



Pepperell Christian Academy

School Guide
2010/2011

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BIBLICAL PRINCIPLES

One of the basic reasons that parents enroll their children in a private school is to obtain an education grounded in moral values. PCA uses the Biblically based School of Tomorrow curriculum, which includes Scripture memory passages and references to God and Jesus Christ-all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students sense of responsibility and integrity.

ADMISSION POLICIES

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

All students are expected to comply with the policies of PCA. Attendance at PCA is a privilege and not a right.

To enroll in K-5, a student must be five years old on or before September 1 of that school year.

SUBJECTS

Subjects of study will include, Math, English, Science, Social Studies, Bible, Word Building, and Handwriting as regular courses. Foreign Language and elective courses are available to students as well. During the week, extra-curricular activities such as: art, Physical Education, and Music may also be included. Students have recess every day.

Field trips will be arranged throughout the year. Parents will be notified in advance and signed permission slips will be required for all field trips.

TUITION AND CURRICULUM COSTS

It is imperative that the tuition payment be paid by the 1st of each month in order for us to keep our tuition costs this low. Failure to do this results in delayed payment of teacher's salaries. Payments may be mailed to PCA or sent in with students.

Registration Fee

\$75.00 per student or \$100.00 per family, due by June 1st.

Tuition Fee

1st child - \$2500 per year or \$250 monthly for 10 months

subsequent children - \$1400 per year or \$140 monthly for 10 months

Book Fee – May be paid up front or in four payments – Sept – Dec.

K-4/K-5 - \$250 per year

1st & up - \$350 per year

Failed PACE's will be billed periodically. They are \$7.50 per PACE. A PACE is a Packet of Accelerated Christian Educational Material. It is comparable to a workbook. Most children do 12 PACE's per subject each year. A child who finishes their years work early may need extra PACE's. These are \$3.00 each and will be billed separately

SCHOOL SUPPLIES

Each student will receive a list of school supplies for which parents are responsible to provide.

CLOTHING REGULATIONS AND PERSONAL APPEARANCE

All students must wear the PCA uniform. School attire is to be worn to and from school as well as during school. Where applicable, P.E. attire may be worn from school. If a student has other activities before going home, an exception to this rule may be requested.

Girls

Uniforms are to be purchased from J.B. Edwards Uniforms. To purchase online, please visit www.jbedwarduniforms.com.

1. Girl's skirts are to fall to the bottom of the knee.
2. Girl's blouses/shirts must be buttoned to the clavicle bone and should not be form fitting.
3. Girls may wear black or brown dress shoes or sneakers with white or navy socks or tights. Girls in 7th grade and up may also choose to wear nylons. Platform shoes and extremely high heels are not allowed. No sandals or clogs.
4. Hair should be clean and neatly groomed. No colored hair.
5. No hats are to be worn during school. Only neat, modest jewelry is allowed. One small earring in each ear. One ring per hand. One simple, modest necklace or bracelet. No additional piercing or tattoos.
6. High school girls may use makeup in a modest, limited manner. No girl below 7th grade may wear makeup to school.
7. Care should be taken to insure that the student maintains a high degree of personal cleanliness. This would include wearing clean clothes, bathing on a regular basis, combing hair, and any other practices that would promote cleanliness and personal hygiene.

Boys

1. Uniforms are to be purchased from J.B. Edwards Uniforms. To purchase online or to request a catalog, please visit www.jbedwarduniforms.com.
2. Boys pants should be clean, without holes and worn with a belt. Shirts must be tucked in at all times.
3. Boys may wear black or brown dress shoes or sneakers with white or navy socks. No sandals or boots.
4. Hair should be clean and neatly trimmed, tapered on the sides and back. Hair should not be touching the eyebrows or the collar. Boys should always be clean-shaven with no stubble or facial hair. No colored hair.
5. No jewelry, piercing or tattoos. Exceptions for boys are- watches and class rings.
6. Care should be taken to insure that the student maintains a high degree of personal cleanliness. This would include wearing clean clothes, bathing on a regular basis, combing hair and any other practices that would promote cleanliness and personal hygiene.

