Princeton Christian Academy

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PARENT/STUDENT HANDBOOK
2026-27

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I. ABOUT PRINCETON CHRISTIAN ACADEMY

Mission Statement

To provide an excellent academic education that submits to the authority of God for the equipping of our students to be effective ambassadors for Jesus Christ.

Purpose Statement

Our purpose is to come alongside parental instruction by providing an excellent education with a Christian worldview. Princeton Christian Academy's goal is to equip students to demonstrate their faith in Jesus Christ through academics, social skills and personal convictions.

Philosophy

Our philosophy is to use education to help each student fully discover, nurture, and utilize his/her God-given talents to live a life that honors God. Parents choose Princeton Christian Academy because they want their children to have a strong academic program centered on Biblical truth. The school is designed to work with parents to help fulfill the responsibility outlined in Deuteronomy 6:5-7.

Christian education at PCA is first based upon God's Word as our standard of comparison with the belief that all knowledge, understanding, and wisdom comes from God. Second, PCA's education presents the truth from the spiritual viewpoint of faith in Jesus Christ. Our strong emphasis on Scripture is designed to help students develop a biblical worldview and shape their minds and characters to reflect Jesus Christ.

DOCTRINE OF FAITH

Section 1. We believe that the scriptures of the Old and New Testaments are given by inspiration of God, and are the only infallible rule of faith and practice and the literal understanding of the author's message grammatically and contextually. (II Timothy 3:16-17) , II Peter 120-21)

Section 2. We believe in one God, the Creator and Ruler of the universe, existing in a divine and incomprehensible Trinity: the Father, the Son, Jesus Christ, and the Holy Spirit, each possessing divine perfection. (Gen 1:1; Matt. 3:16-17; II Cor. 13:14).

Section 3. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God, and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed. (Gen 1:26, Romans 5:12).

Section 4. We believe in the incarnation, death, and bodily resurrection of the Son of God and that salvation is attained only through repentance and faith in Him (Acts 4:12; Eph. 2:8-9).

Section 5. We believe that every believer can and should be assured of his or her salvation, and are kept by God's grace and power, having God's Word as authority for such assurance (I John 5:12-13, Romans 5:1; Rom 8:1, 38-39).

Section 6. We believe that the church of Jesus Christ is made up of all true believers, irrespective of color, race, or denomination (I Cor. 12:13).

Section 7. We believe in the Holy Spirit as a divine person who indwells all believers as instructor and guide (Gal.5:18; Eph 1:13-14).

Section 8. We believe in a separated walk of life, and that the believer is accountable to God and those around us and therefore, we should live in such a manner as to not bring a reproach upon our Savior according to (II Cor. 6:17-18 and II Cor. 7:1; Rom 12:1-2).

Section 9. We believe in the eternal bliss of the redeemed in glory, and in the eternal punishment of the lost in hell (Rev. 22:1-5, Matt. 25:41).

Section 10. We believe in a personal devil, and his hosts who goes about as a roaring lion and as an angel of light seeking whom he may devour (I Peter 5:8, II Cor.11:14).

Section 11. We believe in the angels as God's ministering spirits (Heb. 1:14).

Section 12. We believe in the personal, imminent, and pre-millennial return of our Lord Jesus Christ (I Thess. 4:16-17).

Section 13. We believe that God has instituted marriage, and that it is between one man and one woman. (Gen 1:27, Mark 10:6-9

Statement of Parent Cooperation

1. We will extend our support to Princeton Christian Academy staff and Administration. We recognize that for our child to make good progress in their work, it is essential that they have confidence in the teacher and school. Therefore, we will do all in our power to see that our child obeys the staff and rules of the Academy. We will not undermine the school, administration, or staff. If we have suggestions, we will quietly take them to the proper person.

2. We will not try to change the Academy, but if our child does not respond or conform to the School, we will withdraw him/her quickly and quietly.

3. We grant permission for the school to discipline our child as necessary. We understand that our student is subject to dismissal at any time.

4. We have read the Parent/Student Handbook and agree to be governed by it.

5. We agree to meet our financial obligations in a timely manner and to support all fundraising efforts of the school when possible.

6. We commit to be as actively involved in the life of PCA as possible by volunteering our time, talent, and treasures when possible.

7. We agree to read all communications from the school and to request clarification when necessary.

8. We agree to know who our child(ren)'s teachers are and to observe parent-teacher conferences and boundaries.

9. We understand that assessment will be made to cover damage to the school and/or books, etc.

10. We give permission for the Academy to request records from our child's previous school.

11. We will promote PCA and speak well of it to others.

12. We consider it a privilege to have the opportunity to send our child to the Princeton Christian Academy and shall endeavor to support and uphold the principles, practices, and education policies of the Academy in every way.

