

Philadelphia Christian  
Center Academy

2990 Street Road  
Bensalem, PA 19020  
Phone- 215-639-7000  
Email - [office@pccaog.org](mailto:office@pccaog.org)

PHILADELPHIA  
CHRISTIAN  
CENTER  
ACADEMY

*Parent Handbook*



## SCHOOL PHILOSOPHY

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. We emphasize the mastery of the fundamental blocks of material necessary for satisfactory achievement and stress the acquisition of facts and concepts in the various areas of study, leading to the development and exercise of the powers of reasoning. Proven and effective teaching methods are utilized, with a constant search for better procedures. Realizing the difference in the innate ability, we encourage and expect each student to do his best. We believe the traditional system of education develops the mind and builds character. It encourages healthy competition and teaches the value of living under a free enterprise system of government.

Character training is an important element in Philadelphia Christian Center Academy. We believe that at the heart of character training is obedience (choosing to do right). This will eventually cultivate an inner self-discipline, which is essential to the emotional, physical, social and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure one's attitudes against the principles laid out in the Scriptures, are characteristics we strive to instill in each student, thus equipping them for their role in God's plan for their life and for their proper place in society.

## SCHOOL CLOSING INFORMATION

Please check the school website at [pccacademy.com](http://pccacademy.com) for any closings due to inclement weather or call the church office at 215-639-7000. If you have provided us with your email address you can also check your email for any updates.

**Please note: The school operates independently of the Child Care; therefore; the schedule of operation may be different for the two groups.**

## TRANSPORTATION

Parents whose children use bus transportation provided by the various school districts are reminded that this is an arrangement between the parents and the school district. PCCA has no jurisdiction over the bus companies nor the behavior of students on the bus. If parents have problems or complaints about the transportation, they need to keep a record of their problems and contact the transportation company.

Students are to return home on the bus or vehicle in which they came to school. The only exception will be when written permission is brought to the school office. Buses will only transport their assigned riders.

### Holidays

Thanksgiving Break (Thursday & Friday)  
 Christmas Break (Dec 24th—Jan 1)  
 Martin Luther King Day (3rd Monday in Jan)  
 President's Day (3rd Monday in Feb)  
 Easter Break (Thursday—Monday)  
 Memorial Day (Last Monday in May)

## FIELD TRIPS

All students are expected to attend field trips which are designed to be educational and informative. Sometimes a small fee may be charged to defray the entrance cost.

## HANDBILLS AND SALES

No handbills or pamphlets may be distributed in the school unless approved by the principal. Also, there will be no selling or distributing of any goods at school without the principal's approval.

## LUNCHES

PCCA does not provide lunches for the students. Each student will be responsible to bring his or her own lunch and will eat it at the prescribed time. Occasionally we will inform the parents of special events during which time there will be a special meal.

All lunch periods will begin with prayer for the food and will be supervised by an adult. There are no refrigerators or microwaves for student's use during the lunch periods. Fast food is not acceptable for lunch. Sandwiches,

Lunchables or food in a thermos is acceptable. Please keep all lunch boxes in compliance with the spirit of PCCA.

## MEDICINE

The office cannot provide medications of any kind. Parents may send prescriptions to the school office with complete written instructions on how much and when to administer the medication. It is the child's responsibility to make sure that their medication is taken at the proper time.

## CURRICULUM

The A Beka Book curriculum is the primary provider for our Kindergarten through Second Grade. Biblical truths and principles will be integrated throughout every subject. In the elementary grades we offer: reading, spelling, phonics, language, penmanship, history and geography, science, health, music, arithmetic, art and Bible.

For our third through eighth grades curriculum we have decided to pursue Alpha and Omega for our Ignitia Curriculum. This curriculum is fully technology based and caters to the need of the student. This program is designed to work with all learning styles. Subject offered through Ignitia are: Math, science, language arts, Bible, History, health, and several electives.

Since not every child has the same strengths in the various academic disciplines, we are continually working toward meeting the educational needs of each child's understanding and developmental level. Both curriculums are designed to meet the educational needs of our children. The programs are designed not only for knowledge but also for the development of thinking skills.

## ADMISSIONS

An admission's packet may be secured either by calling or stopping by the school office. Upon receipt of the application, an interview between parents, perspective student (s), and the administration will be scheduled. The administration will explain the philosophical, doctrinal, and disciplinary policies of the school. If parents and perspective student (s) are in agreement, the administration will consider the applicant for admission. Children must be five years old by September 1 to enter Kindergarten.

**Finalizing Admissions:**

1. To sign financial commitment at the church office.
2. To provide PCCA with complete health records and immunizations.
3. To sign release for previous school records.
4. To take placement exam, if required.

