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Introduction

Welcome to Pontiac Christian School! How joyous that you have chosen to be a part of PCS! We trust you will consider it a privilege to attend a school that seeks to always put the Lord Jesus Christ first in every aspect of life. You are encouraged to be thankful to God for His goodness to us, plus be a blessing to Him and to your school.

The faculty/staff members of our PCS team are selected not only for their teaching ability and academic background, but primarily because of their walk with the Lord. As born-again educators, they know that modeling Godly lives will help students grow spiritually. Under such loving direction, students enjoy the opportunity to learn to be led by the Holy Spirit, to develop Christian lifestyles, to be submissive to authority in following the Lord Jesus Christ, and to be trained for positions of Christian servant-hood. Of course, it is an ever-present goal to prepare our students for life beyond the walls of the school building, advancing the Kingdom of God everywhere.

This handbook represents operational policies/procedures for Pontiac Christian School. It clearly summarizes general information, rules, and policy/procedures that will prove useful to students and parents at PCS. These specific guidelines are based on Scriptural principles and standards. The Administrator or Board may announce additional guidelines as they become necessary. Where no specific rule is stated or is defined as all-inclusive, please prayerfully search the Scriptures for God's standard(s). Feel free to consult the school administrator as to what is appropriate in these situations. We ask for your understanding and cooperation in accepting the policies of the school, as well as helping us to implement them with a cheerful spirit.

We look forward to serving your family and glorifying God together in the year ahead!

His favor on you, now and always (Numbers 6:24-26),

Pontiac Christian School

The History of Pontiac Christian School

Pontiac Christian School was founded and incorporated as a non-profit educational organization in the fall of 1982 as a ministry of Pontiac Bible Church. At the time, the school was called Pontiac Bible Church School. The main desire was to honor the Lord by providing a quality, Christ-centered education for the children of the church as a Christian alternative to the local school system. The church's pastor at the time, Rev. Frank Beatty, founded the school and served as its principal. Our school became a separate entity as Pontiac Christian School in 2006.

Philosophy of Education

Christian Education

Christian Education is the integration of Biblical principles, and their application, into every subject of knowledge. Spiritual and moral values based on God's Word allow the student to be educated in the truest sense by laying the sound foundation for good character training. It has the premise that God is the Author of truth and that there is no distinction between secular and sacred truth in the sense that one of them is related to God and the other is not (Acts 17:28a). Truth is included in the "all things" of Romans 11:36. Everything is related to God, to be under His Lordship, and thus has significance in this world, this life, and beyond.

Believing that socialistic, humanistic, or evolutionary thought is contrary to Biblical principles, it is a privilege and responsibility to teach children the values and rewards of a free-enterprise system in an age of socialistic, statist-oriented, education. Students are taught that nothing of value is achieved without Christ-honoring effort; and, that they are limited only by themselves, since God's plan for each of them is limitless. God's goal for these uniquely created students is for each of them to become all that He desires for them to be for His glory.

Mission and Purpose Statement

The mission and purpose of Pontiac Christian School is to aid parents in leading children to spiritual, academic, physical, emotional, and relational truth. These objectives are achieved by a curriculum and program which is:

1. Instructional—teacher to student
2. Demonstrational—student to teacher
3. Relational—student to student
4. Participatory—student with others
5. Recreational—student with self

Vision Statement

The vision of Pontiac Christian School is to graduate students prepared for the academic rigors of higher education and who have the Christian character and faith to live their lives for Jesus Christ in all aspects of life.

Core Values

The core values of Pontiac Christian School are to provide:

1. A solid spiritual, Biblical foundation (Psalm 102:25-27)
2. Academic excellence (Matthew 22:37)
3. Extra-curricular excellence (1 Corinthians 10:31)
4. A low student-to-teacher ratio (Mark 4:34; Mark 9:35)
5. Moral instruction (Philippians 4:8)
6. An optimal learning environment (Isaiah 11:9b)

Goals

The chief goal of Pontiac Christian School is to encourage character development within each student which will evidence itself in Spirit-led, self-disciplined, behavior in all areas of his or her life. The school endeavors to provide an atmosphere conducive to the student's spiritual, academic, physical, emotional, and relational development. Because the Bible teaches that salvation is by grace through faith in the Lord Jesus Christ (Ephesians 2:8-10), a personal relationship with Him is positively presented. This is the initial step in a child's spiritual development. In conjunction with providing opportunities for students to make this decision, steps are taken to assist them in becoming submissive to the Word and will of God for their lives.

Objective

The objective of Pontiac Christian School is to develop students in the following areas:

- Spiritually – to have a vital and growing relationship with Jesus Christ (Ephesians 4:15)
- Academically – to exercise their innate intellectual capacities (Mark 12:30)
- Physically – to be conscious that their bodies are the temple of the Holy Spirit (1 Corinthians 6:19)
- Emotionally – to have the resources to react to life in stable ways (Proverbs 15:1)
- Relationally – to interact in kindness and understanding with their fellow man (Ephesians 4:32)

These areas are addressed by:

- providing students with a well-rounded education from a Christian worldview
- instructing moral and character values by environment, lesson content, and teacher example, while teaching various subjects
- encouraging students how to think critically via discernment
- teaching students the Bible and helping them apply its many truths
- training students to inwardly, then outwardly, be in submission to various authorities in their lives
- preparing students to enjoyably live life with proper attitudes, habits, knowledge, and skills
- motivating students to do their best through self-governance and personal responsibility
- stimulating friendships among students in order to encourage one another toward their greatest potentials
- cooperating with parents and churches to develop the spiritual, mental, physical, emotional, and relational capabilities of each student
- stimulating in the student an appreciation of, and desire for, wholesome recreation
- giving students the kind of experience that will help them face life with courage, integrity, and understanding; and to help them experience a living, growing, faith in God that will make them a credit to Christ, family, community, nation, and self.

Statement of Educational Philosophy

Pontiac Christian School's Statement of Educational Philosophy is detailed throughout this handbook. It covers issues relating to the teacher, the student, the teaching/learning process, and matters relating to discipline.

Statement Of Educational Objectives

The educational objectives of Pontiac Christian School are outlined in this handbook. The handbook includes general, as well as detailed, objectives of the school's educational program.

Membership

Pontiac Christian School is a member in good standing of the Association of Christian Schools International, the Illinois Elementary School Association, and the Illinois Coalition of Non-Public Schools.

Statement of Faith

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that it is of supreme and final authority in faith and practice (II Timothy 3:16-19).

We teach that God is the absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process. (Genesis 1:1-2:25)

We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit (I John 5:6-8).

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary and is true God and true man (Isaiah 7:14; Luke 1:35).