Princeton Christian Academy Personnel

The faculty and staff of Princeton Christian Academy (PCA or Academy) are committed to providing students with the finest Christian education possible. Our teachers are encouraged specifically to integrate Biblical teaching in all aspects of the curriculum. Our support staff shares this same commitment. All board members, teachers, and administrators of PCA must understand and affirm our purpose and statement of faith; we will expect parents to consent to having their children educated on the basis of our constitution.

PCA School Board Members

Kevin Bullington – Chairman & Princeton Bible Church Liaison
Pastor Justin Bullington, Principal (ex officio) Marty Kiser, Vice-Principal (ex officio)
Marilyn Jensen Audrey Bullington Chariss Hoffman Jeff Huber, Treasurer
Pastor Curtis Odell Steve Lunger

PCA Faculty

Administrator	Pastor Curtis Odell
Administrator	Mr. Steve Lunger
Principal, 6-8 Chapel, 9-12 Bible	Pastor Justin Bullington
Activities/Athletic Director, HS Homeroom	Mr. Kevin Bullington
Vice-Principal, 8th Lang. Arts, HS Literature	Mrs. Marty Kiser
Office Administrator	Mrs. Christina Eggers
SonShine Preschool	Mrs. Holly Harris
Kindergarten	Mrs. Ashley Person
1st grade	Mrs. Kate Butler
2nd grade	Mrs. Wendy Bickett
3rd grade	Mrs. Jeralyn Glass
4th grade	Mrs. Beverly Odell
5th grade	Mr. Tony Clausen
6th Homeroom, Jr. High Science, 6th History, Student Support	Mrs. Lisa Baker
Asst. Athletic Director, 7th Homeroom, 7th-12th History	Mrs. Katie McCoy
8th Homeroom, 6-12 Math, Head of High School	Mr. Michael Luft
6th/7th Language Arts	Mrs. Kendra Ross
6-8 Bible, HS Science	Mr. Dan Hartsough
K-12 Foreign Language	Mrs. Laura Richey
Student Support Services	Mrs. Deb Bullington
Jr. High/HS Choir	Mrs. Vickie Holmes
K-5 Chapel	Miss Chariss Hoffman
K–12 Physical Education	Mrs. Cherie House
K-8 Library	Mrs. Pam Friel
K-12 Art	Ms. Lorissa Hooper
Elementary Music	Mrs. Rachael Moore
K-12 Computer	Mr. Jeff Huber
Reading/Math Aide, Preschool Aide	Miss Beverly Neff
Food Service	Mrs. Maria Crew
	Mrs. Beth Schultz
Noon Recess Supervisor	Mrs. Cheryl Thierry
Custodian	Keith Barnett

REVISION NOTICE – The School Board and Administration reserve the right to change any policy or procedure at any time that it deems to be in the best interest of the school.

PCA Organizational Structure

As a Christian community we make a special effort to follow Matthew 18 when dealing with broken or strained relationships. The first step in God's plan of due process is to go and speak with the person with whom we have a problem. In many cases, the issue will be resolved with this meeting. If, after speaking with the individual, the matter is not resolved, another person may be enlisted to help resolve the matter.

All too frequently we are tempted to go to everyone but the source when dealing with conflict. Parents are encouraged to contact the teacher directly about classroom concerns. As a church-sponsored ministry, the Princeton Bible Church and its board govern Princeton Christian Academy. PCA's avenue for due process is outlined below.

Problem or concern
↓
Teacher
↓
Principal
↓
Superintendent
↓
PCA Board
↓
Princeton Bible Church Board
↓
Princeton Bible Church Members

Each level of authority has a certain jurisdiction that will be honored and supported by the others. This structure is designed to protect the unity of believers and the ministry of PCA. We believe that by this method, truth and justice will prevail and the Lord Jesus Christ will be exalted.

History

Princeton Christian Academy opened its first school year in 1981 with 19 students in kindergarten through third grade. In 1982, fourth and fifth grades were added and sixth grade followed the next year. In faith, Princeton Bible Church broke ground in 1993 for the addition of a new educational wing, gymnasium, new kitchen, and offices. Seventh and eighth grades were added in the year 2000 along with a new library and computer lab. To accommodate increasing enrollment, a new elementary wing was added in 2003. In fall 2006, PCA celebrated its 25th anniversary and in 2016, celebrated 35 years of Bible-based education to the students of the Bureau County area.

II. ADMISSION POLICY AND PROCEDURE

Policy

Admission to PCA is based on a clear understanding between the school and parents of purposes and policies. It is impossible for a positive learning environment to exist unless the parents agree with the direction and guidelines of the school. Because full parent-school cooperation is vital, PCA requires each parent/legal guardian to sign the Statement of Parent Cooperation form at the beginning of each school year (see page 2).

