turned in 2 weeks prior to absence

Family _____

Student's Name(s): _____

Grade: _____
Grade: _____
Grade: _____

A student may be excused from school to participate in an educational trip with prior approval from administration. Please be sure to read and understand the Attendance Policy in the PCS Parent/Student Handbook. Please complete and return this form to the administrative office at least one week (preferably **two weeks**) in advance of your planned absence. Vacation days may not exceed 8 days per school year and be no more than 5 consecutive school days.

The student is required to make up assignments as directed by his/her teacher(s). The parent/guardian will ensure that it is done. If work is requested or given in advance, the student's work is to be completed and turned in **either before the absence or on the day of return, as directed by the teacher**. If advanced work is not returned on the day the student returns, the student will be given a **zero**. If work is not given in advance, the student will have the same amount of days plus one to complete the work after s/he returns. (2 days absent=3 days to complete make-up work). The late work policy will be in effect for any work submitted late. An excuse will still need to be submitted after the absences stating the reason for the absence.

Number of Days Requested: _____

Dates: _____

First day away from school: _____

Return to school: _____

Educational objectives, educational purpose, educational destination, educational places of interest: _____

Parent/Guardian Signature: _____

Date _____

If permission is not granted, we will be in contact with you.

For School use

Administrator Signature: _____

Date: _____

Approved: Yes: ___ No: ___

Teachers to Notify: _____

Date Completed: _____ Initials: _____

Last Updated: 8/2020



Course Drop/Add Form 2021-2022

This form must be submitted no later than Wednesday, October 13, 2021 to drop a first semester course. For a second semester course, this form must be submitted no later than Friday, March 11, 2022.

Student Name: _____

Date: _____

Class to Drop

Class to Add

Reason for the request (required):

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

*Student and Parent signatures are required.

(Office use only)

Recommend schedule change: Yes No
Reason if No: _____

Guidance initials _____

Recommend schedule change: Yes No
Reason if No: _____

Administration initials _____

Request Approved _____
___ Schedule updated
___ Teacher(s) notified

Request Denied _____
___ Student/Parent notified

Reason: _____

FACTs Instructions

PCS parents can keep informed via FACTs. You can check FACTs for homework assignments, grades, lunch menus, family directly, and more.

To create a Parent Account on FACTs:

1. Go to www.factsmgt.com
2. Click on *Parent Login*; then click on *Facts Family Portal*
3. Click Create New Family Portal Account
4. Enter district code of: PORT-PA (district code is not case sensitive)
5. Enter your email address (the one that PCS has on file for you)
6. Click Create Account
7. A FACTs password will be emailed to you



The screenshot shows the 'Family Portal Login' page for account creation. At the top is the FACTs logo, which consists of a colorful geometric shape and the text 'FACTS. A melnet COMPANY'. Below the logo is the title 'Family Portal Login'. There are two input fields: 'District Code: * Required' and 'Email:'. Below the input fields are two buttons: 'Create Account' and 'Back to Login'.

To Log in Using Your Parent Account:

1. Go to www.factsmgt.com
2. Click on Parent Login; then click on Facts Family Portal
3. Enter the district code of: PORT-PA (district code is not case sensitive)
4. Enter your username and password (password is case sensitive)
5. Click on Login



The screenshot shows the 'Family Portal Login' page for logging in. At the top is the FACTs logo, which consists of a colorful geometric shape and the text 'FACTS. A melnet COMPANY'. Below the logo is the title 'Family Portal Login'. There are three input fields: 'District Code:', 'User Name:', and 'Password (case-sensitive):'. Below the input fields is a link: 'Forgot User Name/Password?'. There are three buttons: 'Parent', 'Student', and 'Staff'. Below these buttons is a 'Login' button. At the bottom is a link: 'Create New Family Portal Account'.

Students can create their own FACTs account by following the same procedures and using their school email address.