We teach that God wonderfully and immutably creates each person as male or female. These two distinct complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We teach that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We teach that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; I Cor. 6:9- 10)

We teach that such salvation with its forgiveness of sins, its imparting of a new nature, and its hope of eternal life is the pure grace of God apart from any good works, sacraments, religious deeds or other tokens of human merit which can not commend us to God. (I John 1:8-10, 3:9; II Cor. 5:17; I Cor. 15:1-58; Ephesians 2:8-9)

We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood (I Corinthians 15:3; John 3:16).

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate (Romans 15:4; Romans 8:34).

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Romans 3:21-24; Galatians 3:26-27).

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost (Matthew 25:46; John 3:16).

We teach that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior of attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Pontiac Christian School.

School Community Life

Daily Schedule

Pre-Kindergarten (3-year-olds)	08:10 am – 11:00 am
Pre-Kindergarten (4-year-olds)	08:10 am – 11:00 am
½ Day Kindergarten	12:00 pm – 03:00 pm
Kindergarten – Grade 8	08:10 am – 03:00 pm

Students enrolled in the elementary school may arrive at the school beginning at 7:45 am and will be supervised until 8:10 am, at which time they will be dismissed to their classrooms. Students are dismissed at 3:00 pm, and are to be picked up by 3:10 pm.

If a parent must bring a student before 7:45 am, written permission should be requested of the administrator, and a plan of supervision will be developed.

Parents are asked to drop off and pick up their children at the front doors of the elementary school, unless they are riding the bus.

Parents must clarify with the school office any special instructions for picking up students after school. Students will not be released to someone other than the parent or guardian, unless the school receives written or phoned permission from the parent or guardian. Students, who have signed up to ride the bus, must bring written permission from the parent or guardian to the school each time they will be leaving the school by alternate transportation.

Attendance and Tardiness

The philosophy behind the school's attendance policy is to teach the Biblical value of punctuality and good attendance as a lifestyle. Parents must assist the school in reinforcing this. In order for your child to gain the proper benefit in school, he or she must be in regular attendance. In order to keep accurate records and comply with state regulations, the following guidelines have been developed:

Excused absences include: illness; death of a relative; medical or dental appointments. (Please, when possible, make these for outside school hours.) Unexcused absences could include but are not limited to: oversleeping; missing bus/carpool; haircut/beauty shop appointments; shopping trips; babysitting. The school administration reserves the right to determine whether an absence is excused or unexcused. Any student absent on a given day, for any reason, may not attend after-school activities or extra curricular events on the day of that absence.

We ask parents to notify the office of any absences, whether planned in advance or not. All students who arrive after the beginning of school, or who leave before school is dismissed, must be signed in or out by their parents or designated adult at the school office. Students arriving late must register as tardy when they sign in.

The State of Illinois requires that all contagious diseases, as listed by the Illinois Department of Public Health, need a doctor's statement of release. As a general rule of thumb, a doctor's note is required for all rashes and a child should be free of fever for 24 hours before returning to school.

If a student will be away, prior arrangements must be made with the classroom teacher. The teacher may, but is not required to, provide advance assignment guidelines.

Absences are recorded in the school records as unexcused, unless a note or phone call is received from the parent. Upon return to school, a signed note from the parent or guardian is to be sent explaining the reason for the absence.

A student of Pontiac Christian School may not be absent for more than 17% of the school year (30 days). If a child is absent more than thirty days in the course of a school year, his or her promotion is dependent upon the approval of the School Board who will act upon the recommendation of the administrator (with the input of the classroom teachers). The school's policy on habitual student absenteeism is in agreement with the Illinois State Board of Education's policy on absenteeism for nonpublic schools.

Elementary school students are considered tardy if they are not seated when class begins at 8:15 am. Parents must sign in at the office when a child is tardy. Excused tardiness includes the reasons mentioned above for absences, as well as weather or road conditions. The school administrator reserves the right to determine whether the tardy is excused or unexcused. After a third unexcused tardy, the student will be assessed a 30minute detention. After two more unexcused tardies (the 5th), the student will be assessed another 30minute detention. After one more unexcused tardy (the 6th), the student will be assessed another 30minute detention. After one more unexcused tardy (the 7th), the student will be assessed a one (1) day suspension. The tardy count will reset each quarter. Excessive unexcused absences and or/tardiness will be a cause for disciplinary action.

The following guidelines will determine how the office calculates tardies:

- If a student misses more than 45 minutes but less than 3 hours and 15 minutes of the school day, the child is considered ½ day present. If a child arrives before 9:00 am but after 8:15 am, the child is considered tardy. If a child arrives between 9:00 am and 11:30 am, the child is considered ½ day present.
- If a student leaves at 2:15 pm or later, he or she will be counted as present for the entire day. If a student leaves between 11:30 and 2:15 pm, it will be counted as ½ day absence.

Emergency Closing

School may be canceled for reasons of extreme weather or other emergencies. Pontiac Christian School will most often close for inclement weather conditions in concert with Pontiac Township High School District 90, but will be specifically announced for our school. Our closings will be announced on radio stations 98.9 FM, 93.7 FM, WBGL (91.7 FM), 1230 AM, 101.5 FM, 104 FM, Mediacom Channel 13, and WHOI (ABC-TV). Also, please check the PCS website and Facebook page.

Picking Up Children Early

Pontiac Christian School operates as a closed campus. Our building is locked from the outside during the school day. Students may not leave the premises unsupervised, even with parental permission. Teachers will not release a student before the prescribed dismissal time except to authorized school personnel, to a parent, or a person designated by parental permission. For the safety of our students, we ask that **all** visitors, including parents, enter the building through the front entrance doors. Visitors must push the button to the left of the entrance doors, appear on camera, and speak to school personnel in the office. Once permitted into the building, visitors must report to the office where the student must be signed out.

After School Supervision

The elementary school is dismissed at 3:00 pm. By 3:10 pm, most of the students have safely boarded the buses, or been picked up by parents. We are unable to provide adequate supervision for children whose rides are late. We ask that parents make every effort to pick up their child by 3:10 pm.

No student can ever be in the building without adult supervision. Siblings of students involved in after school activities must be with a parent, even while waiting for a game to begin. A student can never be roaming the building.

When accompanied children are in the building after school hours, they must abide by the same rules that apply during school hours.

Transportation

It is the responsibility of parents and guardians to arrange for the transportation of their children to and from school. Many families make car pool arrangements.

The school offers an in-town bus route from Pontiac Bible Church to the school each morning, with a stop at the Boys and Girls Club on Indiana Avenue. Afternoon bus transportation is not available at this time. Under normal circumstances children are not allowed to ride bicycles to school.