**Philadelphia Christian Center Academy does not discriminate on the basis of race, sex, or national origin.**

**HEALTH REQUIREMENTS**

The Pennsylvania Department of Health has established requirements for health records which schools must maintain for all students. Students entering school in Pennsylvania for the first time must be totally immunized according to the requirements of the Department of Health before they can begin classes. Your family doctor should write the immunization dates on the physical examination form.

Before entering Kindergarten you must have had the following immunizations:

- ◆ Diphtheria & Tetanus (DTP, DT or Td)
- ◆ Polio
- ◆ Measles
- ◆ Rubella
- ◆ Hepatitis
- ◆ Varicella (Chicken Pox)

**GENERAL POLICES****ACCIDENTS**

If a student is involved in an accident on school property during school hours, this accident must be reported immediately to the teacher or supervisor on duty who will report it to the parents. If emergency treatment is necessary, we will take the student to the nearest Emergency Care facility unless otherwise specified by the parent. Should the child need to go the hospital, we will notify the parents immediately and have the child transported by ambulance to the nearest hospital.

If your child has any special physical problems, we would like a detailed description of the procedures you would like us to follow.

**CLASSROOM CONDUCT AND PROCEDURES**

Each student will be instructed by the teacher as to what expectations of classroom conduct and procedures are required. The student will be responsible for following those instructions to maximize their learning experience and as a courtesy to other students who wish to learn. Students who violate these instructions will be dealt with by the teacher in an appropriate manner. If the student refuses to comply, a parent-teacher-student conference will be called for, and appropriate measures taken.

## PROMOTION AND RETENTION

All students that have successfully completed the grade level curriculum will be promoted to the next grade. Notice will be given on the final report card. Retention is recognized to be a serious action with long term consequences. For that reason, retentions are decided upon carefully. A student will be retained for the following reasons:

1. Elementary students who fail reading or two other major subjects.
2. Any student who is repeating a grade will be on academic probation during the following year. If the student is failing at the end of the first semester, that student will be dismissed from the school.
3. If a student's absences exceed 20 days, they may be retained or risk forfeiture of all academic work.

## REPORT CARDS

Report cards are released every quarter and contain a record of each student's academic progress. Parents are to sign these reports and send them back to school for the following academic day. Report cards cannot be released if the student's account is not up to date and arrangements have not been made for payment.

## HONOR ROLLS

At the end of each quarter an honor roll of student achievement will be printed, displayed, and distributed. Students will be recognized in the following ways:

- |                         |   |   |
|-------------------------|---|---|
| High Honor Roll         | - | All A's   |
| Honor Roll              | - | All A's and B's                                   |
| Outstanding Citizenship | - | Outstanding conduct and grades no lower than a C- |

## FINANCIAL POLICY

Philadelphia Christian Center Academy is operated by the tuition paid by the parents, by free-will offerings, and by the gifts of God's people. The tuition income covers about 66% of the total expenses of the school's operation. There will be a \$35.00 service charge on checks with insufficient funds. All checks are to be made out to Philadelphia Christian Center Academy. Cash payments will be given a receipt. No reports cards, school records, transcripts, or diplomas will be issued until all financial obligations have been satisfied.

Checks will be accepted for tuition payment. If a check is returned for insufficient funds, only cash or money order will be accepted thereafter.

**A student whose school bill is thirty (30) days overdue will not be allowed to come to school until his/her school bill has been made current or until satisfactory arrangements are made.**

## WITHDRAWAL

Parents wishing to withdraw their child(ren) must make arrangements through the school office. Written notification and release forms must be provided to the office. Teachers will provide grades to the point of withdrawal. No records will be released until all accounts and fees are paid.

## SCHOOL OBJECTIVES

### SPIRITUAL

1. To teach students that the Bible is the only infallible written Word of God.
2. To teach that God is the sovereign Creator and Sustainer of all that is. (Col. 1:15-17)
3. To teach that man is born a sinner, and in his natural condition.
4. To teach that Jesus Christ is the Son of God, He also being God, the second person of the Trinity, who came to this earth to die for sinners.
5. To make sure that each student has a personal relationship with Jesus Christ as his/her own Savior (John 3:36).
6. To stress the responsibility of Christians for world missions.
7. To teach that Biblical truth is the foundation for a proper understanding of all academic subjects (II Tim. 3:16-17).
8. To teach the importance of fellowship with God through daily Bible study, prayer, worship, and church attendance.
9. To teach the importance of obedience to God in matters of daily living, life decisions, and service for God (I Sam. 15:22-23).

### SOCIAL

1. To develop a balanced personality based on full utilization of the talents and capabilities that God has given each student. (Rom. 12:4-6)
2. To stress that the body is the Temple of God and is to be maintained as such (I Cor. 6:19-20).
3. To prepare the student to properly relate to non-Christians and Christians that differ in doctrine and practice.

