



Family Handbook

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1. Welcome to PBCA

A. Welcome from the Principal

Dear PBCA Families,

What a profound privilege and blessing it is to welcome you to Perth Bible Christian Academy. Whether you are a returning family or joining our community for the first time, we are overjoyed to partner with you in the awesome, God-given responsibility of educating your children.

The Scriptures are clear that this responsibility is given first to parents (Deuteronomy 6:7, Ephesians 6:4), and our mission at PBCA is to come alongside you as an extension of your Christian home. We are not here to replace your vital role, but to be your faithful partners in it.

This handbook is designed to be a practical guide for that partnership. It outlines the procedures, policies, and philosophies that shape our unique learning environment. Our model of education is intentionally Biblical, Christ-centered, and structured to foster personal responsibility, spiritual growth, and academic excellence.

We believe God is doing a special work at PBCA. It is our earnest prayer that this year will be a time where your children “increase in wisdom and in stature and in favor with God and man” (Luke 2:52).

Thank you for entrusting us with your most precious gifts. Let us move forward in faith together, committed to training this next generation to love God absolutely and love others sacrificially.

In His Service,

Dr. Douglas VanNostrand

A handwritten signature in black ink that reads "Dr. Douglas VanNostrand". The signature is written in a cursive style with a large, sweeping flourish at the end.

Principal

B. Handbook Overview & Purpose

This handbook is the central guide for our students and their families. It has been developed to clearly summarize the school's guidelines, procedures, and expectations so that our entire community—students, parents, and staff—can work together in unity.

As a ministry of Perth Bible Church, the policies in this handbook are an extension of the goals and objectives set by the school board and church leadership. Students and parents are expected to read, understand, and commit to abiding by these policies and procedures.

Please note that the school board reserves the right to change, eliminate, or revise any school policy or statement in this handbook at any time, with or without prior notice, as may be deemed necessary for the good of the school ministry.

C. Our History

Perth Bible Christian Academy began in 1978 as a deliberate ministry of Perth Bible Church. Its founding was born from the church's deep conviction that Christian parents deserved a faithful partner in fulfilling their biblical mandate to “train up a child in the way he should go” (Proverbs 22:6) and bring them up in the “discipline and instruction of the Lord” (Ephesians 6:4).

In an era of increasing concern over the secular direction of education, the church stepped out in faith to create an Academy where God's Word would be the unshakeable foundation for all learning—not an accessory, but the very lens through which all truth is viewed.

For over four decades, this mission has remained steadfast. PBCA exists to serve as an extension of the Christian home, equipping young people with the spiritual and academic tools needed to become mature, capable, and responsible members of the Body of Christ. From our first day, the goal has been to develop students who love God absolutely and love others sacrificially.

D. Our Purpose

The purpose of Perth Bible Christian Academy is to glorify God by providing a Christ-centered, biblically based education. Our primary goal is to assist parents in training their children in an environment where God is acknowledged as the Author of all truth. God's Word is the unshakeable foundation upon which a high-quality Christian education is built. We seek to see our children become God-fearing young men and women who will significantly impact our community, nation, and world for Christ in whatever they do.

E. Our Mission Statement

Perth Bible Christian Academy is committed to coming alongside Christian parents in the God-given responsibility of raising their children. We do not seek to replace parents or assume their role; rather, we partner with them to provide a Christ-centered education that reinforces the values and principles taught at home. Our goal is to equip students with academic excellence,

practical skills, and godly character so they grow into mature, capable, and responsible members of the Body of Christ—loving God wholeheartedly, serving others sacrificially, and living out their faith with integrity in every aspect of life!

2. Foundational Commitments

Before we outline our daily procedures and policies, it is essential to understand the foundational convictions that shape them. The following commitments are the 'why' behind our 'what.' They are the essential, biblical principles that guide every decision at PBCA, from our academic program to our standard of conduct.

A. Declaration of Faith

I. The Scriptures

We believe the Bible to be the verbally inspired, infallible, authoritative Word of God. All Scripture is given by inspiration of God, meaning that the Holy Spirit gave the very words of the sacred writing to holy men of old, and that His divine inspiration is not in different degrees, but extends equally and fully to all parts of those writings, historical, poetical, doctrinal, and prophetic, and to the smallest word, and inflection of a word, provided such word is found in the original manuscripts. (*References: Psalm 19:7-11; 2 Timothy 3:16-17; 2 Peter 1:16-21; 1 Corinthians 2:13; Mark 12:26, 13:11; Acts 1:16, 2:4*)

II. The True God

We believe that the Godhead exists in three persons: the Father, the Son, and the Holy Spirit, and that those three are one God, having precisely the same nature, attributes and perfections, and worthy of precisely the same homage, confidence and obedience. (*References: Mark 12:29; John 1:1-4; Matthew 28:19-20; Acts 5:3, 4; 2 Corinthians 13:14; Hebrews 1:1-3; Revelation 1:4-6*)

III. Jesus Christ

We believe in the unique deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection and ascension to the right hand of the Father. We believe Christ is the only Mediator between God and man and the only Advocate and Intercessor before God on behalf of man. (*References: John 1:1, 2; Philippians 2:6; Genesis 3:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:35; John 1:14; Ephesians 2:8; Acts 15:11; Romans 3:24; John 3:16; Matthew 18:11; Philippians 2:7-8; Hebrews 2:14; Isaiah 53:4-7; Romans 3:25; 1 Corinthians 15:3; 2 Corinthians 5:21; Galatians 1:4; 1 Peter 2:24; 1 Corinthians 15:20; Hebrews 9:12-15; 1 John 2:2*)

IV. The Holy Spirit

We believe in the personhood and deity of the Holy Spirit, that He descended to earth at Pentecost to regenerate, to indwell, and to set apart believers to a holy life, and to be the Administrator of the Church, and who is here to convict of sin, of righteousness and of judgment. (*References: 1 Corinthians 12:13; Romans 8:14-27; John 14:16-17; John 16:7-11; Acts 4:31*)

V. The Devil or Satan

We believe in the existence of Satan as a personal being, that he is the unholy god of this age, the author of all powers of darkness, and is destined to the judgment of an eternal justice in the Lake of Fire. (*References: Matthew 4:1-3; Mark 1:13; 2 Corinthians 4:4; Ephesians 2:2; Revelation 20:10*)

VI. Creation

We believe and accept the Genesis account of creation and believe that man came into being by the direct creation of God, not by evolution; that man was “created in God's own Image.” (*References: Genesis 1:2; Colossians 1:16-17; John 1:3; Genesis 1:27, 3:7*)

VII. The Fall of Man

We believe that man was created in innocence, under the law of his Maker, but by voluntary transgression fell from his sinless and happy state in consequence of which all mankind are now sinners, not only by constraint, but of choice, and therefore under just condemnation without defense or excuse. (*References: Genesis 3:16; Romans 5:19, 3:10-19; Ephesians 2:1-3; Romans 1:18, 1:20, 1:32; Galatians 3:22*)

B. Educational Objectives

The educational objectives of Perth Bible Christian Academy are patterned after the principles found in Scripture. We are committed to the following four areas of human development, which are contained in this verse: “And Jesus increased in wisdom and in stature and in favor with God and man.” (Luke 2:52)

I. Spiritual

The foundational aim of Christian education is to lead students to a personal relationship with Jesus Christ and to challenge them to completely surrender themselves to Christ as Lord of their lives. This objective will be pursued through classroom devotions, Scripture memorization, inspirational Chapel sessions, personal evangelism, and Bible classes. Students will be taught that the Bible is the inspired Word of God and that it is the pattern for their lives both now and in the future.

II. Mental

The Academy will encourage students to think for themselves within the framework of God's principles and to study God's Word and God's world. Our academic program is built on the Biblical principle of mastery, motivating students to not only master facts but to apply them in everyday living. Through our individualized, self-paced curriculum, students are taught to work independently, take personal responsibility for their learning, and develop the self-discipline needed for a life of service.

III. Physical

The Academy provides a program of physical fitness, which endeavors to develop a student's coordination, health, and competitive spirit. Older students will be encouraged to be involved in competition, which will help them to develop standards of good sportsmanship and Christian character, as well as excellence in their athletic abilities.

IV. Social

The Academy seeks to establish in students the ideals and habits of Christ-like living in everyday situations, and to apply those ideals as they develop human relationships. The result should be the development of wholesome attitudes toward their individual places in society. As students encounter difficult situations, this will help them to face life with courage and understanding. Students will also be encouraged to experience a living faith in God that will be a credit to Christ, the community, and the nation. Responsible patriotism and Christian service that are in harmony with a Christian faith are encouraged and modeled to students.

C. Philosophy of Christian Education

Perth Bible Christian Academy operates on the foundational belief that all education is an act of discipleship. We challenge the modern secular idea that education is “neutral.” All teaching instills a worldview. This worldview is either biblical or secular. We stand on the premise that “the fear of the LORD is the beginning of knowledge” (Proverbs 1:7). Therefore, we do not simply add a Bible class to academics. We teach all subjects from a thoroughly Biblical and Christ-centered worldview. We recognize that in Christ “all things consist” (Colossians 1:17).

In the early grades (K-3), our Supervisors model this biblical integration daily through the Abeka program. This prepares students for the independent biblical analysis required in upper-level PACEs.

This philosophy directly shapes our partnership with parents. The Scriptures give parents the primary mandate to educate their children (Ephesians 6:4). Our role is to come alongside the parent as a faithful partner. We provide the structured environment, spiritual community, and daily accountability that are vital for a child's growth. We offer a partnership that reinforces the spiritual values of the home in a focused academic setting.

To achieve this, our educational method is built on the Biblical principles of individualized mastery. We prioritize character development before content. We use a curriculum designed to build these attributes. We teach students vital goal-setting skills and the self-discipline needed for life. This method allows our Supervisors to provide one-on-one discipleship. It allows for small group instruction and spiritual accountability for each student. This fulfills our goal of transforming the mind (Romans 12:2).