Lunches

Students are to bring a sack lunch for the noon meal. NO SHARING OR TRADING FOOD is permitted. Pontiac Christian School does not have a daily hot lunch program. However, the Parent Teacher Organization has organized a hot lunch program which is served once a week on Fridays. Please refer to the annual fee schedule, which is subject to change. Milk is available at lunch time by advance order and for Kindergarten classes during snack times. Please refer to the annual fee schedule for updated cost.

Curriculum

The God-given ministry of Christian schools is to train students in the Bible's character, language, and academic subject matter. Christian textbooks are written on the premise that all truth comes from God, and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. The curriculum is organized so that it gives the teacher plans for teaching Scripturally-sound principles.

Spiritual Growth

The beginning of wisdom is reverence for God (Proverbs 1:7). Therefore, a foundational mission of the school is ministering to the student's spiritual needs. Each instructional day includes a Bible lesson. The lessons present the Bible using the Old Testament and New Testament teaching. Teachers model and share practical lessons with the children. Scripture memorization is also an important part of this training. Chapel is held each Friday morning from 9:00 to 9:30 am. Parents are welcome to attend. Spiritual Emphasis week is also planned early in the year to fulfill this goal. Various activities are also planned throughout the year to give our students an opportunity to share their faith with others in testifying to the Gospel of Christ's Kingdom.

Communication with Teachers

At Pontiac Christian School, we believe it is very important that parents and teachers support one another in the exciting process of Christian education. Although parents are encouraged to contact the teacher directly at any time with class questions or comments, we have established regular opportunities to communicate with the home:

1. Back-to-School Night is held each August to acquaint parents with the teachers, classes and programs of the school.
2. Progress reports are sent home to students on academic watch.
3. Report cards are sent home with the students at the end of each nine-week quarter.
4. Parent-Teacher Conferences are held in the Fall and the Spring. These provide an excellent opportunity for personal dialogue between home and school.
5. An annual Open House is held in the Spring. This allows parents to come to the classrooms and see the progress their child has been making, as well as acquaint themselves with the program for the following school year. It also presents an opportunity to invite families who need to consider Christ-centered schooling for their children and grandchildren.

Please do not disturb the teachers' duties at the beginning and end of the day when they desire to be attentive to the students.

Physical Education – Graded Subject for Upper Elementary

Physical education is offered weekly to elementary students. All students are expected to participate. A written health care provider's excuse will be required for exceptions.

Required dress code for PE includes: non-marking, rubber sole athletic shoes, comfortable pants or athletic mid-thigh shorts, and a long or short sleeved t-shirt. Sweatshirts or light jackets are permissible in cooler weather. No jewelry is allowed and must be removed. Small post earrings may be covered with tape you supply. Shoulder length hair must be up in a hair tie (pony-tail) you supply.

Upper elementary students will be graded based on dress code, participation, cooperation, and tests. A daily 5-point system will be used.

Lower elementary students will have PE on Friday afternoon, and upper elementary students will have PE on Tuesday & Thursday afternoon.

Fine Arts – Graded Subject

Visual Art classes are offered to students once a week, with experiences in design, form, color, painting, and various other mediums. Weekly instruction in Music includes reading, listening, singing, and performance.

Foreign Language – Graded Subject

Instruction in Spanish is provided for each elementary student.

Band – NOT AVAILABLE UNTIL FURTHER NOTICE

Students in Grades 5-8 are invited to participate in either Beginning Band or Intermediate Band one day each week after school. Correct placement is determined by the Band Instructor. Instruments will be made available for rental or purchase (by the student's family).

Student Council – NOT AVAILABLE UNTIL FURTHER NOTICE

To give them the privilege to learn service in civil ministry, students in Grades 5, 6, 7, 8 may choose to seek office on the Student Council. Candidates must be recommended by their classroom Teacher and approved by the Principal before their name(s) can be placed on the ballot for the annual fall election. The Student Council meets regularly during the school year to select worthwhile activities to sponsor.

Homework

The teacher is at liberty to assign homework to aid in the advancement of the student in his studies. Homework assignments will be used to reinforce, review, and enrich what is covered in the classroom. Each student is expected to complete his homework on time. Parents are asked to cooperate by providing a time and place with an atmosphere conducive to concentration upon the work assigned. Parents may give proper supervision to the required study and help with the reviewing of material being learned, but the student must do the actual work on his own. Homework assignments may be evaluated through examination by the teacher or reviewed in class. Some teachers may have assignment notepads that must be signed by parents. In light of church activities, homework will be limited on Wednesday nights.

Students are allowed to make up all work missed during an excused absence. The student will receive full credit for such make-up work. Generally, work or tests assigned prior to the absence which are due the date of the absence should be turned in or taken on the day of return to school. Adjustments may be made by the teachers for extenuating illness situations.

Field Trips

Field trips are planned periodically for additional educational experiences. Each child must have an activity permit signed by a parent or guardian before the child may participate in a field trip. These will be distributed at the beginning of the school year. Written permission slips are also required for all students attending off-campus activities. All trips will be supervised. Parents are welcome to help chaperone. Adults participating in school activities may be asked to participate in a background check. Costs for some trips may necessitate a small charge for transportation, food, and/or entrance fees.

Parents who drive students on a school trip will be asked to complete a volunteer driver application form. Copies of the driver's license and insurance card should also be on file in the school office. Seat belts must be worn by every person in the vehicle, plus child booster-seats as is applicable.

Of course, Christ-honoring behavior is expected of all students and adults while on field trips.

Report Cards

Report cards will be given to students after each quarterly grading period. Progress reports may be mailed to parents of students who are on academic watch. Report cards are an earnest attempt on the part of each teacher to present an evaluation of a student's progress. Pontiac Christian School treasures most highly that which no grade can measure – spiritual growth, integrity of character, and love for Jesus which we desire to see in our students. We must leave it to parents to evaluate this growth in grace by experience in the home.

Grading Scale

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	88-90	B-	86-87
C+	83-85	C	78-82	C-	76-77
D+	74-75	D	72-73	D-	70-71
		F	69 and below		

Back-to-School Night

Orientation for all students and parents will be scheduled the night before the school year starts. The staff will familiarize families with curriculum, personnel, policies, and procedures, as well as outline special events for the coming year.

Parent-Teacher Conferences

Parent conferences promote good communication among parents, teachers, and the administration of the school. Parent-Teacher Conferences are scheduled each semester, with attendance being mandatory. Morning and evening hours will be available to facilitate everyone's schedule. Additional conferences can be arranged with the teacher as is necessary.

Standardized Testing

The nationally recognized Terra Nova Test Series is given to every student in grades 1-8 in the Spring of each school year. Parents are given a comprehensive narrative interpretation of their child's test results. The Terra Nova Test is a comprehensive battery of tests designed to measure school achievement at each grade level. The test provides dependable achievement measures that assist in improving instruction, evaluating progress, and closely matching test content and curriculum instructional objectives while providing a meaningful information system for teachers, parents, and the administrator.