Attendance at PCA is a privilege. PCA may dismiss any student if the administration and faculty determine that his/her conduct or attitude is detrimental to the overall program of PCA.
PCA admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and/or athletic and other school-administered programs. PCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with PCA administration and to abide by its policies. All students must convey a genuine desire to attend PCA and agree to honestly and wholeheartedly apply to the principle of 2 Timothy 2:15 which says students should show themselves approved unto God. They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Procedures for Returning Students

Returning students from preschool through grade twelve have first priority and are to re-enroll beginning in late January prior to the year of enrollment. Each year, parents of returning students must complete updated registration forms on TADS. Registration is not final until all fees have been paid for the previous school year. Families not completing the enrollment process during this period forfeit their guarantee of a spot in the class and later enrollment is subject to the class size policy.

Procedures for New Students

Open registration to the public begins late February prior to the year of enrollment. Parents interested in enrolling a student at PCA should follow these steps:

1. Parents are welcome to go to princetonchristianacademy.org and click on the Enrollment button to receive enrollment information. Or, upon request, parents will be sent an information packet about PCA, including fees and enrollment procedures.
2. You may begin the registration on TADS or after reading the information packet. We will call you to set up an appointment for an interview with the Principal. This interview is to help new families become acquainted with the philosophy and procedures of PCA. Any special needs, discipline problems, or academic struggles of the student need to be disclosed at the interview. A probationary period may be used to determine admission.
3. There will be screening of new students of any grade level to determine placement at PCA.
4. If the student is accepted, all registration forms must be completed on TADS, all registration fees must be paid, and all records must be turned in to the office to finalize the registration process. <u>Enrollment is not considered complete until all fees are paid and forms turned in.</u> Students will be accepted in the order of the date that both the application and application fees are received, and according to classroom capacity.

Students must be five years of age by September 1st to begin Kindergarten.

Students may not be accepted if they have been expelled, or required to withdraw from another school, public or private. Admission to PCA will be considered only after thorough investigation into the disciplinary action. After investigating the expulsion, the decision will be made by school administration.

PCA does not have the capability to support severe special needs students. Students will not be accepted if they have learning, behavioral or psychological disorders that create needs which cannot be met primarily in the regular mainstreamed classroom.

III. FEES AND FINANCIAL INFORMATION

We believe that tuition payments are an investment in your child's education and Christian development. Each year specific figures for the registration fee, tuition, and other fees are published.

Registration Fee

The registration fee is paid online at TADS at the time of registration. Payment of this fee retains a place in the class until student screenings and parent conferences are completed and the application is accepted. This fee is paid per student and is non-refundable unless the student is not accepted into school.

Tuition

PCA families have three options for paying tuition in TADS:

1. **Full Payment.** Pay in full on or before August 20.
2. **Biannual Payment.** Pay 50% on or before August 20 and 50% on or before January 20.
3. **Twelve Monthly Payments.** Pay monthly through **TADS.** Monthly payments begin in July continuing to June of the next year.

Students who attend a partial year will be charged monthly tuition for each month of attendance whether it is a full month or a partial month. This applies for students who register after the first day of school as well.

Delinquent Accounts

It is the responsibility of each family to inform the administration of changes to their preferred tuition payment plan. When an account becomes delinquent, a reminder letter is sent. Tuition that is 30 days past due will require a conference with an administrator. Non-payment of tuition may result in suspension of the student until such a time that the parents have complied with the Board's recommendations.

For the sake of your family's security and for the general financial stability of our school, we encourage parents or guardians to contact the school office or administration as soon as possible when you are experiencing financial difficulties.

Families with delinquent accounts may not enroll their children in the following school year until their past due account is paid in full. All previously unpaid tuition must be paid by July 1 if a student is to be re-admitted on the first day of class for a new school year.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year.

Financial Aid

Financial Aid is for families with limited income. **TADS** processes all requests for financial aid on a first-come, first-served basis. *It is in the family's best interests to apply as soon as possible after enrollment for the best chances of receiving financial aid for the following school year.* To begin the process, visit PCA's website at princeton-christianacademy.org and click on the **Financial Aid** button located at the top right of screen. This takes you directly into the application process. After completion, a processing fee will need to be paid by credit card. Please follow any other directions given

as to what tax forms will need to be sent in. The school will notify each family of the financial aid that has been approved.

Insurance

Vehicle As with any school, public or private, PCA's insurance carrier does not extend its liability coverage as primary coverage to any privately-owned vehicle used for school purposes, such as field trips. Any liability coverage that the vehicle's owner has is considered the primary coverage.