The renewal of the mind is essential. However, our vision includes the whole student. We seek a complete transformation of the mind, body, and soul. We do this for the glory of Christ. Our ultimate goal is to graduate students who are fully surrendered to Jesus. We desire for them to be sanctified completely in spirit, soul, and body (1 Thessalonians 5:23).

D. Staff Selection & Commitment

PBCA is a direct ministry of Perth Bible Church. Therefore, we consider every staff member to be a minister of the Gospel. We believe that a person can only teach what they *are*. Luke 6:40 reminds us that “everyone when he is fully trained will be like his teacher.”

Consequently, our hiring process prioritizes both spiritual maturity and professional qualification. We seek individuals who are both godly people and well-qualified teachers. The foundational prerequisite for any position at PBCA is a personal relationship with Jesus Christ and a life that bears the fruit of the Spirit. However, academic qualifications and professional skills are equally important to our mission of excellence.

We seek gifted individuals who see their work as a divine calling rather than just a job, and who possess the necessary training and skills to educate effectively. Our pledge to parents is

simple: The men and women who interact with your children will be godly examples and competent educators, dedicated to individualized discipleship and serving as faithful partners to the Christian home.

3. Admissions

A. Application & Enrollment Policy

Perth Bible Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The admissions process is fundamentally about building a partnership with families who are like-minded in their desire for a Christ-centered education. At least one parent/guardian must profess a personal testimony of faith in Jesus Christ and be in active agreement with our Declaration of Faith and Philosophy of Education.

We believe that the Christian life is best lived in community. Therefore, we expect all families seeking admission to be actively involved members or regular attenders of a Bible-believing church. This partnership between the home, the school, and the local church is essential for the spiritual development of the student.

PBCA is a discipleship-focused academy. We are not designed to act as a correctional institution and are not staffed to reform students with significant behavioral problems or patterns of rebellion. We reserve the right to deny admission to any student with a history of conduct—such as tobacco or drug use, alcohol consumption, bullying, or defiance—that is contrary to the biblical standards of our community.

Furthermore, while PBCA is an individualized, mastery-based program, we are not a special education facility. Admission decisions will respectfully take into account our ability to adequately serve the student's specific academic, physical, or emotional needs within our program structure.

B. Enrollment Steps

Families seeking admission to PBCA must follow the steps outlined below. This process is designed to ensure the partnership is a mutual fit for both the family and the Academy.

1. **Submit an Application**

Families may apply by completing the application form online through the school website or by requesting a paper application from the school office. All questions must be answered fully to ensure a proper review.

2. **Pay Application Fee**

A non-refundable application fee must accompany the application. Payment may be made online or by cash/check delivered to the school office. The application will not be processed until this fee is received.

3. **Submit Supporting Documents**

To provide a complete history of the student, parents must submit the following items to the school office:

- Academic records and report cards from the previous school.
- Any relevant disciplinary records.
- A pastoral recommendation.

4. **Student Spiritual Life Survey**

A completed survey is required for each applying student. This is not a test, but a tool to facilitate a discipleship conversation.

5. **Parent Interview**

Once all application paperwork and fees are received, the school office will schedule an interview with the Principal. Attendance by both parents is requested. This meeting will cover the family's educational philosophy and a review of the Student Spiritual Life Survey to ensure the Academy's mission aligns with the home.

6. **Student Visit & Diagnostic Testing**

Following a successful parent interview, a second meeting will be scheduled for the prospective student to visit the Academy and complete diagnostic testing. This is not a pass/fail "entrance exam." It is a tool used to identify learning gaps and determine the student's exact performance level in the curriculum.

7. **Receive Admission Decision**

The school will formally notify the family of the admission decision once the entire application file, interview notes, and test results have been reviewed.

8. **Finalize Enrollment**

Upon acceptance, parents secure their child's place by signing the final Enrollment Agreement, signing the Parent/Student Covenants, and paying the required Tuition Deposit.

C. Admission Decisions

Following the completion of all steps in the enrollment process (Section 3.B), the Principal will review the applicant's entire file. The school office will then notify the family of the administration's decision. Admission decisions fall into three categories:

1. **Full Admission:** The student is accepted and welcomed to PBCA.
2. **Probationary Admission:** The student is accepted, but the Academy places them on academic or behavioral probation. This is a partnership tool used to set clear, written goals for success. The student's progress will be reviewed at the end of each grading

period.

3. **Denial of Admission:** The student is not accepted. This decision may be made for one or more of the following reasons:

- The administration determines that the Academy's mission and the family's philosophy are not in alignment with PBCA.
- The Academy's program is not equipped to meet the student's specific academic, behavioral, or physical needs.
- The student's history of conduct is not a good fit for our discipleship culture.
- The student's grade level or the Learning Center is at maximum capacity.

Please note that completing an application, paying a fee, or attending an interview does not guarantee admission to PBCA. The administration reserves the right to make all final decisions regarding the admission of any student.

D. Re-enrollment

Attending PBCA is a privilege, not a right. This partnership must be renewed annually through the re-enrollment process. This process is not a formality, but an affirmation that the partnership between the family and the Academy remains healthy and mutually aligned.

Re-enrollment may be denied if the family or student has not remained in “good standing” with the Academy. This includes, but is not limited to:

- Failure to adhere to the policies and philosophies in this handbook.
- Persistent, uncooperative, or adversarial attitudes from the parent(s).
- A student's persistent, unrepentant behavioral or disciplinary issues.
- Failure to meet financial obligations to the Academy.

The Academy reserves the right to deny re-enrollment to any family that is no longer serving as a positive partner in our discipleship-focused community.

E. Age Limitations

PBCA is a K-12 educational institution designed for school-age children and adolescents. To maintain a safe, appropriate, and effective learning environment for all students, the following age policies apply:

I. Pre-Kindergarten (K3)

- **Age Requirement:** Students must be 3 years old by December 1st of the school year to enroll.
- **Availability:** The availability of the K3 program is subject to enrollment numbers and staffing. It is not guaranteed annually.

- Expectations: To be eligible for K3, children must be fully potty-trained (able to use the restroom independently, no diapers or pull-ups permitted) and must be able to clearly communicate their needs to staff.

II. Pre-Kindergarten (K4)

- Age Requirement: Students must be 4 years old by December 1st of the school year to enroll.
- Availability: The availability of the K4 program is subject to enrollment numbers and staffing. It is not guaranteed annually.
- Expectations: To be eligible for K4, children must be fully potty-trained (able to use the restroom independently, no diapers or pull-ups permitted) and must be able to clearly communicate their needs to staff.

III. Kindergarten (K5)

Students must be 5 years old by December 1st of the school year to enter Kindergarten.

IV. Upper Age Limit

Students may remain enrolled at PBCA until they reach age 20, provided they are making consistent progress toward graduation. However, a student may not begin a new school year if they have already turned 21 years of age by September 1st. Continued enrollment after age 19 is subject to a mandatory annual review by the Administration to ensure the placement remains appropriate for the student and the school community.

V. Special Circumstances

The Academy recognizes that unique situations (such as special needs, medical delays, or other extenuating circumstances) may require flexibility. Families may petition the School Board and Deacons for an exception to the upper age limit. These cases will be reviewed individually to determine the best course of action for the student and the school community.

4. Financial Information

A. Financial Agreement & Tuition

Perth Bible Christian Academy is a ministry of Perth Bible Church. We strive to keep tuition as low as possible while providing a high-quality, discipleship-focused education. The financial partnership between our families and the Academy is a covenantal investment in our shared mission.

Tuition is an annual commitment, not a month-to-month or per-diem fee. The signed Financial Agreement obligates the family for the entire year's tuition, regardless of the payment plan selected.

All specific tuition rates, deposits, fees, and available discounts are not published in this durable handbook. They are set annually by the School Board and published in the **Annual Tuition & Fee Schedule**, which is provided during the admissions process and is considered an extension of this handbook.

Early Childhood Programs (K3 & K4):

- Families enrolling in the K3 or K4 programs must choose between the Half-Day or Full-Day option at the time of registration.
- This choice is a commitment for the full academic year. Families are not permitted to switch back and forth between half-day and full-day attendance on a daily or weekly basis.
- Any permanent change to a student's schedule (e.g., switching from half-day to full-day) must be submitted in writing and approved by the Principal. Approval is subject to space availability and will result in an adjustment to the tuition rate.

B. Application & Re-Enrollment Fees

To sustain the ministry's administrative functions and to budget responsibly, PBCA requires the following non-refundable fees. These fees are in addition to the annual tuition and are published in the Annual Tuition & Fee Schedule.

- **New Student Application Fee:** This fee is required for all *new* students applying for admission. It is a one-time, non-refundable fee that covers the administrative costs of the admissions process, including diagnostic testing and the formal parent interview. *Payment of this fee does not guarantee admission.*
- **Returning Student Re-Enrollment Fee:** This non-refundable fee is required for all *returning* students to secure their spot for the upcoming school year. This fee confirms the family's commitment, allows the Academy to responsibly plan its budget and staffing, and must be paid by the April 1st re-enrollment deadline.

- o **Policy:** A returning student's spot is not guaranteed until this fee is paid. On April 2nd, all unpaid spots are considered open and may be offered to new, qualified families on our waitlist.

C. Annual Curriculum & Materials Fee

To ensure all curriculum and materials are ordered and available on the first day of school, PBCA requires a non-refundable, per-student Curriculum & Materials Fee.

- **Due Date:** This fee is due in full by August 1st.
- **Proration:** This fee is prorated for students who enroll mid-year.
 - o Students enrolling in the Fall Semester (August-December) pay 100% of the fee.
 - o Students enrolling in the Spring Semester (January-May) pay 50% of the fee.

D. Tuition Payment Plans

Families have options for paying the annual tuition. All plans must be established and confirmed with the church's financial office.

1. **Payment in Full**

The annual tuition is paid in one lump sum at the beginning of the school year.

2. **Standard 10-Month Plan**

This is the default plan for all families. The annual tuition is paid in 10 equal monthly installments (August - May).