Students in 8th grade will also take the PLAN (formerly EXPLORE) test. This test is administered by Pontiac Township High School. This test is typically taken by 8th grade students to help place the student in appropriate classes in high school. This test is usually administered in the first semester of the school year.

Recess

Outdoor play and physical activity are important components of the school week. Students need to dress appropriately for the weather, whether warmer or chillier temperatures. All children will participate in recess unless they have signed note from a parent excusing the child from recess. Every effort is made to have the children play outdoors; however, inclement weather may cause the recess to be indoors in the school gymnasium.

Athletic Program

In keeping with the objectives of educating the whole student, the athletic program has been instituted for the purpose of complimenting the physical education program. Participation in inter-scholastic athletics is open to students in grades 5-8 and is a privilege to be earned by students. Participation eligibility will be evaluated by attitude, conduct and academic requirements.

Areas of participation are cheerleading, volleyball, softball, basketball, and track/field for girls; basketball, baseball and track/field for boys. Students participating in boys baseball, boys basketball, girls volleyball, girls cheerleading, and track/field sports are included in a co-op with Saunemin Elementary School. Students participating in girls basketball and girls softball sports are included in a co-op with Pontiac St. Mary's Elementary School. PCS may participate in other co-operative agreements with other schools, depending on enrollment, and level of participation by the students. All students involved in sports must have an annual sports physical on file in the office before the start of practice. Specific requirements and rules are distributed to families through a separate Athletic Handbook.

Parent-Teacher Organization

The Parent-Teacher Organization is in existence to provide an additional avenue of communication and support among parents, teachers, and school, as well as to support the school through volunteer and fund-raising activities. It functions under the authority of the School Board. PTO meetings are scheduled monthly or as needed for a particular event. All Pontiac Christian School parents are urged to participate in the meetings.

Admission and Registration

General Admission Standards

Pontiac Christian School is committed to a Biblical philosophy of education which integrates Christian principles and scriptural truths with the academic and social experiences of every student. We endeavor to enroll students who will exhibit the Biblical values of showing care and concern for others in our school community, as well as a demonstration of enthusiasm for the learning process. General behavior is carefully considered, and the school maintains the right to refuse admittance to anyone it so chooses. Students will not be accepted in order to reform their behavioral needs since no special education for behavior matters is provided at this time. Families seeking admission are evaluated on the basis of their admission questionnaires, interviews, and potential to perform satisfactorily at Pontiac Christian School.

Pre-Kindergarten

All students entering pre-kindergarten will be screened to ascertain their readiness for our pre-kindergarten program. A copy of the child's birth certificate is required for pre-kindergarten applicants. Pre-kindergarten students must be toilet-trained. Students entering the pre-kindergarten K3 class must be 3 years old on or before September 1 to be eligible for admittance in September of that year. Students entering the pre-kindergarten K4 class must be 4 years old on or before September 1 to be eligible for admittance in September of that year.

Kindergarten

On entering kindergarten, the child must be five years of age on or before September 1 to be eligible for admittance in September of that year. All new students entering kindergarten will be screened to ascertain their readiness for the kindergarten program. A copy of the student's birth certificate is required for kindergarten applicants.

First Grade

All students entering the first grade must be six years of age on or before September 1. All new students entering first-grade will be screened to ascertain their readiness for the first-grade program.

Second through Eighth Grade

Students entering grades 2 - 8 must provide copies of recent standardized test scores with their application and may also be tested at the time of the interview.

Steps In The Admissions Process

1. Submit a completed application for admission with copies of required records to the school with the non-refundable registration fee.
2. The office staff will call you to schedule a family interview with the Principal and a screening date for the student applicant if necessary.
3. The family will be interviewed by the Principal and student applicant will possibly be screened.
4. The school will make a decision as to the acceptance of the family and student based on the admissions procedures listed in this application and notify the family of its decision.
5. Following notification of acceptance, the family submits the book fee and activity fee, and if necessary, a release of records form (signed and sent to the student's former school).

Admission Status Decisions

Denied: Students not approved for admission will be notified by letter.

Approved: Students approved for admission will be notified by letter or by telephone call.

Waiting List: Students approved for admission contingent upon available classroom space will be notified by letter. The student's application file will be placed in the student candidate pool in the order in which it was received, to be considered for admission when space becomes available.

Non-Discriminatory Policy

Pontiac Christian School admits students of any race, color, gender, 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 on the basis of race, color, gender, or national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. Pontiac Christian School does reserve the right to select students on the basis of commitment to our Lord Jesus Christ, academic performance, philosophical compatibility with the school's foundational statements, and willingness to cooperate with the Pontiac Christian School administration and abide by its policies.

Health Records

Copies of the student's birth certificate, immunization records and health physical are to be on file in the school office for all students.

Students entering preschool, kindergarten and sixth grade are required by law to have a current physical exam and state-required immunizations prior to enrollment. Dental examinations are required by law for kindergarten, 2nd and 6th grades. Students entering kindergarten are required to have an eye examination. Health forms can be obtained from the school office, the Livingston County Health Department or any medical office.

Withdrawal Procedures

Any parent desiring to withdraw his child from the school must contact the administration ten (10) days prior to the withdrawal, and present a written notice explaining the reason for the withdrawal. Tuition and a certain percentage of fees will not be refunded on the amount paid or due for the duration of the month of withdrawal. Any books purchased remain the property of the parent.

Transfers and Re-Admission

Any student whose financial, behavioral, or academic record becomes contradictory to stated policies may be asked to transfer at that time from the school, and/or be denied admission for the following year. A student leaving for these reasons may be re-admitted only at the school board's and administration's discretion.

Tuition and Tuition Aid

Tuition amounts are announced and published annually, as determined by the School Board. To diligently meet the school's ongoing needs, tuition must be paid on time; the school's financial secretary issues private monthly statements to each family. There are limited resources available to help families with financial need. The amount of aid awarded is dependent on need and available resources each year. Aid is only made available for full-time students. Tuition aid information is available in the school office, and are kept confidential between applicant and the School Board.

Payments

As part of the registration process, parents will be issued a statement reflecting itemized tuition and fees for the coming year. Book fees are due July 1. Fees for activities, hot lunch, bus and milk are due August 1. The first tuition payment by installments is due during August and will be arranged through FACTS Tuition Managements Systems (there is a nominal per year charge for this service) unless otherwise approved the School Board.

Incentives

Paid-in-Full: There will be a 2.5% credit per family given to tuition accounts of full time students which are paid in full by or before the first day of school.