The school carrier does have Hired & Non-Owned Auto Liability coverage, but on an excess basis only. PCA desires that anyone driving or allowing their vehicle to be used for school purposes be aware of this situation. The Academy insists that such primary coverage is in place on any vehicle used for school-sponsored events. A form is located in the office for you to complete if your vehicle is to be used for any school function. You will need to have your insurance carrier's name, policy number and the coverage period.

IV. ACADEMIC INFORMATION

Students at PCA receive a solid curriculum grounded in God's Word. Our teachers have been specifically trained to integrate the Christian faith in all areas of the curriculum. Scripture provides the foundation for all learning. Our curriculum is reviewed and updated regularly.

Curriculum

ABeka is the primary curriculum at PCA. ABeka provides a strong phonics program, teaches reading in kindergarten, emphasizes character training and patriotism, and teaches the Bible as a separate study. All instruction is done in the traditional, teacher-oriented classroom.

Art Instruction is provided once a week for all students in grades K-8. It is an elective for HS students.

Bible Bible is taught as a separate subject at every grade level as well as being incorporated in other subjects.

Computers Students in Kindergarten-HS will practice keyboarding skills and other computer concepts once a week at school.

Library Kindergarten-8th grades are provided weekly library time. Students are encouraged to use our school library and the public library to enrich his/her learning experience.

Music Instruction is provided once a week for all students in Kindergarten-5th grades. Choir is offered for grades 6-12.

Physical Education

Physical education classes are offered to Kindergarten-HS. If girls wear dresses, they should also bring shorts to wear for P.E. Only non-marking tennis shoes are appropriate for the gymnasium. All students will participate in P.E. unless a written medical excuse from the parent is brought to the teacher. A doctor's written excuse will be required for repeated or extended situations.

Foreign Language

Spanish is offered to Pre-school-HS grades. French is offered to our HS students.

Grading Scale

The purpose of a grade-reporting system is to provide both parents and students concrete information indicating academic progress, attitude evaluation, and behavioral cooperation. Grade reports are given out every nine weeks on the Wednesday following the end of the grading period. The grading scale is as follows:

99.00-100.00 = A+	80.00-82.99 = B-	63.00-66.99 = D
93.00-98.99 = A	77.00-79.99 = C+	60.00-62.99 = D-
90.00-92.99 = A-	73.00-76.99 = C	0.00-59.99 = F
87.00-89.99 = B+	70.00-72.99 = C-	
83.00-86.99 = B	67.00-69.99 = D+	

Kindergarten, along with some electives, is evaluated on a number scale.

Graduation

Graduation ceremonies for 8th grade and High School will be held on the last weekend of the school year. All speeches, music, and other parts of this or any public program must be approved by the PCA administration.

Homework

PCA seeks to set reasonable goals for homework that will accomplish the purpose of teaching principles and reinforcing material covered in class. Homework also presents an opportunity for parents to spend time with their child and to become involved in what he/she is learning in school. We encourage parents to help with drills, review, memory work, etc., but parents should not actually do the homework for their child in order to improve his/her grades. In support of mid-week church activities, homework is not typically assigned on Wednesdays. High quality work is the expectation of all students enrolled at PCA.

Grades 1st -5th: Generally, homework increases with the child's age. In elementary grades, students who have not completed their homework and have not had it signed by the parent will complete it at discretion of the teacher.

Grades 6th-8th: Assignments must be: Complete, on time, and written properly. Incomplete assignments will be graded; however, no extra credit points will be given on incomplete assignments.

- Homework assignments not turned in before or at class time may result in a reduced grade.
- All homework must be turned in so that learning takes place. The only acceptable excuse for not completing homework is student illness or a written note from a parent or doctor stating that an emergency prevented the homework from being done.
- Students who habitually fail to do homework may be referred to an administrator.

- Phone privileges will not be given to call home about forgotten homework.

Honor Roll

The Honor Roll is made up of students in grades seventh through twelfth and consists of two levels: High Honors and Honors. Students receiving High Honors must have a grade point average of 3.7 or better and have no grade lower than a B. Students receiving Honors must have a grade point average of 3.3 or better. Any student acquiring a "D", "F", or "U" in any area will be ineligible for the Honor Roll.

Make-up Work

Excused Absences Make-up work will be permitted in cases of excused absences only (see page 10 under ATTENDANCE for a definition of Excused Absences). One make-up day will be allowed for each day of excused absence. Parents are asked to consult the teacher concerning make-up work when their child has been absent.

Prearranged Absences Assignments must be completed either prior to the absence or on the day the student returns to school. Make-up test dates will also be approved by the teacher. A zero may assigned to any homework that is not submitted upon the student's return to class (see page 10 under ATTENDANCE for a definition of Prearranged Absences).

Unexcused Absences Students who receive an unexcused absence will be given a zero grade for all assignments, quizzes, or tests missed during the unexcused absence (see page 11 under ATTENDANCE for the definition of Unexcused Absences).