- **Billing Cycle:** Monthly tuition payments are billed on the 1st of the month *prior* to the month of service, and are due by the 15th of that same month.
 - o Example: September's tuition is billed on August 1st and is due by August 15th.
- 3. **Alternative Payment Plans:** Other schedules (such as quarterly or semi-annually) may be available. These plans are not guaranteed and must be individually arranged and approved by the church's financial office before the school year begins.

E. Payment Methods

Payments for tuition and fees are handled by the Perth Bible Church financial office and are accepted via:

1. **Cash or Check:** Delivered to the school or church office. There is no service charge for this method.
2. **Online:** Payments can be made online through the [church/academy website](#), which will direct you to our secure payment processor.

- **Service Fee:** Families who choose this method are required to cover the online processing fees by checking the appropriate box on the payment form.
- **Fund Selection:** When paying online, please ensure you are selecting the correct fund for your payment: “Tuition Payment,” “Application / Re-Enrollment Fee,” or “Curriculum & Materials Fee.” This ensures your payment is processed correctly.

F. Account Default Policy

Timely payment is essential for the ministry to meet its financial obligations, including payroll for our staff. Our billing cycle is designed to be clear and predictable, and accounts not paid in a timely manner will be considered in default.

1. **Pastoral Communication:** We understand that unexpected financial hardships can occur. Families experiencing such a hardship are *required* to proactively contact the church financial office *before* their account becomes delinquent to discuss a potential temporary arrangement. This is a vital part of our partnership.
2. **Delinquent Account:** A tuition payment is considered delinquent if it is not received by the 15th of the month it is billed (e.g., the August 15th payment for September's tuition).
3. **Consequences:** If a family does not pay a delinquent bill or make special arrangements with the financial office, the following steps will be taken:
 - An account that is **one month (30 days) delinquent** will result in the student(s) not being permitted to attend class until the account is brought current.
 - An account that is **two months (60 days) delinquent** will be considered withdrawn from the Academy. The family will be responsible for the full amount due, and the student's spot will be opened to a new family.

G. Tuition Refund Policy

While the Financial Agreement is an annual commitment, we understand that families may need to withdraw due to unforeseen, good-faith circumstances. The School Board will graciously work with families in good standing (behaviorally and financially) who must withdraw.

1. **Fees:** All fees (Application, Re-Enrollment, Curriculum, & Materials) are non-refundable.
2. Tuition:
 - **Families on a 10-Month Plan:** Families will be responsible for the tuition payment for the full month in which their student withdraws. No further tuition payments will be billed.

- **Families Who Paid in Full:** Families will be refunded for all full, unused tuition months remaining in the 10-month (August-May) school calendar after the student's withdrawal.

H. Financial Aid & Discounts

As a ministry, we strive to make PBCA accessible, contingent upon the annual budget's health. We offer two forms of financial assistance. These are not guaranteed and are reviewed annually by the School Board.

1. **The Lisa Samples Scholarship Fund:** This is a need-based scholarship fund for families experiencing significant financial hardship. These funds are limited and are dispersed at the sole discretion of the School Board. A separate application is required.
2. **Ministry Discount:** As a ministry, we desire to bless and partner with those who work in ministry. A discount is available for families where at least one parent works in vocational Christian ministry (full-time or part-time). This discount is not a guaranteed entitlement and is reviewed annually. Families must apply for this discount each year. The final determination of eligibility and the specific discount amount, if any, is at the sole discretion of the School Board based on the ministry's annual budget and the family's circumstances.

5. The Academic Program: Accelerated Christian Education (ACE)

To fulfill the educational objectives of mastery (2.B) and the philosophical goal of individualized discipleship (2.C), PBCA utilizes the Accelerated Christian Education (ACE) curriculum. This program is not a traditional, lecture-based model. It is a proven, individualized, mastery-based program designed to build character, instill responsibility, and allow students to progress at their own pace. This section outlines the unique environment and procedures of this model.

A. The Learning Center Environment

The daily academic work of PBCA does not take place in a traditional “classroom” but in a “Learning Center.” This is a large, open, and quiet room where students of multiple age levels work on their individual curriculum under the guidance of a Supervisor and/or a Monitor.

- **Supervisor:** The primary educator responsible for academic instruction, goal checking, and spiritual guidance.
- **Monitor:** A staff member who assists with Learning Center procedures, scoring station monitoring, and administrative tasks.

This environment is intentionally designed to foster focus, responsibility, and discipleship. Students are assigned to a specific Learning Center (often numbered by level) based on their age and maturity.

1. The Student “Office” (Individualized Learning)

Each student is assigned a personal “office,” or carrel. This is their dedicated workspace for the day. This is not a barrier, but a tool; it minimizes distractions and encourages the student to focus on their own work. The office provides privacy, builds ownership, and allows the student to learn personal organization and responsibility for their space and their materials.

2. Daily Goal Setting (Student Responsibility)

A core component of our character development is teaching students to take ownership of their education. This responsibility is scaffolded by age:

- **1st Grade:** Goals on the **Goal Card** are filled in for the student by the Supervisor.
- **2nd Grade:** Students are assisted by the Supervisor in setting their goals.
- **3rd Grade and Up:** Students are required to set their own goals. As they complete a goal in a subject, they must fill in their Goal Card by the end of the current school day for the *next* day in each subject.

A Supervisor checks all Goal Cards at the end of the day to ensure goals are properly set for the following day, and re-checks them in the morning to confirm readiness and provide pastoral guidance. This daily “contract” teaches planning, time management, and personal accountability. Failure to complete these self-set

goals may require the student to complete the work at home.

3. The Flag System (Requesting Help)

To maintain a quiet and focused Learning Center free from distraction, students do not raise their hands or call out for help. Instead, they use two small flags provided for their office. This system builds patience and respect for the learning of others.

- **Academic Assistance:** When a student needs help from the Supervisor (e.g., they are stuck on a math problem, require a concept explained, require a signature in a pace, etc.), they will use the Christian flag.
- **Permissions & Procedures:** When a student needs help from the Monitor or Supervisor (e.g., permission to use the restroom, get a supply, or go to the scoring station), they will use the American flag.

4. Scoring Station Procedures

A key to the ACE model is immediate feedback and personal accountability. This is accomplished at the Scoring Station(s).

- Students are responsible for scoring their *own* daily work, Checkups, and the final Self Test from their PACEs. This is *not* done at their office.
- After completing a section (as directed by the PACE), the student will take their PACE to a designated Scoring Station.
- Using a red pencil or pen, the student will compare their answers to the provided “Score Key.”
- The student must be honest and mark *every* incorrect answer.
- Before returning to their office, the student *must* correct all errors, seeking help from the Supervisor if needed (see Flag System).
- This process teaches honesty, integrity, and personal responsibility. It removes the “dread” of a traditional test by allowing students to correct and master the material as they go.
- **Note:** The final PACE Test is the *only* item not scored by the student. These are turned in to the Supervisor for grading.

5. PACE Work, Checkups, and Tests

The curriculum is divided into bite-sized workbooks called PACEs. The workflow for each PACE follows a clear, structured pattern designed for mastery:

- **Work:** The student works through the daily assignments in their PACE, scoring and correcting at the Scoring Station as they go.
- **Checkups:** Throughout the PACE (typically 3), the student will complete a “Checkup.” These are mini-quizzes that cover specific sections of the material,

designed to ensure the student is checking for understanding as they progress. Checkups are completed at the student's office and then self-scored at the Scoring Station.

- **Self Test:** After completing the final Checkup, the student completes the “Self Test.” This is a “pre-test” for the final PACE Test, which the student also self-scores.
- **Study & Review:** The student is expected to study all their corrected Checkups and the Self Test. To be eligible for the final PACE Test, a student must first achieve a mastery score (80% or higher) on the Self Test. If they do not, the Supervisor will require review and re-study of the material before the student can attempt the Self Test again.
- **PACE Test:** Once the student has mastered the Self Test, they turn in their PACE to the Supervisor. The final PACE Test is administered on the following school day. This waiting period ensures that the student has truly retained the material in long-term memory. The test is completed at a designated testing table and is graded *only* by the Supervisor.

6. Mastery and Correction (The 80% Rule)

A student must achieve a minimum score of 80% on their final PACE Test before they are permitted to move on to the next PACE. Any score below 80% is considered failing. This ensures that a student masters the material and leaves no learning gaps behind. A student who fails a PACE Test must repeat the PACE, or a portion of it, and retest until mastery is achieved. This principle of “mastery before advancement” is a central pillar of our academic philosophy.

B. Curriculum

1. Accelerated Christian Education (ACE)

The foundational curriculum at PBCA is the Accelerated Christian Education (ACE) program. This unique system is designed not just for academic instruction, but for character building and spiritual growth. Unlike traditional textbook models, the ACE curriculum is:

- **Individualized:** Students are placed at their exact academic performance level in each subject based on diagnostic testing, not just their chronological age. This allows students to fill learning gaps or advance as quickly as they are able.
- **Self-Instructional:** The bite-sized workbooks (PACES) are written to be self-instructional, teaching students to read, process, and understand material independently, fostering critical thinking and responsibility.
- **Mastery-Based:** Students must demonstrate mastery of the content (80% or higher) before moving forward, ensuring a solid academic foundation.

- **Biblically Integrated:** Every subject—from Math to English to Science—is presented from a biblical worldview. Scripture and godly character traits are woven into the very fabric of the lessons, ensuring that academic knowledge is always paired with spiritual wisdom.
2. Supplemental Programs (K-3 Abeka)
- While the ACE program is our core curriculum, we recognize that the earliest years of learning require intensive, foundational skill-building in reading and writing. To best prepare our students for the independent reading required by the ACE model, we supplement our K-3 instruction with materials from Abeka.
- Abeka is a proven, teacher-directed curriculum renowned for its intensive phonics program.
 - We use Abeka alongside ACE in these early grades to ensure every student builds strong literacy skills, **building the necessary skills** for them to succeed as independent learners in the upper grades.