Referral: For each new Pontiac Christian School student referred, \$100 will be credited at the end of the semester to the family making the referral. The following conditions must be met. 1) The student is enrolled full-time, and is still attending PCS at the end of the semester. 2) The family has never attended PCS before. 3) The application is marked with the name of the family referring them.

Other Policies

- Registration, Textbook, and Activity fees paid are non-refundable.
- Insufficient-funds checks will incur a \$25.00 charge.

Policies and Programs

Health Forms--Immunization

Pontiac Christian School complies with the health laws of the State of Illinois. These laws require that all students have a current health form on file in the school office. Kindergarten, sixth grade and transfer students must have a physical examination prior to the date of entrance of school; and a new health form verifying proof of immunity (signed by a physician) in the school office no later than the first day of school or the student will be excluded until compliance. Each health form must present proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, and mumps. In addition, all kindergarten students must have a lead screening. The health history section of the health form must be filled out and signed by each child's parent.

In accordance with state law, students will be screened annually at Pontiac Christian School for vision and hearing. Students in kindergarten, first and fifth grades will be screened for vision. Students in kindergarten through third grade will be screened for hearing.

Guidelines for Completion of Health Records

The Illinois School Code (Chapter 105, Section 5/27-8.1) requires that all children in Illinois shall have a health examination within one year prior to the start of entering an Illinois school for all students in preschool, kindergarten, sixth grade, new, and transferring students. Students must also have immunizations completed as specified by the Illinois Department of Public Health. The law requires exclusion from school for children not in compliance with these health requirements, as of October 15th of the current school year:

- Information should be entered on the state form, "Certificate of Child Health Examination."
- Exam must be conducted within one year prior to the date of entrance to Pontiac Christian School and clearly dated.
- Personal signature of the examining physician must be included on both upper immunization and lower physical sections.
- Health History in the upper left corner must be completed and signed by parent/guardian.
- Approval to participate in Physical Education and Sports near the bottom of the page must be checked by the physician. Modifications indicated must be specified.
- Immunization History must include specific dates, correct intervals, and the correct number of doses. (See Illinois School Code for diagnostic intervals.)
- Religious Exemption require the filing of a signed statement to the school administrator detailing objections to physical exam, health screenings, and/or immunizations on religious grounds.

Health Forms—Dental

All Illinois children in Kindergarten, second and sixth grades are required to have an oral health examination under Illinois State law. This includes all public, private or parochial schools. The examination must be performed by a licensed dentist who must sign the proof of examination form. Each child in the categories listed above must submit proof of examination by a dentist prior to May 15th of the school year. School dental examinations must be completed within 18 months of the May 15 deadline. A child can present an exemption based on religious grounds (following the Illinois State Board of Education Administrative Rules).

Health Forms—Vision

New legislation (IL SB 641) requires children to receive an eye exam from an optometrist, an ophthalmologist, or a physician licensed to practice medicine in all its branches before entering kindergarten. This law requires that this exam be comprehensive, more than a quick eye check. The physician will be looking for vision problems and signs of health conditions. Each child must submit an "Illinois Eye Examination Report" prior to October 15th of the year the child is in kindergarten.

Accidents

All accidents which occur during the school day or on any school trip should be reported to the office immediately. Parents will be notified immediately if their child is involved in an accident.

Illness and Communicable Disease

The following are common illnesses for which children are most susceptible. Please consult your own physician for diagnosis and in determining when your child is ready to return to school after such an illness.

- Chicken Pox Onset is gradual with general run-down feeling. A rash follows (usually beginning on trunk) that is red and turning into white water blisters. Sick child should remain at home for 6 days following appearance of rash. Exposed children may attend school.

- Measles
(Rubeola) Symptoms may include fever, hacking cough, and conjunctivitis. Sick child may not attend school until after 7 days following the appearance of the rash. Exposed children may attend school.

- Measles
(Rubella) Child may feel ill and have a low grade temperature. When rash occurs, child should remain at home for 4 days. Exposed children may attend school.

- Mumps Pain in chewing or swallowing may be the earliest symptom, followed by chills and headache. Child should not return to school until all swelling has disappeared – usually 12 days from onset.

- Conjunctivitis
(pink eye) Symptoms usually include matting of the eye, and inflammation and discharge from the eye. The child should be excluded from school until all signs have disappeared.

- Fifth Disease Usually the only symptom is a rash with no other ill feelings. Child should remain at home until rash disappears.

- Skin Lesions Child suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.

- Temperatures A child with an oral temperature of 100 or more degrees will be sent home. He/she should not return to school until the temperature has been normal for 24 hours.

- Vomiting Any child who vomits will be sent home.

- Head lice There is nothing to be embarrassed about if your child has head lice. Between 8 and 10 million American school children are infested with head lice every year. Head lice do not care about cleanliness as long as they have a warm head of hair to live in. If left untreated, these small and annoying insects can survive on the scalp for their adult life span of about 30 days. Contrary to popular belief, they are not known to carry any diseases. Some signs of head lice are:

 - head scratching and intense scalp itching
 - redness or small bite marks on the scalp
 - swollen glands (located on the back of the neck near the ears)
 - tiny gray adult lice on hair and scalp
 - lice eggs (called nits); white oval specks that look like grains of sugar

Prescription medication is not necessary to effectively treat head lice. Please consult with your local pharmacy.

Universal Precautions

All determinations, notifications, and actions taken by Pontiac Christian School with a potential or actual case of chronic communicable or contagious disease shall be in compliance with applicable State and Federal laws and regulations.

All staff follow “Universal Precautions” when they come in contact with blood and bodily fluids. The precautions focus on the prevention of the transmission of blood borne pathogens, primarily hepatitis B and human immunodeficiency (HIV) viruses. The school staff frequently comes in contact with blood and body fluids and will always use gloves, exercising the same precautions as children.

Medicine

Written authorization from both the parents and physician is required for the administration of medications by school staff. Medication authorization forms are provided in the registration documents. Upon arrival at school, the student is to give medicines and the authorization note to the office. No staff member is allowed to administer medication to any student without written authorization. This includes aspirin, Tylenol, cough drops and other over-the-counter drugs. Any medicine to be administered to a student must be provided by the parent and in its original labeled container.

Asthmatic Children

Any child in grades 4 and above may keep an asthmatic inhaler on their person and use when needed. For children in grades preschool through 3rd, the inhaler must be kept in the office, and the child can come to the office to take it. It is the parent's responsibility to teach the child how to use the inhaler properly, as there are no medical personnel at school.

If your child is asthmatic (and using inhalers), you will need to fill out the medication authorization form in the office, even if the child keeps the inhaler on their person. The office needs to know which children are asthmatic, and if they are carrying any inhalers to school with them. Please label all inhalers and make sure that there is enough medication in the inhaler for the child to use.