Parent/Teacher Conferences

Formal parent-teacher conferences are arranged by the teacher at special times during the year. Parents are expected to attend and participate in these conferences. Additional conferences may be held anytime at the request of a parent or teacher.

Student Progress

Parents and guardians can monitor student progress any time, using the *educate* app.

Report Cards

Report cards are made available via *educate* every nine weeks. Parents are encouraged to review the report card with their child(ren). Hard copies of the final report card shall be made available at the end of the school year.

SonShine Preschool

Children's physical, intellectual, social and emotional growth occurs in stages. In order to set up and maintain a developmentally appropriate learning environment, SonShine Preschool offers a Monday, Wednesday, Friday morning class from 8:00 a.m. to 11:00 a.m. A Tuesday, Thursday class may also be offered if enrollment for the first class exceeds the limit of children.

Standardized Testing

PCA administers the IOWA Achievement Test in 2nd, 4th, 6th, and 8th grades each spring. Parents and students are asked to take these tests very seriously.

V. ATTENDANCE POLICY

To gain as much as possible from school experiences, a student must attend school regularly and punctually. No amount of take-home work can replace the teaching done in the classroom. So that academic credibility is not damaged, excessive absences may result in a student's retention in the same grade.

Parents are required to call the school office no later than 8:45 a.m. if their child will not be attending that day.

Excused Absences

While regular attendance at school is very important, we recognize that there will be times when parents need to have their children miss school. Teachers are not expected to re-teach subject matter when parents choose to have their children miss school. We strongly encourage parents to keep these kinds of absences to a minimum. An excused absence includes, but is not limited to, the following:

Personal Illness This includes doctor/dental appointments.

Extended Illness A student who is unable to attend school due to extended illness must still have his tuition paid during his absence in order to retain his enrollment status.

Death of an Immediate Family Member or Funerals of Close Relatives or Friends

Prearranged Any student who will be absent for one day or more because of an appointment, a family trip, etc., must complete a *Prearranged Absence Form* prior to the absence. This form must be completed by the parent, signed by the principal and presented to the homeroom teacher at least one week prior to the absence. Homework and make-up test dates should be prearranged with the teacher. The student will receive a zero for assignments not submitted upon his/her return.

Unexcused Absences

Absences not called in by the parents will be considered unexcused and make-up work will not be permitted. Chronic absences or tardiness will be referred to the administration and may result in suspension or dismissal.

Tardy

Tardiness is considered truancy in the State of Illinois. Therefore, Princeton Christian Academy considers tardiness a serious matter. Tardiness and absenteeism are recorded permanently in the student's files. Besides it being a legal issue, tardiness is disrespectful and causes inconvenience to classroom teachers and the school as a whole.

A student is tardy if he enters his classroom after 8:00 a.m. Any tardy student must be accompanied to the school office by the adult who brought him to school (parent or carpool driver). Once the student's tardiness has been recorded, the student must be escorted by the responsible adult to his/her class. This prevents the tardy student from wandering the halls unsupervised. Once the student is admitted to class, the adult is free to go.

Because of the legal liability, chronic tardiness of 10 tardies will result in contact of the parent by the teacher or administration. If not corrected, consequences may include suspension or dismissal.

VI. CONDUCT CODE

Students attending PCA are expected to conduct themselves at all times in a manner which is honoring to God. The Academy is striving to create an atmosphere conducive to learning and to develop positive habits in each student's life. The Academy will encourage good conduct with admonitions and punishment. Wise students will "judge themselves lest they be judged" and trust God to mold them into the people He wants them to be.

Students are encouraged to display:

1) kindness
2) courtesy
3) patience
4) helpfulness
5) faithfulness
6) obedience
7) thankfulness
8) orderliness
9) respectfulness
10) eagerness
11) cheerfulness
12) honesty

Basic classroom rules for students include:

- Be on time
- Follow directions the <u>first</u> time they are given
- Raise your hand and wait to be called upon before speaking
- Keep your hands, feet, and objects to yourself
- Come to class with necessary supplies and prepared to work
- No gum chewing

Harassment Policy

The harassing or bullying of another person is prohibited. "Harassing" or "bullying" means: *any intentional verbal, written, or physical act directed toward another individual for the purpose of tormenting, disturbing, worrying, or assaulting that person.* **<u>PCA absolutely will not tolerate harassment or bullying of its students or teachers either by other students or adults.</u>**

PCA prohibits unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, such as, but not limited to:

- crude or suggestive remarks directed at an individual based upon that individual's gender
- sexual proposition advances
- solicitation activity by promise of reward
- coercion of sex by threat of punishment
- sexual crimes