C. Courses of Study (High School)

Perth Bible Christian Academy offers four distinct courses of study for high school students. Our goal is to provide a flexible, individualized path that prepares each student for their specific future calling, whether that be college, vocational ministry, or the workforce. Perth Bible Christian Academy is a recognized non-public school in New York State.

We utilize the Iowa Assessments for standardized testing to ensure academic progress and accountability. We do not require students to take NYS Regents exams; our students graduate with a Local Diploma issued by PBCA. We strongly suggest that college-bound students also take the SAT or ACT exams to support their college applications.

- Definition of Credit: In our mastery-based system, 1 High School Credit is equivalent to the completion of 12 PACEs.
- Available ACE Electives:
Students may choose from a variety of ACE electives to fulfill their general elective requirements. Options typically include:
 - **Bible:** New Testament Survey, Old Testament Survey, Life of Christ, Christian Growth, Introduction to Missions.
 - **Business:** Business Math, General Business.
 - **Fine Arts:** Music, Beginning Art, Advanced Art.
 - **Foreign Language:** Spanish I, French I.
 - **Government:** The Constitution, Collectivism.
 - **Communication:** Speech.

I. Honors Course (27 Credits)

This is our most rigorous track, designed for students demonstrating high academic achievement and leadership potential. It includes advanced coursework and additional requirements in reading and service.

- **Target Student:** College-bound students seeking admission to competitive universities.
- **Curriculum Expectation:** Completion of core subjects through Level 12.
 - Credit Requirements:
 - English: 4 Credits
 - Social Studies: 4 Credits
 - Math: 4 Credits (Algebra I, Geometry, Algebra II, Advanced Math/Trig)
 - Science: 4 Credits (Biology, Physical Science, Chemistry, Physics)
 - Bible: 4 Credits (1 per year)
 - Foreign Language: 2 Credits
 - Health: 0.5 Credits (Required)
 - Physical Education: 2 Credits (Required)
 - Fine Arts: 1 Credit (Music/Art)
 - Speech: 0.5 Credits (Required)
 - **Christian Service:** Required (Non-credit).
 - General Electives: 1 Credit

II. College Preparatory Course (25 Credits)

This standard academic track provides a robust foundation for higher education.

- **Target Student:** Students planning to attend a four-year college or university.
- **Curriculum Expectation:** Completion of core subjects through Level 12.
- Credit Requirements:
 - English: 4 Credits
 - Social Studies: 4 Credits
 - Math: 3 Credits (Algebra I, Geometry, Algebra II)
 - Science: 3 Credits (Biology, Physical Science, Chemistry)
 - Bible: 4 Credits

- o Foreign Language: 2 Credits
- o Health: 0.5 Credits (Required)
- o Physical Education: 2 Credits (Required)
- o Fine Arts: 1 Credit (Music/Art)
- o Speech: 0.5 Credits (Required)
- o General Electives: 1 Credit

III. General Course (23 Credits)

This track provides a solid, well-rounded high school education that emphasizes fundamental skills and character development.

- **Target Student:** Students planning to attend a community college, a Bible institute, or enter the workforce directly.
- **Curriculum Expectation:** Completion of core High School PACEs.
- Credit Requirements:
 - o English: 4 Credits
 - o Social Studies: 4 Credits
 - o Math: 3 Credits (General Math or Business Math focus)
 - o Science: 3 Credits (General Science focus)
 - o Bible: 4 Credits
 - o Health: 0.5 Credits (Required)
 - o Physical Education: 2 Credits (Required)
 - o Fine Arts: 1 Credit (Music/Art)
 - o General Electives: 1.5 Credits

IV. Vocational Course (22 Credits)

This track is designed for students who are preparing to enter the workforce immediately after graduation.

- **Target Student:** Students focused on workforce readiness.
- **Goal:** To prepare students with the functional literacy, numeracy, and character required for success in the workplace. The academic target is mastery of core subjects through **Level 96**, which provides a rigorous foundation in practical skills often exceeding standard expectations.
- **Curriculum Expectation:** Mastery of core subjects (Math, English, Social

Studies, Science, Word Building) through **Level 96**.

- Credit Requirements:
 - English: 4 Credits (Focus on functional literacy and communication)
 - Social Studies: 4 Credits
 - Math: 3 Credits (Consumer Math, Business Math)
 - Science: 3 Credits (General Science)
 - Bible: 4 Credits
 - Health: 0.5 Credits (Required)
 - Physical Education: 2 Credits (Required)
 - Fine Arts: 1 Credit (Music/Art)
 - General Electives: 0.5 Credits

V. Graduation Requirements

While a student on any of these educational tracks may complete their academic requirements early, the PBCA diploma is not awarded until the student has reached a minimum age of 17. Early completion allows for a season of apprenticeship, work study, or advanced discipleship while remaining under the spiritual covering of the Academy. In order to allow students ample time to complete requirements, students may remain enrolled until age 20, provided they are making progress. Students may not begin a new school year if they have already turned 21.

1. Early Graduation Policy:

Graduation from PBCA is based on both academic completion and spiritual maturity. While accelerated students may complete their credits early, early graduation is not automatic. It is a privilege that must be formally requested by the parents and approved by the School Board.

- **Procedure:** Families wishing to pursue early graduation must submit a formal written request to the Principal outlining the student's academic plan, spiritual maturity, and future goals.
- **Review:** The Principal and School Board will review the request to ensure the student is ready for the next phase of life and that their departure is in the best interest of both the student and the Academy.

2. Transfer Students & Graduation Requirements:

PBCA welcomes transfer students and will review official transcripts to determine appropriate credit transfer and track placement.

- **Bible Credits:** Transfer students are required to earn 1 Bible credit for each year

of attendance at PBCA. They are not required to make up Bible credits for years attended at other schools.

- **Residency Requirement:** To receive a PBCA diploma, a transfer student must be enrolled full-time at the Academy for their entire senior year (completing a minimum of 5 credits at PBCA).

VI. Dual Enrollment Options (Honors & College Prep Only):

PBCA encourages advanced students to pursue academic excellence. For students who have demonstrated mastery of the high school curriculum, the Principal may authorize the option to earn college credit through dual enrollment. This may be done through accredited colleges or Christian institutions approved by the Principal.

Spiritual Caution: While PBCA recognizes the financial and academic benefits of local secular programs, we urge parents to exercise great caution. The spiritual environment of a secular campus can present significant challenges to a young person's faith. We advise families to prayerfully weigh the potential benefits against the risk of negative encounters or unbiblical influences.

- **Eligibility Requirements:** Dual enrollment is a privilege, not a right. To apply for a dual enrollment course, a student must meet all the following criteria:
 - **Grade Level:** Must be a **Senior (12th Grade)** (Exceptions for 11th graders are rare and granted only by the principal).
 - **Academic Track:** Must be enrolled in the Honors or College Preparatory track.
 - **GPA:** Must maintain a cumulative GPA of **3.5** or higher.
 - **Conduct:** Must be in good behavioral standing.
 - **Institution Approval:** All institutions and specific courses must be mutually approved by the parents and the Principal. The Administration reserves the right to deny approval for institutions or courses that are deemed hostile to the Academy's statement of faith.
- **The “PACE Pre-Requisite” (Mastery Rule):** We believe a student is not ready for college-level synthesis until they have mastered high school-level foundations. Therefore, a student may not enroll in a college course until they have **completed PACE 1132** in the corresponding subject area.
 - *Example:* To take “English Composition 101,” the student must have successfully completed English PACE 1132.
 - Students who are behind schedule (working on PACEs below 1132) are not eligible for dual enrollment in that subject.

- Credit Equivalency & Sequential Mastery
 - **Credit Value:** A standard one-semester college course (3 credit hours) is equivalent to **0.5 High School Credits** (or 6 PACEs).
 - **Partial Replacement (Hybrid Year):** If a student completes only **one** semester of dual enrollment (earning 0.5 credits) and returns to the ACE curriculum to complete the subject, they must resume their PACE work at the **next sequential number** (e.g., 1133–1138).
 - *Reasoning:* The ACE curriculum builds concept upon concept. A student may not skip the foundational PACEs (1133–1138) to attempt the advanced PACEs (1139–1144), as this would create learning gaps.
 - **Full Replacement:** To replace a full-year subject (1.0 Credit / 12 PACEs) entirely, the student must successfully complete **two** college semesters of that subject (e.g., Fall and Spring).
- Approval Authority
 - All courses must be submitted to the **Principal** for approval prior to registration.
 - The Principal has the sole authority to approve or deny any course based on its academic rigor, its relevance to the student's graduation plan, and its alignment with PBCA's spiritual standards.
- Student Responsibilities
 - **Financial:** All tuition, textbooks, and fees are the sole responsibility of the family. PBCA does not subsidize these courses.
 - **Transcript:** The student is responsible for having the official college transcript sent to PBCA upon completion of the course.
 - **Grades:** If a student receives a grade lower than a "C" (or withdraws failing), they will receive **zero** high school credit for that course. They will be required to immediately re-enter the ACE curriculum and complete the corresponding PACEs to fulfill their graduation requirements.

VII. BOCES Vocational Program

PBCA recognizes the value of vocational training and is willing to cooperate with the local BOCES (Board of Cooperative Educational Services) to offer technical education to qualified students. Because PBCA is a small, single-schedule academy, participation in BOCES requires significant adjustments to a student's daily schedule.

1. **Eligibility (Entrance Requirements)** Participation in BOCES is a significant responsibility. To be eligible to **apply and enroll** for the academic year, a student

must meet the following criteria at the time of enrollment:

- **Grade Level:** Be in **Grades 9–12** (subject to specific BOCES program requirements).
- **Academic Standing:** Be current or ahead of schedule in all core PACE subjects (Math, English, Social Studies, Science). Students who are behind schedule are **not eligible**, as the reduced time on campus will make catching up nearly impossible.
- **Conduct:** Must hold **“PB” Privilege Status** (see Section 6.C) at the time of application. Students with a history of behavioral instability will not be approved to represent PBCA off-campus.
- **Tuition:** BOCES tuition is generally covered by the student’s home school district (if applicable). PBCA tuition is **not** prorated for the time the student is off-campus, as the administrative and academic oversight remains the same.