If an asthmatic child displays breathing difficulties, the parent will be contacted to come to school. If a parent cannot be reached, and the child is becoming more acutely ill, the emergency medical service (911) will be called. To avoid an emergency from occurring, please make sure that if your child uses an inhaler, they have it at school and know how to use it. The school office is not equipped to deal with acute respiratory distress. It is the parent's responsibility to make sure all phone numbers in the school office are correct.

Asbestos Management Plan

This notice serves to inform you of the status of Pontiac Christian School's Asbestos Management Plan. As required, our building was initially inspected for asbestos when the school purchased and occupied the building in 1994. The building has been professionally inspected every three years by an outside environmental management company. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection be conducted every three years. The inspection/management plan is available for public view in the Administrator's office, 18034 N 2100 East Road, Pontiac, IL 61764. Should you have any questions, please feel free to contact the school office at (815) 842-1322.

Privacy of School Records

The law mandates that the following notice be sent annually to each school family:

Annual Notice of Guidelines for School Records

These guidelines explain your right to your child's records maintained by Pontiac Christian School. These rights include:

1. Right to inspect: You have the right to look at all of your child's records maintained in the school file.
2. Right to prevent disclosure: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the request for information meets one of the limited circumstances described in the guidelines.
3. Right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or in violation of student's rights. If the school decides not to change the record, you may insert an explanation in the record.

Once your child turns eighteen years old, he or she obtains all of the above rights under law.

Drills and Emergencies

Pontiac Christian School has a comprehensive Crisis Management Plan in place. Regular emergency instructions and drills will be given to all students to help them thoughtfully respond to emergencies.

Fire

- Do not talk, run or push.
- Move quickly.
- Stay in line.
- Use nearest door if any away from the group; meet at assigned place.
- Leave washrooms
- Listen for teacher's directions.
- Be alert to Fire Evacuation Plan for each classroom.

Tornado

- Do not talk, run or push.
- Move quickly.
- Stay in line.
- Listen for teacher's directions.
- Go to assigned place in building.
- Join nearest group if away from own group.
- Cover head, squat down to floor, and face the wall.

Lost and Found

Please mark all items and clothing used at school. Any lost items will be placed in a lost-and-found box near the office, where they may be retrieved. Items not picked up will periodically be given to Goodwill.

Student Portraits

Student pictures will be taken annually. If parents wish to purchase pictures, money is to be sent on the day the pictures are taken. Parents will be advised of the date, costs and options. These pictures are typically taken in the first semester. A second set of optional pictures may be taken in the second semester as well.

Personal Items (Toys, Hobbies, Collections)

During the school year, a teacher might allow students to bring a personal item – favorite toy, hobby, collectible, etc. – from home, provided that child has parental permission to do so; this includes recesses or even a temporary activity, like show-and-tell. Students must keep all personal property in their backpacks or another location assigned by their teacher.

Also, students are not to bring valuable items or money to school without parental permission and prior acknowledgment by the teacher.

PCS assumes no responsibility for personal items brought to school.

We like to believe that all of our students are Christ-honoring citizens, but we realize that temptation (of valuables and/or money) could be difficult to resist at times. Thus, we would not want a weaker brother or sister to stumble.

Students are reminded that there is to be no buying, selling, trading, or exchanging of any personal items at school.

Electronic Equipment

Electronic equipment should not be brought to school for any reason. This includes portable radios, CD players, mp3 players, iPods, iPads, and hand-held electronic games (such as PSP, Nintendo DS, Nintendo Game Boy, etc.). This applies to field trips. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Cell Phones

Pontiac Christian School prohibits the use of all portable telecommunications devices (cellular phones) at all school and school-sponsored or school-related activities, on or off school property, during the instructional day. Students might be allowed to possess such devices, under the supervision of their teacher. Teachers can also choose to keep student cell phones throughout the day, until dismissal. Such devices must not be visible and must remain turned off during the instructional school day.

Further, the capability of a portable telecommunications device to take, store or transmit pictures, video and data is strictly prohibited. Such capabilities can be used to exploit personal information and compromise the integrity of the educational program.

Should a student violate any provision outlined in this regulation, school officials may take possession of the device. When electronic devices are confiscated, school officials may examine the phone and its contents. If this examination results in the discovery of violations of other school policies, the student will be subject to established disciplinary measures in accordance with the Parent/Student Handbook.

The student's parent or guardian may pick up confiscated devices from the school after showing proof of ownership. When electronic devices are confiscated, the following documentation will be obtained: (1) date of confiscation, (2) time of confiscation, (3) location of confiscation, (4) name of the person confiscating the device, (5) name of the student possessing the device, (6) description of the device. If devices are not claimed by the end of the school year, the student's parent or guardian shall be given 30 days prior notice of the school's intent to dispose of the device.

The school shall not assume responsibility for student loss, damage, or theft of any portable telecommunication devices.

Telephone Use

The office telephone is for official school business. Permission for students to use the telephone in emergency situations must be given by the student's teacher and the school secretary. Students will be responsible for long distance charges. Messages from parents to students will be relayed through the school secretary.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so.

Students must understand clearly the following guidelines:

1. Students can not switch lockers. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
3. Lockers may be inspected and searched at any time by the administration.
4. Lockers must be kept clean inside and out.
 - a) Stickers are not allowed on any part of the lockers.
 - b) Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
 - c) Writing or painting on any part of the lockers is not allowed.
5. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
6. Student should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member must be present to open the locker.
7. Students are responsible to pay for any locker damage they do in violation of the above rules.
8. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
9. Any problems with a locker should be reported to the office or to a designated staff member.
10. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Visits

All visitors must report directly to the school office. Parents are always welcome to consult with the school regarding any questions that concern their child. It is the desire of the school, in honoring our Lord Jesus Christ, to be of service to both parent and student.

Classroom visits should be scheduled by appointment with the teacher at a mutually acceptable time. Parents should not use class time for conferences with teachers. Upon arrival at the school, parents and other visitors are required to stop at the office to sign in, and to sign out upon leaving.

Directory Information Changes

The school should be notified of any changes which occur regarding family information, such as a new phone number, address or e-mail address, in order to keep records current.

Distribution of Materials to the Student Body

Any advertisement or written materials, other than school-approved publications, must be reviewed and approved by the administration prior to posting or distribution on campus.

Weapons

Pontiac Christian School is committed to providing a safe school environment. Any student possessing or using a weapon on school property or at a school-sponsored event will be expelled. Subsequent re-enrollment will be a matter for School Board discretion and resultant Board action.

Vandalism and Harassment

Respect for Pontiac Christian School personnel and school property is appropriate and necessary. Vandalism is a serious offense. Using fireworks, fire extinguishers, pulling fire alarms, vandalizing school property or the property of school personnel, or the school property of any student, will result in disciplinary action.