Students who believe they are victims of harassment are encouraged to report the matter to the Superintendent or the Principal. Any allegations will be reviewed by the administration for appropriate action. The student's parent/guardian will be notified of the grievance and will be kept informed of the investigation's findings. Students involved in the harassment of another person will be subject, but not limited to, one or more of the following disciplinary actions:

1. Conference with parents/guardians
2. Suspension for up to 10 days

3. Referral to appropriate law enforcement agency
4. Removal from extra-curricular and athletic activities
5. Expulsion

Gym Rules

Before school and after school, students are to assemble in the gym and wait until they are either dismissed to class or released to go home (see also Arrival and Dismissal Procedures, page 15). Rules for conduct during this time are as follows:

1. All PCA students are to be in the gym together.
2. This time is for socializing, not for developing athletic skill. Therefore, there is to be no running or ball playing.
3. In socializing, be certain not to stand in doorways, blocking the entrance of others.
4. All students will be dismissed to class at 7:50 a.m. before school. Students will be released by a teacher to go home when their parent or carpool driver arrives after 3:00 p.m.
5. Remember to be courteous, kind, and respectful of others, as always.

VII. DRESS CODE

"You shall be my witness." (Acts 1:8) We are constantly witnessing to others through the way we work, play, walk, talk, and dress. Our students and staff are expected to dress in a manner worthy of their calling as Christians. Students' dress is the primary responsibility of the parents. The dress code requires good cooperation between families and the school and applies to all school functions.

Girls

Clothing worn by PCA girls must always exhibit modesty, femininity, and neatness. Acceptable attire includes:

- Dresses, skirts, culottes, and jumpers must be no more than 2" above the knee.
- Loose-fitting dress slacks and Capri slacks, knee-length shorts, and jeans that are not worn or torn.
- Tops that cover skin and underwear when arms are raised. Sleeveless tops may be worn as long as the sleeve comes to the shoulder.
- Jeggings, leggings and 'skinny' jeans may be worn when the top or skirt worn with them comes within 2 – 3 inches of the knee for modesty's sake and not so tight they are revealing, immodest, or a risk to health (circulation).

Prohibited clothing

- Tank tops, spaghetti strap tops, halter-tops, pajama and yoga pants and clothing with offensive lettering or pictures.
- Clothing with an open back or revealing front – a neckline no lower than 2" below the collarbone or that is too tight.
- Clothing with offensive lettering or pictures, as well as clothing with words across the posterior.

- "Gothic-style" clothing.
- Flip-flops, slides or clogs (if no back strap).

Girls may wear earrings; however, other body piercing and tattoos are prohibited.

Boys

Clothing worn by PCA boys must always display modesty, masculinity, and neatness. Appropriate attire includes:

- Dress pants, dress jeans (not worn or torn).
- Denim or twill knee-length shorts.
- Dress and sport shirts. Pants are to fit at the waist or be held at the waist with a belt. Neither skin nor underwear are to show when arms are lifted.

Prohibited clothing

- Pajama pants.
- Clothing with offensive lettering or pictures, as well as clothing with words across the posterior.
- "Gothic-style" clothing.
- Earrings, other body piercings and tattoos are prohibited, as are heavy chains.
- No hats will be worn inside the building.

PCA reserves the right to make value judgments on any student's appearance. If a student's attire is deemed inappropriate, he/she will be required to put on proper attire and parents will be contacted. Repeated violations will result in a conference with parents and administration.

VIII. DISCIPLINE POLICY

Good discipline is essential for a good learning atmosphere, as well as for the welfare of the students and the entire school. The teacher/supervisor will determine the severity of student misbehavior. Minor violations will be dealt with in the classroom and include such behaviors as:

- speaking without permission
- gum chewing
- running in the halls
- public display of affection
- tardiness
- teasing
- breaking of other classroom rules

Major violations will be referred to the administration and include such behaviors as:

- repeated minor violations
- possession of weapons or illegal drugs
- insubordinate attitudes
- fighting
- stealing
- cheating
- lying
- willful destruction of property
- use of inappropriate language

Consequences of major violations will be determined by the administration based on the student's response to correction and consulting of the parents and/or the teacher involved. Full cooperation and support from parents is essential. If at any time the school discerns that this cooperation is lacking, the student may be requested to transfer out.

IX. EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an earned privilege and not a right. In order for students to participate in extra activities, they must be academically eligible.

Athletics

Students in 5th through 8th grades at PCA have opportunities to join sports teams. Our athletic program includes girls volleyball and boys and girls basketball. Cheerleading is also offered. While competition and winning attitudes are an integral part of our program, participation is the primary emphasis.