2. **Schedule Conflicts & Mandatory Adjustments** Students and parents must understand that attending BOCES may conflict with mandatory PBCA graduation requirements depending on the current school schedule. By enrolling in BOCES, the family agrees to the following conditions:

- **Priority on Core Academics:** Because BOCES students are on campus for a limited time, their hours at PBCA must be prioritized for core academic mastery (Math, English, Science, Social Studies). Therefore, BOCES students are generally **not permitted** to participate in elective “Specials” (such as Art, Chorus, or Study Hall) if those classes conflict with necessary Learning Center time.
- **Missed Bible Requirement:** If a student’s BOCES schedule causes them to miss the daily Bible class/Chapel, they are required to complete **Bible PACEs**(1 credit = 12 PACEs per year) as an independent study course to fulfill their graduation requirement.
- **Missed Physical Education (PE) Requirement:** If a student’s BOCES schedule causes them to miss the scheduled Physical Education classes, they must complete an **Independent PE Contract** to meet NYS and PBCA graduation standards.
 - *Requirement:* The student must document a minimum of 90 minutes of physical activity per week outside of school hours.
 - *Acceptable Activities:* Participation in a PBCA sports team, a documented gym membership workout log, an at home workout monitored by a parent or guardian, or community sports leagues.
 - *Accountability:* Logs must be signed by a parent/coach and turned in weekly. Failure to turn in logs will result in a failing grade for PE.

- **Transportation & Conduct**
 - **Transportation:** Transportation to and from BOCES is the responsibility of the student's home school district or the parents. PBCA does not provide transportation.
 - **Conduct:** Students are representatives of Christ and PBCA while at the BOCES campus. Any disciplinary reports received from BOCES instructors will be treated as if the offense occurred at PBCA and will result in school discipline.
 - **Attendance:** If the student's home district is closed but PBCA is open, the student is expected to attend PBCA for their scheduled half-day.
- **Probation & Removal Policy** Enrollment in BOCES is a semester or year-long academic commitment. Therefore, a student will not be removed from BOCES for minor demerit accumulation alone. However, the following standards apply:
 - **Loss of PB Status (Vocational Probation):** If a BOCES student loses their "PB" status (e.g., accumulates more than 6 detentions in a quarter) during the school year, they will be placed on **Vocational Probation**.
 - *Consequence:* They **will continue** to attend BOCES to maintain their academic progress. However, they will lose all other PBCA privileges (interscholastic sports, senior privileges, etc.) until "PB" status is restored.
 - *Review:* If the student fails to restore their "PB" status by the end of the semester, the Administration reserves the right to deny BOCES enrollment for the **following** semester or school year.
 - **Immediate Removal:** A student may be immediately removed from the BOCES program (resulting in a loss of credit) only under the following circumstances:
 - Commission of a **Serious Offense** at either PBCA or BOCES.
 - Out-of-School Suspension or Expulsion from PBCA.
 - Failing grades in the BOCES program.

D. Grading System

The following grading scale will be used:

Percent	Grade/Letter	GPA Value
95-100	A	4.0
90-94	B	3.0
85-89	C	2.0
80-84	D	1.0
Below 80	F/Incomplete	0.0

Note: Because the ACE curriculum is mastery-based, students must achieve a minimum score of 80% to pass any PACE. Any score below 80% requires the student to repeat the material until mastery is achieved. Therefore, failing grades (below 80%) are generally not recorded on final transcripts as “F” but as incomplete work that must be redone.

E. Report Cards

Report cards will be generated and distributed quarterly. They provide a snapshot of the student's academic progress, attendance, and character development. Parents are encouraged to review these reports with their children and contact the Supervisor if they have any questions.

F. Honor Roll

PBCA recognizes students for superior academic achievement and Christian character. Honor Roll status is determined at the end of each quarter based on the following criteria:

I. Principal's List:

- Academic Average: 95% or higher in all subjects.
- Scripture Memory: All monthly Scripture passages for the quarter must be recited.
- Conduct: No more than 6 demerits in the quarter.
- Attendance: No more than 5 unexcused absences.

II. Honor Roll:

- Academic Average: 85% or higher in all subjects.
- Scripture Memory: All monthly Scripture passages for the quarter must be recited.

- Conduct: No more than 6 demerits in the quarter.
- Attendance: No more than 5 unexcused absences.

G. Christian Service Program

At Perth Bible Christian Academy, we believe that true leadership is servanthood. Our goal is not just to produce students who know the Bible, but students who live it out through sacrificial love for others. Therefore, Christian Service is a core component of our educational philosophy and a requirement for the Honors track.

- Philosophy: We place a strong value on not only teaching Christian service but on modeling and doing it together. We want our students to experience the joy of serving Christ by serving His people and our community.
- Requirement: Students in the Honors track are required to complete a minimum of 15 hours of community service for each year of enrollment.
- Structure:
 - PBCA Service: Up to 10 hours per year may be earned through service directly to the Academy (e.g., tutoring, cleaning, event setup).
 - Community/Church Service: The remaining hours must be served outside of the regular school day in the local church or community.
- Accountability: Students are responsible for logging their hours on the provided forms and submitting them to the school office annually. This service is a prerequisite for maintaining Honors status and for graduation in the Honors track.

6. Christian Conduct & Discipline

A. Our Philosophy of Christian Discipline (To Teach and Restore)

At Perth Bible Christian Academy, we believe that discipline is a vital part of discipleship. The word “discipline” comes from the same root as “disciple,” a learner or follower. Our goal is not merely behavior modification, but heart transformation. We desire to train students who govern themselves from the inside out, motivated by a love for God and a desire to please Him.

- **Biblical Foundation:** We believe that “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it” (Hebrews 12:11). Discipline is an act of love, designed to correct foolishness, instill wisdom, and protect the student from the long-term consequences of sin.
- **Purpose:** The purpose of our discipline is twofold: **Teaching** and **Restoration**.
 - **To Teach:** We use rules and consequences to teach students the biblical principles of authority, obedience, and self-control.
 - **To Restore:** When a student fails, our goal is to lead them to repentance and restoration—restoring their fellowship with God, their teachers, and their peers.
- **Partnership with Parents:** We recognize that God has given parents the primary authority and responsibility for the discipline of their children. The Academy acts as a delegated authority to support the home. We commit to communicating openly with parents about behavioral issues, and we expect parents to support the school's disciplinary decisions as we work together to train their child.
- **The Role of the Student:** We expect students to accept responsibility for their own actions. Blame-shifting, excuses, and argumentation are not accepted. A student who learns to humbly accept correction is on the path to wisdom (Proverbs 15:32).
- **Corporal Punishment:** PBCA does not utilize corporal punishment in its disciplinary measures.

B. Standards of Conduct (On and Off Campus)

As a Christian school, PBCA holds its students to a high standard of conduct that reflects their identity as ambassadors of Christ (2 Corinthians 5:20). We believe that a student's behavior is an overflow of their heart. Therefore, our standards are not just a list of rules, but a framework for living a life that honors God.

These standards apply to all PBCA students at all times—whether on campus, at school events, or in their personal lives off campus.

- **Christian Character:** Students are expected to demonstrate honesty, integrity, and kindness. Lying, cheating (including plagiarism), stealing, and gossip are violations of biblical truth and will be addressed firmly.
- **Respect for Authority:** Students are to show immediate and respectful obedience to all staff members. Disrespect, defiance, or argumentative attitudes toward authority figures are contrary to the spirit of the Academy.
- **Respect for Others:** Bullying, harassment, or any form of physical or verbal abuse is strictly prohibited. We are called to “love one another” (John 13:34), and students are expected to treat their peers with dignity and respect.
- **Moral Purity:** Students are to maintain purity in their relationships. Public displays of affection (holding hands, embracing, etc.) are not permitted at school or school functions. Students are to avoid any behavior or conversation that is sexually explicit or inappropriate.
- **Substance Abuse:** The possession, use, or distribution of tobacco, alcohol, e-cigarettes/vapes, or illegal drugs is strictly prohibited and may result in immediate dismissal.
- **Media & Entertainment:** We expect students and families to use discernment in their choices of music, movies, social media, and entertainment, avoiding content that is vulgar, violent, or contrary to biblical values.

C. The Privilege System

All Learning Centers: The Supervisor will plan incentives that will be meaningful to the students. Some incentives will be daily, and some will be more long-range. Incentives may include privilege centers, special field trips, certificates, and other awards appropriate for the age of the children. A privilege system will be utilized, and the student will display the privilege he/she has earned.

I. PB Privilege (Eligible for Extracurricular Activities | Grades three to Twelve Only):

- **Qualifications:** Qualifications for PB are evaluated quarterly. Once a student has earned their PB, they keep it for the entire quarter. (Students gain this privilege if they have lost “PBC”.)
- Requirements:
 - Previous quarter's required work finished on schedule.
 - Previous month and current month's monthly scripture recited.
 - No more than 6 detentions in the previous quarter.
- **New Students:** New students or those not eligible by the end of the previous quarter may gain their activity privilege after the 3rd week of the quarter if they:

- o Are academically on schedule.
- o Have recited monthly scriptures.
- o Have no more than 6 detentions.

II. PBC Privilege (“C” Privilege | Grades three to Twelve Only):

- **Evaluation:** “C” privilege is evaluated at the end of the 3rd, 6th, and 9th weeks.
- **Benefits:** Gives student all privileges of PB, plus the following:
 - o Regularly scheduled privilege breaks.
 - o Out of seat without permission in the Learning Center (scoring, computer use, getting a book, etc.).
- **Requirements:**
 - o On schedule with PACE and non-PACE curriculum.
 - o Current on monthly scripture recited (Includes previous month's scripture only).
 - o No more than 6 detentions in the current quarter.