Students who attend official school activities after school hours (either on or off campus- ie: sports events etc.) must wear clothing consistent with the school dress code. Also, students remaining on the school premises during the after school hours must remain in school dress.

Note: The final decision on what is proper attire and conduct rests with the school authority.

CASUAL DRESS DAY

Casual dress days may be allowed from time to time. The dress code for a casual dress day is as follows:

Boys – School shirt or school P.E. shirt. Clean, neat jeans or slacks that fit and are worn properly.

Girls – School shirt or school P.E. shirt with a skirt that meets the dress code guidelines. Denim is allowed. No slits above the knee.

CHAPEL DAY

Every Thursday is Chapel day at PCA. All PCA students will attend a chapel service as part of their school day. Dress for chapel day is as follows:

Girls – up to 6th grade – plaid jumper, white blouse, navy or white tights, brown or black dress shoes.

Girls – 7th grade and up – plaid skirt, white blouse, navy or white tights or nylons, brown or black dress shoes.

Boys – navy slacks with belt, long sleeved white PCA dress shirt, plaid tie, black or navy socks and black or brown dress shoes.

PHYSICAL EDUCATION

It is the policy of PCA that no student is excused from the required physical education course without a doctor's written excuse. Forgetting gym clothes on gym day will result in detention. In addition those who have forgotten gym clothes will be asked to "walk the line." This means that while the other students are having gym, they will walk around the perimeter of the playground. We are fortunate to have sensitive and dedicated volunteers who will be coming in to teach physical education and it is required that all students avail themselves of this privilege.

Girls and boys must wear a PCA gym uniform.

STUDENT AUTOMOBILE POLICIES

It is a privilege to be able to drive a car to school.

1. Each driver should be an example of courteous, careful driving habits.
2. Cars are to remain parked in the front parking lot until students leave for the day.
3. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or anytime after school.
4. At no time may a student leave the campus in someone else's vehicle unless a note or a phone call to the office has granted parental permission.

CELL PHONES

All students who carry cellular phones must have them turned off during the academic day from 8:00 – 3:00. If they are turned on during class time they will be confiscated.

SCHOOL HOURS

School hours are from 8:00 a.m. to 3:00 p.m. Students should be dropped off no later than 7:50 a.m. A student not in his seat by 8:00 a.m. sharp will be marked tardy.

DROP OFF AND PICK UP PROCEDURE

Please drive around to the back of the building and drop your child off at the back door. If you are volunteering or have an appointment, please park your car in the front and walk in. Please be prompt in picking up your child at 3:00 and follow the same procedure as for drop off.

ATTENDANCE

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note may be sent in advance. Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, a conference with the parent will be requested. Fifteen absences during the course of one semester may result in expulsion from school. A student is considered tardy if he is not in the Learning Center on time. Continued tardiness will necessitate a conference with parent and principal, possibly leading to loss of student privileges or suspension.

LUNCH AND SNACK

Parents should provide a sack lunch and snack for their child each day. Students are allowed to have "whole food" snacks at their desks between arrival time and morning break. Only "whole food" snacks are allowed at morning break as well. Please request a "whole foods" hand out if you do not already have one. To help enhance students learning throughout the day and to promote good health we request that you send wholesome, healthy foods for your child's lunch as well. No soda or candy please.

TRANSPORTATION

Providing transportation to and from school is the sole responsibility of the parents. Prompt drop off and pick up is expected. Parents will often be called upon to provide transportation for field trips as well.

CONDUCT

The PCA student must at all times conduct himself in a manner which becomes a Christian lady or gentleman. Respect must be demonstrated for authority and self. All students must be obedient to rules and regulations.

1. A student must show respect for the administration and faculty. Disobedience and insolence will be verbally corrected. If further discipline is required parents will be called in.
2. Respect for other students will be expected. Fighting, critical comments, and name-calling will be corrected.
3. Improper speech, vulgarity, profanity (including minced oaths), and lying shall have no place at PCA and will be disciplined. Use only words which glorify the Lord.