Eligibility To participate in athletic activities sponsored or promoted by PCA, students are to:

- Maintain a "C- average" or above in an average of all graded subjects.
- Maintain appropriate behavior consistent with Scripture.
- Exceptions to the above will be considered by the administration. The final decision concerning eligibility will be made by the teacher and administration.

A student who is ineligible may still practice, but will not be allowed to perform or play in a game. If a student is absent or suspended, they will not be allowed to participate that day.

Teachers will report to coaches the names of students that have not met eligibility requirements. Coaches will notify ineligible students on Monday of that week. The student will be ineligible for one week beginning Tuesday and terminating at midnight the following Monday.

Electives

Choir and Drama Choir and drama are electives for our older students. Productions are typically staged in the fall and the spring.

X. GENERAL

Arrival and Dismissal of Students

All students are to be dropped off at the front double doors beginning at 7:45 a.m. Parents are to see that their students are safely inside the building before they exit the parking lot. Students are to proceed immediately to their designated area in the gym where they will remain until the hallway doors open at 7:50 a.m. Class time will begin at 8:00 a.m.

Students will be dismissed from classes at 3:00 p.m. and are to meet in the gym. Teachers will release students individually from the gym as their parents arrive. Parents may pick up their children at the front double doors by 3:15 p.m. Parents will need to make their own arrangements for their children if they cannot pick them up by 3:15 p.m., or they will be sent to after-school program.

Chapel

Chapel is held once a week and is open to the public. It is a time to develop school unity and afford opportunity for inspiration and worship. Programs will include speakers, films, and other presentations. Students are expected to demonstrate a spirit of reverence, attentiveness, and civility.

Closed Campus

Students are not permitted to leave the school grounds during the school day unless accompanied by their parent/guardian, or a parent/guardian designated adult. Parents needing to pick up children during the day must come to the office to sign a student out, not to the classroom.

Emergency Closing

School may be cancelled for reasons of extreme weather or other emergencies. Announcement of any cancellation will be made by 7:00 a.m. through PCA text alert and our Facebook page.

Field Trips

Field trips are a part of the educational program of PCA. Parents will be notified of the details and times of field trips. Students are expected to attend with their class as the purpose of field trips is to enhance learning by providing a practical supplement to a topic of study. Parents who accompany the class for field trips are asked to dress according to the school dress code.

Fire/Tornado Drills/Lock Down/Earthquake

Two practice drills will be held each year. Appropriate signs are posted in each classroom.

Health and Immunizations

All students must fulfill State of Illinois requirements concerning health examinations. A physical with up-to-date immunizations is required for all preschool, kindergarten, 6th and 9th grade students. A dental examination is required for students entering kindergarten, 2nd grade, 6th, and 9th grade. A vision exam is required for Kindergarten also. Physical, dental, and eye exam forms are available in the office and need to be submitted by August 15th of the upcoming school year. Kindergarten students additionally must have a birth certificate on file. Students will not be admitted to school until all of these documents are on file.

Infectious Disease Policy

The following policy is intended to protect students and staff, provide (as much as possible) a safe and healthy school environment, and assure that the educational process will not be disrupted.

a. Parents of PCA students are obligated to notify an administrator if the student has any infectious or communicable disease, parasite, virus, or infecting agent.

b. Students may not attend classes at PCA or be on school grounds while having an infectious or communicable disease, parasite, virus or infecting agent.

c. The above statement applies, but is not limited to, the following: influenza, mumps, measles, chicken pox, mononucleosis, hepatitis, AIDS, herpes simplex

II, gonorrhea, syphilis, lice, scabies, impetigo, conjunctivitis, strep throat, and whooping cough.

d. PCA will not accept, nor retain, students who have the following problems:
    i. those who have demonstrated a habit of biting or spitting
    ii. who has an open sore which will not heal
    iii. who is not completely toilet trained

e. Any student having the following problems will be sent home for the remainder of the school day:
    i. nosebleeds
    ii. any injury which causes bleeding other than a simple scrape
    iii. nausea or vomiting

f. The administration may require a physician's statement that the student is free of the infectious or communicable disease, parasite, virus, or infecting agent before allowing the student to return to class. A student may continue in school only when an administrator is convinced that it would be safe for himself/ herself and others to do so.

Items Prohibited

Students are not allowed any electronic devices while at school between 7:45 a.m. – 3:15 p.m. PCA discourages bringing electronic devices to school. However should the parent require their child to bring a phone or smart watch, it must be off and will be collected during homeroom to remain in the office until dismissal time. If a student is found using one of these items, the item will be confiscated by school officials and held at the office where they may be picked up after school by the parents only. Additionally, PCA discourages the bringing of toys to school except in the cases of show-and-tell. No secular music will be allowed during school hours or on field trips unless approved by staff.

Lockers

Lockers will be issued to students in grades 1st through 12th, and PCA reserves the right to periodically inspect lockers for neatness and inappropriate items.