III. PBCA Privilege (“A” Privilege | Grades Nine to Twelve Only):

- **Evaluation:** “A” privilege is also evaluated at the 3rd, 6th, and 9th weeks.
- **Benefits:** Gives students all privileges of PBC as well as the following:
 - o May work on extra-curricular or otherwise enjoyable activities any time during the day, as long as the Supervisor gives permission.
 - o Friday off if not involved with a scheduled extracurricular activity.
- **Requirements:**
 - o Three weeks ahead of schedule.
 - o Meets all requirements of “PB” and “C”.
 - o Involved in an approved Local Church Ministry.
- **Note:** PBCA Privileges are also granted to Honor Roll students for the first three weeks in the quarter following their achievement.

IV. Privilege Days:

Students who are on or ahead of schedule will not be required to attend regular classes on designated privilege days at the end of each quarter. They will be expected to come in if so requested by the sponsor of some group activity in which they are involved (for example, music, drama, sports). Those eligible for this privilege will be given a slip stating so by their supervisor.

- **Eligibility:** To qualify, a student must have completed all required academic work and tests for the quarter and have no outstanding behavioral or disciplinary issues.
- **Procedure:** Eligible students are not required to attend school during these designated days. This time is a reward for their diligence and progress.
- **Exceptions:** Privilege Days may be suspended or rescheduled if there is a mandatory school-wide event (e.g., Chapel, Convention preparation, or standardized testing) scheduled during that time.

D. Correction Policy (Demerits)

PBCA employs a system of corrective marks (demerits) to help students identify and correct negative habits. The goal is training, not punishment. We believe that a mistake repeated is a lesson unlearned; therefore, our system is designed to be progressive. This system is objective: specific actions result in specific consequences that increase if the behavior is not corrected and are there to help students learn cause and effect.

I. The Procedure:

1. **Progressive Discipline (The Multiplier Effect):** To encourage students to learn from their mistakes, demerit values for General Offenses increase with repetition.
 - **First Offense:** The first time a student commits a specific infraction (e.g., "Disturbance") within a recording period, it results in 1 demerit.
 - **Repeated Offenses:** If that same infraction is repeated within the same period, the consequence increases. The second time is worth 2 demerits; the third time is worth 3 demerits, and so on.
 - o Example: A student leaves their chair without permission on Monday (1 mark). They do it again on Tuesday (2 marks). They do it a third time on Wednesday (3 marks).
 - **Corrective Action Notice:** When a student violates a procedure or rule (e.g., scoring violation, disturbance, out of seat without permission), a Corrective Action Notice (demerit slip) is issued. This slip serves as the student's "receipt" of the correction. It informs them of the specific offense and the number of demerits assigned. The student keeps this slip for their records; it does not need to be returned.
2. **Accumulation & Detention:** Detentions are assigned based on the *total value* of demerits received in a single day.
 - **3 Marks in One Day:** If a student accumulates three (3) demerit marks in a single day, an automatic detention is assigned.

- o Note: Under the progressive system, a single infraction could result in an immediate detention if it is the student's 3rd(or more) time committing that specific offense during the period.
 - **Reporting:** When a detention is assigned, a Detention Slip will be sent home. This specific slip must be signed by a parent and returned on the following school day. Failure to return the signed Detention Slip will result in further disciplinary action.
3. **Reset Period:** To allow students a fresh start appropriate to their maturity level, demerit records are reset according to the following schedule:
- **Grades K-2:** Demerits reset every 3 weeks.
 - **Grades 3-6:** Demerits reset every 6 weeks.
 - **Grades 7-12:** Demerits reset every 9 weeks (at the end of the quarter).

II. 1-Demerit Offenses (Warning/Training):

These are specific infractions that disrupt the Learning Center environment or violate procedures. Each results in 1 mark.

- Learning Center & Procedural Violations:
 - o Arguing a demerit
 - o Bible not brought to school
 - o Chair left out / not pushed in.
 - o Damage or misuse of church property: (In addition, the student will be charged a fee. Accidental damage will also be charged even though the student will receive no demerits.)
 - o Disorderly Behavior
 - o Disrespect
 - o Disturbance
 - o Eating, drinking, or chewing gum in the Learning Center (without permission).
 - o Envelope not returned or signed
 - o Excuses for absence or tardiness not turned in
 - o Goal Card not set, posted, or signed.
 - o Gripping or complaining.
 - o Homework slip not signed or returned

- o Improper Language
- o Improper use or storage of electronic equipment
- o Incomplete gym uniform
- o Incomplete office supplies (pen, pencil, red pen, ruler).
- o Incomplete PACE work (homework not completed).
- o Lack of participation in assembly/opening exercises.
- o Late
- o Leaving PACE or books at home.
- o Messy office / Floor area untidy.
- o Minor dress code violation (e.g., shirt untucked, missing belt).
- o Minor scoring violations.
- o Not following learning center procedures (checkups, vocabulary not signed)
- o Out of seat without permission
- o Passing notes.
- o Running and jumping (in the Learning Center or hallways).
- o Reading and passing notes
- o Wasting Time
- o Yelling or Screaming

III. Automatic Detention Offenses (3 Marks):

These infractions are more serious and result in 3 marks, which trigger an immediate detention.

- o Direct disobedience or disrespect to a staff member.
- o Failure to return a signed Detention Slip.
- o Inappropriate language (coarse joking, teasing).
- o Lying or deception.
- o Major scoring violations (cheating).
- o Physical contact (PDA or roughhousing).
- o Throwing objects.
- o Unauthorized use of electronic devices (phone not turned in/off).

IV. Serious Offenses (6 Marks):

These offenses are severe breaches of Christian conduct. They result in 6 marks, which may lead to immediate suspension, probation, or expulsion, along with a mandatory parent conference.

- o Bullying, harassment, or cyber-bullying.
- o Fighting or physical aggression.
- o Moral Misconduct: This includes, but is not limited to: sexual immorality, possession or distribution of pornography, inappropriate use of technology (sexting), or any other action that is illegal or grossly violates the biblical standards of the Academy.
- o Possession of dangerous items or substances.
- o Theft or vandalism of school property.

E. Detention Policy

Detention is a disciplinary tool used to correct negative behavior and encourage reflection.

1. **Scheduling & Flexibility** Detentions are typically scheduled to be served on the **school day following the offense**. However, the Administration reserves the right to schedule the detention for a different day to accommodate school operations (e.g., weekly staff meetings, school events, or facility availability).
 - **Notification:** The specific date of the detention will be clearly written on the Detention Slip sent home.
 - **No Personal Rescheduling:** While the Administration may adjust dates for school needs, detentions will **not** be rescheduled at the request of parents or students for sports, extracurricular activities, carpools, or personal convenience.
2. **Duration Calculation (10 Minutes per Demerit)** Detention time is calculated strictly based on the number of demerits earned in a single day. A minimum of 3 demerits is required to trigger a detention.
 - 3 Demerits = **30 Minutes**
 - 4 Demerits = **40 Minutes**
 - 5 Demerits = **50 Minutes**
 - 6 Demerits = **60 Minutes**

3. **Maximum Duration & Carry-Over** To ensure students have time for family duties and homework, a student will not be required to serve more than **60 minutes** of detention in a single afternoon.
 - **Carry-Over:** If a student earns 7 or more demerits (70+ minutes), they will serve **60 minutes** on the first eligible day, and the remaining balance will be served on the following eligible day.
 - *Example:* 7 Demerits (70 min) = 60 min on Wednesday + 10 min on Thursday.
4. **Detention Slips** When a detention is triggered, a Detention Slip stating the total time will be sent home with the student.
 - **Parent Signature:** This slip must be signed by a parent and returned to the Supervisor the next morning.
 - **Failure to Return:** Failure to return the signed slip prevents the school from verifying parental notification and will result in an **additional automatic detention**.
5. **Suspension Triggers** Detention is intended to correct behavior. If detention fails to change the student's conduct, the discipline escalates to Suspension (In-School or Out-of-School) to require parental intervention.
 - **Chronic Offenses:** If a student accumulates **7 separate Detention Slips** within a single quarter, the 8th offense will result in an automatic 1-Day Suspension.
 - **Acute Offenses:** If a student accumulates **12 or more demerits** in a single day (120+ minutes), the Administration reserves the right to bypass detention and convert the consequence immediately into a Suspension.
6. **Sports and Activities**
 - **Notification:** It is the student-athlete's responsibility to notify their coach in advance if they will miss practice due to detention.
 - **Participation:** A student may join their team for practice or a game only *after* their detention time has been fully served.
7. **Parent Pickup & Supervision**
 - **Prompt Pickup:** Detention is supervised by staff, but supervision ends immediately when the detention time is up. It is not the school's responsibility to provide childcare after detention.
 - **Late Pickup:** Parents must arrange for timely pickup. Repeated failure to pick up a student on time after detention may result in a meeting with the Administration.

8. **Questions & Disputes** Detention slips are not to be written on or used for notes. If a parent has a question regarding the circumstances of the detention, please email academy@perthbiblechurch.org to schedule a time to discuss the matter with the Principal. Please do not attempt to adjudicate the matter during drop-off or pick-up.

F. Problem Resolution

We follow the biblical model for conflict resolution found in Matthew 18.

- **Step 1:** If a student or parent has a concern with a teacher or staff member, they should go directly to that person first to resolve the issue privately and respectfully.
- **Step 2:** If the issue cannot be resolved directly, the parent may contact the Principal to facilitate a meeting.
- **Step 3:** If the matter remains unresolved, it may be brought to the School Board/Deacons for final review.
- **Gossip:** We ask that families refrain from discussing grievances with other parents or students, as this causes division and violates the spirit of unity.

G. Probation, Suspension, and Expulsion

- **Probation:** A student may be placed on academic or behavioral probation for a set period (e.g., one quarter) if they are failing to meet the school's standards. This is a warning period to allow for improvement.
- **Suspension:** Suspension (out-of-school) is used for serious or repeated misconduct. It is a time for the student to be removed from the community to consider their actions. All missed work must be completed.
- **Expulsion:** Attendance at PBCA is a privilege, not a right. The Academy reserves the right to expel a student who demonstrates a persistent refusal to obey school rules, a defiant attitude, or involvement in serious misconduct (on or off campus) that threatens the safety or spiritual well-being of the school community. Expulsion is a final decision made by the Administration and School Board.