Pontiac Christian School intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or school employee will not be tolerated. Any student found harassing another student, or school personnel, will be suspended, during which time a decision will be made regarding their future status as a student at Pontiac Christian School.

Complaints regarding school personnel should be reported to the administration. Every attempt will be made to address the matter in a Biblical manner, discreetly and thoroughly. Consequences for offenders may include suspension and dismissal.

Materials and Property

This school is God's provision and is made possible by the sacrificial gifts of parents, teachers and friends of the school, as well as by tuition and fees. It is very important that school property be well maintained, and that materials are not wasted. Students who cause damage to school property or to another student's property will be expected to repair or replace the property, or to pay for its repair or replacement; and, to face disciplinary action.

Conduct and Discipline

Conduct

Since Pontiac Christian School encourages the development of the individual student – each unique in abilities and personality – to love God fully with heart, soul, and body, the school seeks to nurture not only the academic and spiritual life of its students but also an increasing ability to live and work joyfully and productively with others in the process of maturing. Students are expected at all times, on and off campus, to maintain an exemplary Christian witness as ambassadors for Jesus Christ and for Pontiac Christian School.

All choices have outcomes which must be accepted, evaluated, and supported or corrected, and toward that end, PCS expects students to take responsibility for their own conduct and the choices they make, whether mature or immature, as part of the learning experience. Since it never expects to enroll perfect children, PCS has a policy of seeking to reinforce good thinking and choosing by offering additional trust and privileges; conversely, in fulfilling the mission of the school, freedom and privileges are curtailed for unwise choices in as enlightened and just a manner as possible.

Being part of a school family sometimes involves deference to personal freedoms and desires in order to meet the family's needs. PCS has developed a code of conduct, therefore, based upon a practical mixture of 1) ethical and moral imperatives derived from Scripture and 2) institutional preferences which are intended to foster a climate of mutual respect and to allow students to derive maximum benefit from an undistracted faculty/staff and a smoothly-running educational program.

All students at PCS are expected to abide by the school's code of conduct, and it is further expected that all PCS parents will nurture within their respective families a climate of Golden Rule respect for and support of faculty/staff and their efforts to encourage maturity of choices and behavior on the part of students. Each teacher will use classroom systems to encourage appropriate responses to the school code and classroom rules. Corporal correction is not used, being left to the authority of each home and parents.

Golden Rule courtesy and politeness are expected among faculty, staff, and students at all times at Pontiac Christian School. Students are expected to conduct themselves in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty (Luke 10:27). Students must strive toward unquestionable character in attitude, conduct, and dress. Undue boisterous and/or argumentative speech shall be considered out of order at all times.

Basic expectations include, but are not limited to, the following list:

1. Since feelings, as well as physical bodies, can be hurt, students must always avoid insults, threats, or unkindness toward one another. A climate of Golden Rule respect in word and deed will be sought.
2. Since a safe and secure environment is desirable, and since roughhousing can result in unintentional harm, students must refrain from physical interference such as tripping, hitting, poking, and the like.
3. Since the appropriate response to authority is critical to the shaping of a child's life in every way, students must obey instructions from the staff and supporting adults promptly and willingly, avoiding the display of any negativism of tone or attitude, and exhibiting respect toward teachers and authority.
4. Since words have an integrity of their own, and God expects man to be stewards of thoughts and expressions, students will refrain at all times from language which is vulgar, profane, laden with sexual innuendos, immorality or lies, and/or demeans either God or mankind.
5. Since part of learning to live and work joyfully and productively together involves exhibiting Golden Rule respect for other students and their rights, students will conduct themselves in a manner that does not distract or detract from the learning of others or themselves.
6. Since the school's physical facilities exist as God's provision for the school, and some habits may not be consistent with responsible stewardship of the school's *home* students should do all in their power to keep the school and its campus neat and clean, and avoid the destruction or defacement of school property in any form. Chewing gum may not be used in the building or at any school functions.
7. Since students enjoy the privilege to manage their own belongings responsibly and individually, each student is to protect the property of others and refrain from meddling with the personal or assigned property of others.

8. Since noise and unusual activity can distract others who are working, students should walk quietly and in an orderly manner between all locations inside the building.
9. Since parents and staff place a premium upon the safety of all their children, students should always remain only in authorized areas of the building.
10. Since Pontiac Christian School cares about the health and well-being of its students, the possession or use of drugs, alcohol, tobacco, or weapons is forbidden at all times.
11. Since Golden Rule respect involves not distracting one another, students will refrain from public displays of affection or dislike.
12. Since fidelity to truth in all its forms is a way of honoring God, as well as the essence of all meaningful human interaction, student will exhibit honesty in all their dealings with the staff and students of Pontiac Christian School and its activities.
13. Since living and working productively together involves discipline and expressing appreciation for what is given to them, students will be prompt in their arrival at class and for other school events.

Dress Code

In order to teach the students good judgment and discretion in matters of their appearance, Pontiac Christian School expects students to wear clothing, hairstyles, make-up, and jewelry which promote modesty, appropriateness, and neatness, and which do not distract from the climate of Christian education at Pontiac Christian School. Dress policies are established to contribute to the learning environment of pupils so that 1) Godly character will be reflected in the ways they represent themselves; 2) students will wear clothing appropriate for normal school activities; 3) they can excel academically in a Christian setting; and 4) students will be challenged in learning discernment, accountability, and willing obedience (Hebrews 5:14; I Peter 2:13). A dress code is conducive to individual worth, a good study atmosphere, and a good, personal witness (Proverbs 11:22). God knows our spiritual condition by our individual hearts, but men can initially only see the physical body and how it is attired (I Samuel 16:7). The school administrator will be the final authority in these matters on a day-to-day basis.

Even as there is appropriate clothing for church, athletics, etc., so too, there is appropriate clothing for school and related activities. It is important that families come to a cooperative agreement in this area. Please realize that we have a wide variety of attitudes regarding personal appearance, but it is often necessary to set aside our individual desires for the good of the overall school family. We trust the following list of guidelines will clarify, for students and parents, the desire we have at Pontiac Christian School for our students to glorify the Lord in their dress and grooming. As you read through this list, please consider the three major principles that represent the spirit of the Dress Code: PCS students are to wear clothes that are modest, appropriate, and neat.

MODESTY can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

APPROPRIATENESS can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process.

NEATNESS can be defined as a look that is clean with clothes that are proper fitting and in good repair.