Lunch

PCA offers hot lunches five days a week at minimal cost to students. Milk can be purchased separately for those who bring lunches from home.

Medication

PCA <u>strongly discourages</u> the administration of medications to students during school hours unless absolutely necessary for the following reasons:

1. To be able to maintain the student in school
2. In the event of an emergency

Prior to the administration of any medication (including any over-the-counter or non-prescription medication such as Tylenol or cough syrup), a *School Medical Authorization Form* must be signed by the student's physician and parent and must be on file in the school office. Medication must be brought in its original container to the school office by the parent and must be labeled with the student's name. Any prescription

medication given in school must be prescribed by a licensed practitioner on an individual basis as determined by the student's health status.

Newsletter

Our school newsletter is e-mailed to parents and posted onto the school's website every Tuesday. Since this is our main communication link between the school and home, please make every effort to read the newsletter each week. Vital information including homework items and current classroom activities, lunch menus and upcoming events are outlined.

Orientation

All new and returning students and their parents are required to attend the School Orientation Evening held in August before school begins. Faculty and administration are introduced, important policy and procedural changes are discussed, and student activity information is available. It is also an opportunity for parents to sign all necessary forms and obtain information concerning their student's enrollment at PCA.

Prayer

Prayer to God in the name of Jesus Christ is an integral part of education at PCA. Prayer opens the day, is used at lunch and snack time, during chapel, and at various other times as opportunities arise. Prayer may be teacher-led or student-led.

School Pictures

Color pictures of students are taken in the fall of each year by a professional photographer. They are available for purchase by students' families. The school office will send home an informational packet and order form in advance of picture day.

School Programs

All-school programs will be presented throughout the year consisting of musical and dramatic presentations, as well as art and science displays. It is important that parents attend these programs to encourage the children, and that they invite friends and relatives to promote the school. Students are expected to participate in these programs and to adhere to the Dress Code, Conduct Code, and all other school policies during these programs.

All material presented at the programs must be consistent with the policies and expectations of the school. No sensual or suggestive music, or music which tends to encourage rebellion to authority, will be used or allowed to be a part of any activities related to our school.

Supplies

Classroom supply lists are listed on our website and also available in the office.

Telephone Usage

PCA students may use the phone in the foyer for local emergency calls with the permission of the teacher/office. Long distance calls need to be made from the office. Students must have permission to use the phones. In order to promote student responsibility, phone usage is discouraged unless there is an emergency.

Transportation

PCA provides bus transportation through the Princeton Elementary School District for rural students who live within the PES District. For those families that cannot use the bus service, parents have been very effective in setting up car pools to transport students to and from school.

Visitors

Parents are welcomed and encouraged to visit classes on any regular school day, preferably with prior notice given to the teacher. Parents and visitors must check in at the office during regular school hours (8:00 a.m.-3:00 p.m.). Classroom interruptions are strongly discouraged. If a parent must meet with their child, they should speak with the secretary who will call the student to the office.

Prospective students, parents and former students who desire to visit are welcome and should be arranged with the teacher(s) in advance. If possible, younger siblings should not accompany visiting students and parents.

Withdrawals

Withdrawals from the school must be done through the school office, with a two-week notice preferred. Registration fees are non-refundable. Tuition is refundable for any full months paid and not used. There will be no refunds on partial months used. Each month begins on the 15th day.

Academy Pledges:

I pledge allegiance to the flag of the United States of America and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands: one Savior crucified, risen, and coming again, with life and liberty for all who believe.

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

PRINCETON CHRISTIAN ACADEMY

Academy Colors: Red and white

Academy Mascot: Eagle

Academy Verse: "They that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint." Isaiah 40:31

Academy Hymn: ***THEY THAT WAIT UPON THE LORD***

Like eagles flying toward the sun
God's children soar so free.
Renewed with might they lift their wings
And praise Him constantly.

They that wait upon the Lord
Shall renew their strength;
They shall mount up with wings as eagles
Supported by God's Word.

They that wait upon the Lord
Shall renew their strength;
They shall run and not be weary,
They shall walk and not faint.

Academy Fight Song:

We are Princeton Christian Academy,
We are cheering for victory!
Walking in His truth and by faith,
We play for His glory!

To our Eagles we are loyal,
Red and White we will be true!
Jesus Christ is the only prize,
Yet we our best will do!

Go Eagles Go!
Fight Eagles Fight!
Go! ---- Fight!
Win Eagles Win!

We are Princeton Christian Academy,
We will wait upon the Lord!
Mounting up on wings like eagles,
Growing weary never more!

In Him you can renew your strength,
In Him place your faith today!
We will cheer for our Red and White,
Thank you Lord for PCA!