7. Student Life & Activities

A. Student Dress Code & Appearance

- General Dress Guidelines
 - Clothing needs to be in good condition with no holes, whether accidental or on purpose.
 - Printed messages/pictures on any garment should be positive, non-distracting, and should not promote non-Christian values.
 - Earrings are for ladies only, with no more than 2 allowed per ear, and are the only acceptable type of visible body piercing allowed.
 - Undergarments of any type should not be showing for any reason.
- Hair, Hats, Hoods & Shoes
 - Hair is to be kept out of the eyes, maintained, and a non-distracting style/color.
 - Boys are to be clean-shaven with sideburns no longer than the bottom of the earlobe.
 - No form of headwear is allowed during the school day, except hair bands for ladies.
 - Sweatshirts, Sweaters and hoodies are all allowed as long as the hood is not worn.
 - Students must wear clean, safe, closed-toe shoes or sneakers. Flip-flops, slides, and open-toed shoes are not permitted for safety reasons.
- Tops
 - Shirts must cover the midriff and shoulders. Cleavage must be completely covered at all times.
 - Shirts with an open back, camisoles, sheer shirts, side neck shirts, sleeveless shirts, sleeveless tops, strapless tops, or halter-tops are not allowed
- Bottoms
 - Jeans, khakis, cargo pants, dress pants and joggers can be worn. A jogger is defined as a type of casual pants with a relaxed fit through the thigh, that tapers down to a snug, at least 1-inch, elastic cuff at the ankle.

- o Lettering across any part of pants or any other form of lower attire is not permitted
- o Ladies - leggings may only be worn under a knee length dress or skirt, and are not to be worn as a primary leg covering
- o Shorts are not to be more than 2” above the top of the knee
- o Ladies - Skirts and dresses must be long enough to reach the top of the knee. Slits above the knee and sleeveless dresses are not allowed
- Formal Dress (for designated events)
 - o Gentleman
 - Collared white button down long sleeve shirt and a tie
 - All shirt tails must be tucked in
 - Black dress pants with a black belt
 - Black dress shoes
 - o Ladies
 - A black or black/white dress, skirt, or dress pants with a white top; t-shirts are not allowed
 - A belt if belt loops are present
 - Black dress shoes

B. Extra-Curricular Activities

PBCA offers various extracurricular activities to enrich the student experience. Participation in these activities is a privilege, not a right (see Privilege System, Section 6.C).

- **Clubs:** Seasonal clubs may be offered based on student interest and staff availability (e.g., Chess Club, Drama Club, Yearbook).
- **Music & Drama:** Students may have opportunities to participate in school plays, choir, and musical performances throughout the year.

C. Interscholastic Sports

PBCA encourages physical development and Christian character through athletics.

1. **Academic Eligibility:** To participate in sports, a student must maintain at least “**PB**” **Privilege status**. A student who falls behind schedule or receives excessive demerits will be ineligible to play until their standing is restored.
2. **Appearance & Conduct:** Student-athletes are ambassadors of Christ and PBCA.

Unsportsmanlike conduct, disrespect to officials, or failure to maintain a Christian testimony may result in suspension from the team.

3. **Responsibilities:** Athletes must maintain their academic progress during the season. Parents are responsible for transportation to and from practices and games unless otherwise notified.

D. Field Trips

Field trips are planned throughout the year to supplement the academic curriculum.

- **Permission:** A signed permission slip is required for every student to participate.
- **Cost:** Some field trips may require a small fee to cover admission or transportation.
- **Dress Code:** The standard school dress code is required for field trips unless the administration specifies “activity attire.”
- **Chaperones:** Parents are often invited to chaperone. All chaperones must be approved by the administration and agree to uphold the school's standards during the trip.

E. Student Convention (ACE)

The **A.C.E. Student Convention** is an exciting and rewarding part of the ACE program. It is designed to help students develop their God-given talents and challenge them to higher standards of spiritual and academic excellence.

- **Purpose:** The Convention is not just a competition; it is a time of spiritual emphasis and preparation for life. Students prepare projects and performances that demonstrate discipline, skill, and Christian character.
- **Eligibility:** Students must be 13 years of age or older by December 31st and in good standing (academic and behavioral) to attend.
- **Scope:** PBCA participates in the **Regional Convention**. Students who place in their events may qualify to attend the **International Student Convention (ISC)**, where they compete with thousands of students from around the world.
- **Categories of Participation:** Students may enter events in five major areas:
 - **Academics:** Social Studies, Science, Creative Writing, Spelling, PACE Bowl.
 - **Athletics:** Track and Field, Basketball, Volleyball, Soccer, Archery, Table Tennis.
 - **Music:** Vocal (solos, duets, trios, ensembles) and Instrumental (piano, strings, brass, woodwinds).
 - **Arts:** Photography, Painting, Sketching, Woodworking, Needle/Thread,

Scrapbooking.

- **Platform:** Preaching, Dramatic Monologues, Expressive Reading, Puppets, One-Act Plays.
- **Preparation:** Preparation for Convention is a year-long process. Students are encouraged to select their events early and work consistently on their entries, often as part of their elective credits.
- **Cost:** Convention attendance involves travel, lodging, and registration fees, which are the responsibility of the family. The school may offer fundraising opportunities to help offset these costs.

8. General Operations & Policies

A. School Schedule

- School Hours: The school day begins at 8:15 AM and ends at 2:45 PM.
- Arrival: Students may arrive as early as 7:55 AM. Upon arrival, students must proceed directly to their assigned Learning Center or designated waiting area.
- Dismissal: Students must be picked up promptly at 2:45 PM. Parents should follow the designated traffic pattern for drop-off and pick-up to ensure student safety.
- Tardiness: Punctuality is a character trait we value. Students arriving after 8:15 AM must report to the school office as tardy before entering the Learning Center. Excessive tardiness may result in disciplinary action.

B. Lunch & Cafeteria Policy

- Closed Campus: PBCA operates as a closed campus. Students are not permitted to leave the school grounds for lunch.
- Lunch Procedures:
 - Students must bring their own lunch from home.
 - Microwaves are available for student use (with Monitor supervision for younger grades).
 - Students are expected to maintain a clean eating area and dispose of all trash properly.
 - Prayer is offered before lunch, and Christian conduct is expected during the mealtime.

C. School Closings & Delays

- Inclement Weather: In the event of severe weather, PBCA will typically follow the closing or delay decisions of Broadalbin Perth Central School District.
- Notification: Closings will be communicated by local news outlets and local television stations.
<https://www.timesunion.com/projects/closings-delays/>
- Virtual Learning: In rare cases of extended closure, the administration may assign work to be completed at home to maintain academic progress.

D. Drills (Fire & Evacuation)

- Safety First: The safety of our students is paramount. Fire and emergency evacuation drills are conducted regularly throughout the school year in

compliance with state regulations.

- Procedure: When the alarm sounds, students must:
 - Stop working immediately.
 - Line up quickly and quietly.
 - Follow the Supervisor to the designated exit and assembly point.
 - Remain silent throughout the entire drill until the “all clear” signal is given.

E. Transportation

- Bus Conduct: Students riding district buses are representatives of PBCA and must conduct themselves with Christian character.
 - Authority: The bus driver is the authority figure on the bus. Students must obey the driver at all times.
 - Discipline: Misconduct on the bus is a serious offense. Any “write-up” or disciplinary report received from a bus driver or district will result in an automatic 1-hour detention at PBCA. Repeated offenses may result in the loss of bus riding privileges.
- Student Drivers:
 - High school students with a valid driver's license may drive to school with parental permission.
 - Students must park in the designated student parking area.
 - Once a student arrives, they may not return to their vehicle until dismissal without specific permission from the administration.
 - Students may not transport other students (other than siblings) without written parental consent from *both* families.

F. Electronic Devices, Personal Items, & Search & Seizure

- **Search Policy:** To maintain the safety and spiritual integrity of our school community, PBCA reserves the right to search school property (including desks, lockers, and cubbies) at any time, with or without notice. Additionally, school administration reserves the right to search personal property brought onto school grounds (including backpacks, bags, vehicles, and electronic devices) if there is reasonable suspicion that the student is in possession of items that violate school rules, the law, or the safety of others.
- Cell Phones/Smart Devices: To maintain a focused learning environment, cell phones, smartwatches, and other personal electronic devices must be turned off and turned in to the designated collection area (e.g., the Supervisor's desk or

office) immediately upon arrival at school.

- Usage: Devices may only be used after school hours or with specific staff permission.
- Violation: Unauthorized possession or use of a device during the school day is a 3-demerit offense (Automatic Detention) and will result in the confiscation of the device, which must be retrieved by a parent.
- Personal Items: Students should not bring toys, games, large sums of money, or valuable personal items to school unless requested for a specific activity (e.g., Show and Tell). The school is not responsible for lost or stolen personal items.

G. Work Release (Seniors)

- Eligibility: Seniors who are on track for graduation (on track or ahead of schedule in all subjects) and maintain good behavioral standing may be eligible for Work Release.
- Procedure:
 - A formal application must be submitted by the parent and employer.
 - Work hours must not conflict with mandatory school functions or Chapel.
 - Students must sign out in the office before leaving campus.
 - This privilege may be revoked if the student's academic progress or conduct declines.

H. Attendance Policy:

- **Requirement:** Regular attendance is required by New York State law and is essential for academic success.
- **Excused Absences:** Absences may be excused for illness, death in the family, or other urgent family matters.
- **Unexcused Absences:** Absences for family vacations or other non-emergency reasons without prior approval are considered unexcused.
- **Written Note:** A written note or email from a parent/guardian explaining the reason for the absence is required upon the student's return to school. This is a legal requirement for our records.
- Tardiness:
 - Students arriving after 8:15 AM are considered tardy.
 - **Policy:** Three (3) unexcused tardies within a quarter will count as one (1) unexcused absence. Chronic tardiness may result in a parent conference and disciplinary action.