## PARENT-TEACHER CONFERENCES

At the end of the first and third quarter there will be parent-teacher conferences for all grades. Parents and students are asked not to call faculty at their homes; please call to make an appointment for a conference at a mutually convenient time. No conferences will take place without an appointment.

## PARENTAL RESPONSIBILITIES

The school and the teachers are an extension of the parents. Just as you train and mold your child, so do we. We also acknowledge that the responsibility for parenting remains with the parent. Parents should support the authority of the teachers in front of their children. Before you make any conclusions, please make sure you have all the facts. Be positive about the school with your children. Remember we are only an extension of you, the parent.

## ACADEMICS

### GRADING

Report cards will be issued four times a year. Mid-term progress reports will reflect the student's grades. This report intends to let parents know that a problem exists while there is still time to improve the grades:

|                        |   |                         |   |
|------------------------|---|-------------------------|---|
| Excellent. . . . .     | A | Poor. . . . .           | F |
| Good. . . . .          | B | Satisfactory. . . . .   | S |
| Average. . . . .       | C | Unsatisfactory. . . . . | U |
| Below Average. . . . . | D |                         |   |

20. While waiting for transportation (buses and cars), the supervisor shall be obeyed. Students are expected to obey directions concerning boarding and un-boarding vehicles. This could be a potential danger area and great care must be exercised.

21. Clothing worn as outer garments must be removed for in-class instruction. This includes flannel shirts, sweat-shirts, pullovers, etc. (Sweaters may be worn in class).

22. Lying, cheating, stealing, or profanity will not be tolerated. One of the following actions will result: detention, suspension, or expulsion.

## DRESS CODE

### ELEMENTARY/MIDDLE SCHOOL GIRLS

School uniforms are required. Uniforms consist of maroon tops and tan khaki pants which can be purchased from French Toast Co. Casual shoes or sneakers are permitted. Girls may also wear tan skirts or jumpers.

### ELEMENTARY/MIDDLE SCHOOL BOYS

School uniforms are required. Uniforms consist of maroon tops and tan khaki pants which can be purchased from French Toast Co. Casual shoes or sneakers are permitted.

No piercings will be allowed. Only simple ear piercings shall be allowed. No unnatural hair colors such as blue or green are permitted on either girls or boys.

4. To teach the social graces expected of Christians (I Cor. 10:31)
5. To develop logical thinking and strong convictions (Rom. 12:10)
6. To develop a sense of responsibility in each student as a child and servant of the Lord, and as a citizen of the United States of America.
7. To develop through the studying of Bible truths and principles, a moral, ethical, and spiritual sense which will help them to appreciate their own personal worth and the worth of others.

## INTELLECTUAL

1. To maintain a standard of academic excellence based on every pupil exerting his very best effort in his studies "as unto the Lord" (Col. 3:23).
2. To teach the student to work independently and cooperatively.
3. To develop effective communication skills.
4. To develop creative skills.
5. To develop appreciation for the arts.
6. To teach the basic concepts of scientific investigation, and to show that all scientific facts are in agreement with the Word of God.
7. To teach and develop an appreciation of our American heritage.
8. To present current affairs in all areas and relate them to God's plan for man.
9. To teach all subjects in their correct perspective in their relation to the Word of God.
10. To develop the ability to discern art forms which are pleasing to God and those which are not.

## PHYSICAL

- 1 To emphasize that the body is the Temple of the Holy Spirit (I Cor. 3:17).
- 2 To stress purity (I Cor. 6:13, 18, 20).
- 3 To teach cooperation, good conduct, and character through sports (Eph. 4:29, 31).
- 4 To teach that the physical is not the most important area of life. (I Tem. 4:8).

## ATTENDANCE POLICY

Regular school attendance is important if students are to do their best consistently. Each missed class hurts the student academically. Regular attendance promotes proper learning habits, good character, and academic excellence. Students may not be absent for more than 20 days during the academic year which includes the excused absences listed. If a student has a consistent problem of excessive absences or tardies, that student may be dismissed as a PCCA student. We also expect our students to attend other required PCCA functions.

## ABSENCES

When returning to school, the student must bring a written note from home stating the reason for the absence and the date of the absence. This signed note should be brought to the teacher the morning the student return to school. If no note is received, the absence will be unexcused. All make-up work is the responsibility of the student and parent.