Below are general guidelines for school dress:

1. Clothes for school and school activities must be modest and should not draw undue attention to the individual or group. Tank tops, halter tops, bare midriff tops, sun dresses, sweat suits, pajama pants, plain white tee shirts (such as undershirts used as an outer shirt), or any clothing with offensive lettering or pictures may not be worn. Students will be permitted to wear clothing down to the knees, including long shorts, dresses, skirts, culottes, and capri pants. Any type of pants must be worn with the waistband at the waist – no underwear may be showing. All clothing must be considered neat and modest in the eyes of the school staff. Further, the administration has the authority to determine the definition of “offensive” lettering.
2. Clothes are to be neat and clean. Students must tuck in shirts/blouses that are designed to be tucked in, and keep shirts and blouses properly buttoned at all times.
3. Girls, when wearing skirts, dresses, culottes, or skorts, must have a hemline no higher than the top of the kneecap. Skirts and dresses may not have slits reaching higher than the knee.

4. The school will not be held liable for injuries due to the wearing of improper clothing or shoes. Tennis shoes are recommended for everyday use.
5. Boy's hair should be neatly trimmed and groomed. This means that hair must be cut short enough that it does not hang on or below the eyebrows.
6. Cooperative learning attitudes are essential. Whenever a teacher deems that a pupil's clothes or appearance – including hairstyle – are detracting from their own or other classmate's learning, the teacher and/or administration has the authority to request needed changes. Parents will be called, if needed, to supply appropriate replacements.

Discipline

Since our Lord Jesus Christ is the Truth (John 14:6), the purpose of Pontiac Christian School is to aid parents in leading children to spiritual, academic, physical, emotional, and relational truth. The administration and teachers solemnly realize that, under God, they are molding lives and character, and that they are personally responsible for each student receiving a good foundation for life (Hebrews 13:17). Both discipline and discipleship come from the same root word(s).

Discipline is a learning process whereby the individual consistently develops God-honoring habits and recognizes his or her responsibility to society. Discipline may also be defined as “training to act in submission to established rules.” Proverbs 22:6 states, “Train up a child in the way he should go; and when he is old, he will not depart from it.”

The purpose of discipline is to teach the pupil respect for God's authority, concern for others, and personal restraint, so that the individual and the entire class can accomplish its educational objectives.

Pontiac Christian School is not a corrective institution. Students will not be accepted in order to reform them. Good discipline is essential for a good learning atmosphere, as well as for the welfare of the student and the entire school. The teachers and administration, without respect of persons, will apprehend conduct which is not in keeping with the school's policies and conduct code (Proverbs 22:6). Teachers must have the freedom to teach, the students must have the freedom to learn. These disciplinary steps will be taken when misconduct occurs:

- Step 1: A Biblically-based corrective word will be given to the student.
- Step 2: A loss of privilege will be determined.
- Step 3: A detention will be administered to the student.
- Step 4: The student will be suspended for a determined amount of time.
- Step 5: Dismissal procedures for the student will ensue.

The administration will determine which of the above steps is appropriate for each violation of the school's conduct code. When discipline reaches a need for detention or affects extracurricular activities, parents will be notified.

Full cooperation and support from parents is essential. If at any time the school discerns that this cooperation is lacking, the student may be requested to withdraw from the school. Tuition paid through the month of dismissal will not be refunded.

All discipline will be administered with a view toward correction, restoration, and character development. Students, whether at home, at school, or in the community, are expected to display kindness, courtesy, patience, helpfulness, faithfulness, obedience, thankfulness, orderliness, respect, eagerness, cheerfulness and honesty (Galatians 5:22-25). They are required at all times to refrain from fighting, evil-speaking of others, ridiculing, disrespect, destruction of property, lying, profanity, offensive slang, smoking, stealing, immorality, illegal drug usage, and watching or participating in any activities which do not honor the Lord and His Kingdom (Psalm 1:1).

Probation Guidelines

- Probation is invoked when a student has a serious behavior or academic problem, giving him time to correct the problem. If the student does not improve to a satisfactory level, he will be dismissed or asked to withdraw from the school.
- Reasons for probation: (1) academic – insufficient academic progress as determined by the principal, or failure by the parents to get recommended professional help for exceptional children; (2) attitude – a rebellious spirit that is unchanged after much effort by the staff and/or a continued negative attitude or bad influence upon other students; (3) disciplinary – continued deliberate disobedience or committing a serious breach of conduct which has an adverse effect upon the school's testimony.
- Invoking probation: (1) the teacher and principal will discuss the student and determine whether he/she should be placed on probation; (2) a conference is held with the parents, the student and the principal to give notification and explanation of the probation; (3) a written letter explaining probation is sent to the parents.
- Probation period: (1) probation will last for six to nine weeks; (2) student activities will be limited and all positions of trust and responsibility must be relinquished; (3) weekly conferences will take place between the principal and parents to discuss the weekly progress of the student; (4) at the end of the probation period, the principal and teacher will decide (with board approval) if the student has made adequate progress to remain at the school. The goal of probation is not just looking for change of actions; rather, the goal of probation is looking for a change of heart.

Dismissals

The reasons for dismissals are as follows:

- When parents will not cooperate with the teacher and/or the school administration (Ephesians 5:20-21).
- When a child's conduct, attitude, or lack of effort fails to display the qualities published in this document expected of students at Pontiac Christian School (Proverbs 1:7; Proverbs 5:12-13).
- When it is determined that a student has educational needs or other problems beyond the scope of what the school provides (Psalm 139:14).

Steps for dismissal are as follows:

- The administration notifies the parents of intent to dismiss.
- The administration notifies the School Board of the intent to dismiss.
- Parents are given opportunity to address the Board.
- The School Board makes the final determination for dismissal.

God's Answer for Resolving Concerns

Parents who have a personal concern or question regarding their child are asked to prayerfully adhere to the following steps (consistent with the teachings of our Lord Jesus Christ):

1. Discuss the circumstance privately with the child's teacher. The teacher and the parent(s) should try to resolve the issue between themselves. At least 90-95 percent of all needs can be resolved satisfactorily at this important two-person level.
2. If the issue is not resolved to meet the needs of the family, then a private meeting will be set up to discuss the issue with the school administrator and teacher. This is the setting where the remaining 5-10 percent of matters can be settled.
3. If the issue remains unresolved in meeting the family's need(s), then a private meeting will be scheduled to discuss the matter with the teacher, administrator, and the School Board. In reality, five percent or less of all needs are addressed at this level.

The School Board recognizes that in a rare circumstance, depending on the critical nature of the parental concern (such as immoral or criminal activity), it may be appropriate for the parent(s) to omit the first and second steps.

It is extremely important that these steps be addressed Scripturally, privately, and confidentially so that love and loyalty for all those involved can be maintained. PCS is committed to resolving issues and meeting needs as timely and simply as possible in obedience to Matthew 18:15-17, Ephesians 4:32, and Galatians 6:1. Failure to follow these clear-cut Biblical steps will be considered grounds for removal of a family from the school.