9. Health & Safety

A. Medical Information

The health and safety of every student is a top priority at PBCA. To maintain a safe environment and comply with New York State regulations, we require the following:

- **Immunizations:** In accordance with New York State Public Health Law (Section 2164), all students must meet the state's immunization requirements for school entrance and attendance. Proof of immunization must be submitted *before* the first day of school.
 - *Note:* As of 2019, New York State no longer accepts religious exemptions for immunizations. Medical exemptions must be approved by a physician and submitted to the school for review.
- **Physical Examinations:** New York State requires a physical examination for all new students and for students entering grades K, 1, 3, 5, 7, 9, and 11. A copy of the physical exam form, signed by a physician, must be submitted to the school office.
- **Emergency Medical Forms:** Parents must complete an Emergency Medical Authorization form annually. This provides the school with critical contact information and authorization for emergency treatment if a parent cannot be reached. It is the parent's responsibility to notify the office immediately of any changes to phone numbers or medical conditions.

B. Communicable Diseases (When to Stay Home)

To protect the health of our school community, parents are asked to keep students home if they exhibit symptoms of a communicable illness.

- **24-Hour Rule:** Students must be fever-free (without fever-reducing medication) and free from vomiting or diarrhea for at least 24 hours before returning to school.
- **Symptoms Requiring Absence:** Please keep your child home if they have:
 - A temperature of 100.0°F or higher.
 - Persistent coughing or thick nasal discharge.
 - Unexplained rash.
 - Pink eye (conjunctivitis) until treated for 24 hours.
 - Head lice (students must be nit-free before returning).
- **Notification:** If a student develops these symptoms during the school day, the parent will be contacted to pick them up immediately.

C. Medications at School

PBCA adheres to strict guidelines regarding the administration of medication to ensure student safety and legal compliance.

- **No Self-Carry:** Students are not permitted to carry prescription or over-the-counter medications (including Tylenol, cough drops, etc.) on their person, in their lunchbox, or in their backpack.
 - *Exception:* Emergency medications like EpiPens or inhalers may be carried *only* with specific written orders from a physician and approval from the administration.
- **Procedure for Administration:** If a student requires medication during school hours:
 - The parent must submit a written order from the physician stating the drug, dose, and time of administration.
 - The parent must provide written permission for the school staff to assist in administration.
 - The medication must be brought to the office by an adult in the original, labeled pharmacy container.
- **Storage:** All approved medications will be stored securely in the school office.

D. Child Protection & Mandated Reporting

In accordance with New York State law, all administrators, teachers, and staff members at Perth Bible Christian Academy are classified as Mandated Reporters. We are legally required to report any reasonable suspicion of child abuse, maltreatment, or neglect to the New York State Central Register of Child Abuse and Maltreatment. The safety and well-being of the students is our highest priority.

E. Visitor Policy

For the safety of our students and staff, PBCA operates as a secure facility.

- **Check-In:** All visitors, including parents and volunteers, must report directly to the school office immediately upon arrival.
- **Sign-In:** Visitors must sign in and receive a visitor's badge (if applicable) before entering the Learning Center or any other part of the facility.
- **Visits:** Parents wishing to visit a classroom or meet with a staff member are asked to schedule an appointment in advance to minimize disruption to the educational program.

10. Communication

A. Lines of Authority

Perth Bible Christian Academy operates under a biblical chain of command to ensure order, accountability, and effective ministry.

1. **Staff:** Supervisors and Monitors are the direct authority in the Learning Center. They report to the Principal.
2. **Principal:** The Principal oversees, supervises, and coordinates the daily operations of the Academy, including staff, students, policies, and curriculum. The Principal reports to the Senior Pastor.
3. **Senior Pastor:** The Senior Pastor provides spiritual oversight for the Academy as a direct ministry of Perth Bible Church. He holds final authority regarding the employment of all Academy staff, including hiring, corrective action, and dismissal. He reports directly to the Church Board.
4. **School Board/Deacons:** The Board sets the broad policies, budget, and mission of the Academy.

B. Proper Lines of Communication (Problem Resolution)

We are committed to resolving conflict in a biblical manner, following the principles of Matthew 18:15-17.

- **Step 1: Direct Contact.** If a parent or student has a question or concern about a classroom situation, discipline, or grade, they should first contact the specific **Supervisor** involved. Most issues can be resolved at this level with open communication.
- **Step 2: Principal Review.** If the issue is not resolved after meeting with the staff member, the parent may contact the Principal to schedule a meeting. The Principal will listen to both sides and make a determination based on school policy and biblical principles.
- **Step 3: Board Appeal.** If the parent believes the Principal's decision violates a specific school policy or biblical mandate, they may submit a written appeal to the **School Board/Deacons**. The Board's decision is final.
- **Gossip:** Discussions of grievances should be kept between the parties involved. Sharing complaints with other parents, students, or staff members who are not part of the solution is gossip and causes division. It is contrary to the spirit of unity we strive for at PBCA.

C. Parent-Supervisor Conferences

- **Scheduled Conferences:** Formal Parent-Supervisor conferences are scheduled twice per year (typically after the 1st and 3rd quarters). These meetings are an opportunity to discuss academic progress, spiritual growth, and any behavioral concerns.
- **As-Needed Meetings:** Parents are welcome to request a conference at any time during the year. Please contact the school office to schedule an appointment. We ask that parents do not attempt to hold unscheduled conferences during drop-off or pick-up times, as staff members are focused on student supervision.

D. Written Notices & Communication

- **Email:** Email is the primary method for official school announcements, newsletters, and financial statements. Please ensure the office has your current email address on file.
- **Text Alerts:** For other announcements, the Academy may use a text alert to parents under special circumstances.
- **Physical Notes:** detention slips, field trip permission forms, and other specific notices may be sent home with your student. Please check your child's backpack daily.
- **Website:** The school website is the central hub for the school calendar and general information.

E. Parental Involvement

We believe that the education of a child is a partnership. We encourage parents to be actively involved in the life of the Academy.

- **Volunteering:** Opportunities are available for parents to assist with lunch duty, field trips, special events, and fundraisers. All volunteers must be approved by the administration.
- **Parent-Teacher Fellowship (PTF):** The Academy may hold periodic meetings for parents to gather for prayer, fellowship, and updates on school initiatives. Attendance is strongly encouraged.
- **Prayer:** The most important way you can support PBCA is through prayer. We ask that you pray daily for our staff, our students, and the ministry of the Academy.

11. Covenants & Affirmations

A. Parent Covenant

By enrolling my child in Perth Bible Christian Academy, I agree to the following:

1. **Partnership:** I understand that the Academy is an extension of my home, and I pledge my full cooperation and support to the administration and faculty. I commit to pray for the school, its staff, and its students.
2. **Statement of Faith:** I have read and understand the Academy's Declaration of Faith and Philosophy of Christian Education. While I may not agree on every minor detail of doctrine, I agree to support the school's teaching of these core biblical truths and will not promote contrary doctrines to other students or families.
3. **Discipline:** I have read and agree to support the Academy's Discipline and Correction Policy. I understand that the school has full discretion in the discipline of my child and I will honor their judgment. If I have a question or concern, I will contact the school directly rather than discussing it with my child or others.
4. **Conflict Resolution:** I agree to follow the biblical pattern of conflict resolution (Matthew 18:15-17) by communicating directly and privately with the person involved (Teacher/Supervisor) before taking the matter to the Principal or Board. I will refrain from gossip or sowing discord.
5. **Financial Integrity:** I understand my financial obligation to the Academy. I agree to pay all tuition and fees on time and understand that failure to do so may result in my child being withdrawn from the school.
6. **School Standards:** I agree to support the school's standards of conduct, dress, and morality, both on and off campus. I will help my child abide by these standards and will support the administration in enforcing them.

(Parent/Guardian's Printed Name) (Parent/Guardian's Signature) (Date)

(Parent/Guardian's Printed Name) (Parent/Guardian's Signature) (Date)

B. Student Covenant (Grades Seven to Twelve Only)

As a student of Perth Bible Christian Academy, I agree to the following:

1. **Spiritual Growth:** I acknowledge that God is the center of my education. I will strive to grow in my relationship with Jesus Christ and will participate respectfully in Chapel and Bible classes.
2. **Academic Integrity:** I pledge to do my own work honestly. I will not cheat, plagiarize, or use unauthorized help (e.g. Score Keys) inappropriately. I accept responsibility for my own learning and goals.
3. **Respect for Authority:** I will speak and act respectfully toward all staff members, volunteers, and fellow students. I will obey the rules of the Academy and submit to the correction of my Supervisors.
4. **Conduct:** I understand that I represent Christ and PBCA at all times. I will avoid behavior, language, and entertainment that dishonors the Lord, both at school and away from school. I will dress modestly and abide by the school's uniform policy.
5. **Unity:** I will not complain, gripe, or sow discord among my peers. I will seek to be a positive influence and an encouragement to others.

(Student's Printed Name)	(Student Signature)	(Date)
(Student's Printed Name)	(Student Signature)	(Date)
(Student's Printed Name)	(Student Signature)	(Date)
(Student's Printed Name)	(Student Signature)	(Date)
(Student's Printed Name)	(Student Signature)	(Date)
(Student's Printed Name)	(Student Signature)	(Date)

C. Affirmation of Reading & Commitment

We, the undersigned, affirm that we have read the **Perth Bible Christian Academy Family Handbook** in its entirety. We understand the policies, procedures, and expectations outlined herein and agree to abide by them as a condition of enrollment.

(Parent/Guardian's Printed Name) **(Parent/Guardian's Signature)** **(Date)**

(Parent/Guardian's Printed Name) **(Parent/Guardian's Signature)** **(Date)**

(Student's Printed Name) **(Student Signature)** **(Date)**

(Student's Printed Name) **(Student Signature)** **(Date)**

(Student's Printed Name) **(Student Signature)** **(Date)**

(Student's Printed Name) **(Student Signature)** **(Date)**

(Student's Printed Name) **(Student Signature)** **(Date)**

(Student's Printed Name) **(Student Signature)** **(Date)**