**When a student has missed 20 days of school, the parents will need to meet with the administration to discuss the student's progress. We reserve the right to retain the student at the same grade level when 20 days or more days are missed.**

11. Writing notes and tossing objects are not allowed in class. Distractions and personal objects such as toys, dolls, water pistols, knives, stuffed animals, magazines, etc., are not permitted at school. Cell phones, iPods, electronic games are not to be in a student's possession during the school day, nor are we responsible if lost or stolen.
12. Students are expected to do their part to keep the school property clean and orderly regardless if they have committed the act or not. Trash should be placed in proper containers and not left on the floors, desks, or grounds. Willful damage or destruction of school property will not be tolerated and students or parents will be required to pay for damages.
13. All textbooks should be kept in the desk or bin provided.
14. No selling, buying or trading among students is allowed. This is to prevent young students from selling or trading items that are of value.
15. School/church telephones may not be used by students. If there is an emergency, administration will place the call.
16. Under no circumstances are students permitted to leave school grounds during the school day without direct permission from school administration.
17. Bathroom breaks during class are prohibited except for emergencies.
18. No clubs or organizations may be formed without permission from the administration.
19. The public display of affection between boys and girls on campus or any school sponsored event is not permitted.



## CODE OF CONDUCT

1. All students should arrive no earlier than 7:00 am and no later than 8:45 am, so they are prepared for their class.
2. Students must be in their seats when class is scheduled to begin, and may not leave the room without permission. Should the student be delayed by faculty or staff, he/she must request a late pass to class.
3. During devotions, Bible class, chapel and prayer, an attitude of reverence must be maintained.
4. Students must be respectful to the rights of others as well as the authority of teachers, administration, or church staff. Faculty will be addressed as Mr., Mrs., Miss, or Pastor.
5. Gripping will not be tolerated from students or parents. Any complaints should be submitted to the faculty in a quiet, respectful manner. A Christian attitude must prevail at all times.
6. Students may not run or yell in the hallways, stairwells, or building areas. When moving to another class, talking should be restricted.
7. When entering the sanctuary, students must remain quiet until chapel begins.
8. Before school begins, students are expected to sharpen pencils, obtain books and materials, etc. Students are not to move around the room once class begins.
9. Eating and drinking is permitted only in the lunch areas and at the specified times.
10. Students are not allowed to chew gum in the school or on school property before, or after school.

## TARDIES

A student is considered tardy if he/she is not properly seated and ready for school when class begins. Tardiness is detrimental to a child's developing character, and works hardships on those who are already in school. If a student is tardy by more than one hour, he is considered absent for half a day. A student arriving after 11:30 am without a doctor's note will be considered absent for the day. All tardies, whether excused or unexcused will be noted on the report card.

## DISCIPLINE

### PHILOSOPHY

We believe that there is a growing reaction against low standards of behavior in schools, and that parents desire a school for their children which has more strict behavioral standards. Christian schools are disciplined schools because they believe that God endorses and requires discipline. We follow the Biblical commands regarding respect for authority. Students are taught to obey their parents, civil authorities, and those who are over them spiritually in the Lord in their churches. In the school, the teacher and principal represent the parents. Therefore, the directives of the Bible about child-parent relationships apply during school time. The teacher is also viewed as being placed in a position of authority over the student by the Will of God. This means that the Bible directs students to obey their teacher as the one who has spiritual authority over them.

Christian schools believe that behavioral rules are necessary to allow students and teachers to live and work together in a peaceful, orderly environment. Respect for these rules is required, and students who refuse to comply are dismissed from the school. The school does not allow a disruptive student to interfere with the education of the entire class. This does not imply a fearful or coercive atmosphere which would stifle students. It simply means that our school believes that education is best accomplished under conditions of rather strict behavioral standards. Students are actually happier when there are clear rules which are consistently and fairly enforced. When students know what is expected of them, it gives them a sense of security.

### **BEHAVIORAL DETENTIONS**

Behavior patterns that show disrespect and willful disobedience to our Code of Conduct will warrant consequences such as, but not limited to after school detention (3:00—3:30 pm). The student will do assigned work during this time. What the school does not wish to see is deliberate disregard of specific directions. This indicates a rebellious will and is essentially saying the student rejects the authority placed over him/her by God.

### **SUSPENSIONS**

Direct insubordination, open defiance, cheating, lying, fighting, abusive behavior toward another child, and direct disobedience may result in an automatic suspension. The suspension will be issued by the administration.

### **EXPULSION**

The school is not in existence to tolerate students who consistently show little regard for the Christian testimony of the school, church, themselves, or other students. There will be no specific disciplinary actions that must be met before this action may be taken; however, every possible effort will be made to communicate to the student and the parent the seriousness of such an action beforehand. Good discipline is a reflection of the home. PCCA should not be considered as a school that replaces the home's responsibilities.

Students may be expelled from school for such actions as smoking, drinking, illegal use of drugs, or other illegal activity. Students may also be expelled for carrying weapons of any kind or abusive behavior toward a teacher.

### **GROUNDS FOR DISMISSAL**

Delinquent or unable to pay tuition fee.  
 Child's adjustment to program unsatisfactory.  
 Program unable to meet the needs of the child.  
 Continuous and irreparable behavior issues.  
 Any violent behavior towards staff or classmates will result in a phone call to the parent for immediate pick-up. Only after meeting with the director will there be a decision to allow the child to continue to attend.