4. It is the responsibility of each student to help maintain school property. Marked on, defaced, or broken property is to be replaced at the offending student's expense.
5. Running, shoving, yelling, and undue boisterous behavior will be disciplined.
6. Stealing and cheating are considered very serious and may subject the student to dismissal.
7. Chewing gum is not permitted at any time.
8. Guns, matches, lighters, knives, radios, CD players, ipods, video games and action figures are not allowed at school at any time.
9. Students will adhere to the "six inch" rule. All students should keep "hands off" other students.
10. The following are off limits to all students: other students offices, Learning Center Control Station and files, Computers and related equipment and materials, Learning Center when staff is not in attendance, autos in parking area, medical supply cabinet.
11. All books, magazines and music must be approved by the supervisor upon the student's arrival at school. Only that which has been approved by the staff will be permitted.

DISCIPLINE

Pepperell Christian Academy is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks.

Behavior corrections will be made by the teacher verbally. If the student refuses correction, a meeting will be arranged to discuss this with the parents. If the student and the parents fail to correct the problem, the student may be subject to dismissal from school.

Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt. (We will do the same for you when they gripe about you.)
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

High school students in particular, because of their influence on younger children, are trained to adhere to the school's philosophy and Biblically based program.

PCA is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that all things should be done *decently and in order*; and that our students should be taught to accept the responsibility to "walk honorable before all men."

At PCA it is our goal to maintain a discipline which is firm, consistent, fair, and tempered with love.

ILLNESS

Please do not send your child to school if they are ill. The common cold, flu, strep throat, etc. can easily be spread throughout the classroom. If your child is not feeling well, please do not send him in to “see if he can make it.” This is not fair to your child or the school. Also, please wait a sufficient amount of time after your child has been ill before having him return to school. If your Physician prescribes antibiotics, your child should not return to school until **48 hours** after the first dose is administered. Although it may, at times, be inconvenient, or cause you to miss work, your help and cooperation is needed to provide the healthiest possible environment for all our students.

In the event that a child becomes ill while at school, the teacher will contact the parent to make arrangements for the child to be picked up. Please contact the school if, at any time during the school year, your child’s health status changes in any way.

CONTACTING YOUR CHILDS TEACHER

To contact a teacher, send a note asking the teacher to call, or leave a message with the office. The teacher will return the call as soon as is possible. Many teachers are happy to have you contact them by calling their cell phones and will inform you of how best to reach them at the beginning of each school year. Parents are encouraged to contact the teacher when questions or concerns arise. In addition, parent orientation night, and parent/teacher conferences help to promote a good understanding between parents and the administration/faculty of PCA. Every parent is encouraged to participate in these informative and helpful programs.

COMPUTERS

All students are given an opportunity to learn how to use computers. Every graduate is expected to be computer literate.

HOMEWORK

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home.

TELEPHONE

The telephone in the school is for school/church business. Students will not be allowed to use the phone without express permission from their teacher. Students will not be called out of class to answer the telephone. Please do not call and ask to speak to a student.

ACHIEVEMENT TESTING

Stanford Achievement tests are administered each spring. Appointments may be arranged through the office for parents wishing to discuss achievement test scores.

MACS COMPETITON

All students in 7th grade and up are required to participate in some way in the Massachusetts Association of Christian Schools Competition. Area’s in which they may compete include: athletics, music, art, academics, speech, etc.

CHANGE OF CONTACT INFORMATION

Please notify the school immediately of any change of address or phone number.

EARLY RELEASE DAYS

On early release days, students are to be picked up at 11:30 a.m. unless otherwise specified.

WEATHER CLOSINGS

School closings due to weather will follow the North Middlesex Regional School District. Occasionally, an exception may be made. (such as in the case of a delayed opening) In this case phone calls will be made between 6:00-6:30 a.m.

LOST AND FOUND

There will be a central location for lost and found items. Personal belongings should be labeled to the greatest extent possible. There may be small fee's associated with the retrieval of items from the lost and found. Articles not claimed by the end of each quarter will be given away or thrown away.

VOLUNTEERS

PCA relies on dedicated volunteers. If you can spare some time, from an hour a week to a day a week, we can use you. Please see Pastor Wilder. If you make a commitment to PCA, please keep it because we will count on you being there for your designated time. We thank you in advance.