

PEQUEA CHRISTIAN SCHOOL

# POLICIES & HANDBOOK

1998 – 2022



115 BLANK ROAD, NARVON, PA 17555

Phone: (717)442-7902 Email: [secretary@pequea.org](mailto:secretary@pequea.org)



# STATEMENT OF FAITH

## Section 1 – God

We believe in the one triune God (Father, Son and Holy Spirit) who is eternal, infinite, holy, omniscient, unchanging, and omnipresent. He is both love and consuming fire. (Deuteronomy 6:4, II Corinthians 13:14; Hebrews 1:8)

## Section 2 - Jesus Christ

We believe the Lord Jesus Christ is the Son of the living God. He was born of a virgin and lived among men, yet without sin. He, as the lamb of God, took away the sin of the world by his death on the cross. All who believe in Jesus Christ and His shed blood, and the power of His resurrection shall have everlasting life. Jesus Christ is now ascended to glory and intercedes for the believer. (John 1:1,14,18; II Corinthians 5:14,21; Romans 5:8-11; Hebrews 7:25)

## Section 3 - Holy Spirit

We believe in the deity and person of the Holy Ghost. He reproves the world of sin, righteousness, and judgment. He is the Comforter for the believer. He is the guide into all truth and empowers a life of righteousness and service. (John 14:16; 16:7-13, Acts 1:8)

## Section 4 - Bible

We believe the Holy Bible is the Word of God. It is authentic in its content, authoritative in its counsels, inerrant in its original writings and the only infallible rule of faith and practice. (II Timothy 3:16, 11 Peter 1:20,21)

## Section 5 - Creation

We believe the Genesis account of creation is historically accurate and literally true and all creation is sustained by God. (Genesis 1:1, 21,27; Hebrews 1:10; Colossians 1:15-19)

## Section 6 - Fall

We believe man was created in the likeness and image of God and is the crowning work of Creation in a state of purity, but by disobedience is now fallen into a lost estate of sin and death from which only God can save. (Genesis 1:26,27; 3:1-7; Ephesians 2:1-3)

## Section 7 - Church

We believe the true church is the faithful and visible body of Jesus Christ. It is composed of all those who have been born again by grace through faith in the Lord Jesus Christ. (Matthew 16:18; Ephesians 1:23; and 2:8; 1 Peter 1:18-23). We believe the church's divinely appointed mission is to preach the gospel to every creature, teaching obedience to all His commandments and baptizing converts in the name of the Father, of the Son and of the Holy Spirit (Matthew 28:19,20). We believe the church is vested with authority to comfort, feed, and disciple its members. Those who fall into sin and continue therein shall be admonished, disciplined, and after fasting and praying shall be excommunicated if they willfully continue in sin and refuse to repent (Matthew 18:17-19; 1 Corinthians 5:11).

## Section 8 - Ordinances

We believe the New Testament ordinances are for the Christian; therefore baptism shall be administered upon confession of faith; communion shall be observed as a memorial of Christ's death and coming again; feet washing shall be observed literally as an expression of Christian love; the holy kiss shall be observed as a scriptural Christian greeting, brethren to brethren and sisters to sisters; the Christian woman shall be veiled; anointing of oil shall be administered to the sick for healing to those who call for it in faith; and marriage shall be the union of one man and one woman for life, with Christians marrying "only in the Lord". (1 Corinthians 11:1-16, Acts 2:38; James 5:14-16; Mark 10:6-12; 11 Corinthians 13:12)

## Section 9 - Non-Conformity

We believe Christians shall be separated from the world unto God. Therefore, we are not to be fashioned after the external, superficial, and evil practices of the world. (See Romans 12:1,2 - Amplified) Furthermore, it is the duty of the church to keep herself aloof from all violent and non-violent movements which seek the reformation of society independent of the merits of the death of Jesus Christ and the experience of the new birth (I Peter 2:9; Titus 2:11-14; II Corinthians 6:14-18).

## Section 10 - Non-Resistance

We believe in the doctrine of non-resistance in every area of life; in word, in deed, in the church, in the home, in the community, in paying taxes, in not retaliating against evil, in not taking up arms or not promoting carnal warfare according to Christ's teaching and example - but love, do good to and pray for all men. (Romans 12:17-21; Matthew 5:38-48; John 18:36; 1 Peter 2:19-24; 3:8-9)

## Section 11 - Separation of Church and State

We believe the church and state are two separate kingdoms (Colossians 1:13). God has ordained the state under His authority and sovereignty to maintain order and punish the evil doers (Romans 13:1-7). We believe that all Christians should honor, pray for, pay tribute to, and obey the government. However, should instances arise in which such obedience would violate the higher law of God, "We ought to obey God rather than man." (For responsibility of the church see section 7.)

## Section 12 - Holiness or Sanctification

We believe we are called with a high and holy calling to live a life of victory, obedience, and holiness. We need to exercise ourselves in daily personal Bible reading and prayer and be faithful in church attendance, support, and participation, consecrating our lives to His service. We must be honest, always

speaking the truth. We shall use no oaths but affirm the truth. (Romans 13-14; I Corinthians 15:57; I Peter 1:15,16)

### Section 13- Satan

We believe Satan is the archenemy of God, the deceiver of mankind, who is at work promoting evil and seeking to draw them away from God. (Revelation 12:9; 1 Peter 5:8)

### Section 14 - Future Things

We believe the Lord Jesus Christ arose from the grave bodily and will return in His glorified body to receive all believers to Himself and to judge the world. (I Corinthians 15:52; I Thessalonians 4:13-18; Jude 14-15) We believe in the resurrection of the believer and of the unbeliever. The believer will be rewarded at the judgment seat of Christ (I Corinthians 5:10). The unbeliever will appear at the great white throne judgment to be judged for all his evil deeds. He will be cast into the lake of fire with Satan and all his demons to be punished forever and ever. The believer will experience peace and glory forever and ever with the Lord. (Revelation 20:10-15; 21:1-27)

This is a summary statement of Christian doctrine based on God's Holy Word and in accordance with the Dortrecht Confession of Faith adopted in Holland in 1632.

## **THE PURPOSE AND OBJECTIVES OF THE SCHOOL**

The purpose of the Christian school is to provide a Biblically sound academic program of education in the spiritual, emotional, mental, and physical development of the child. The school is dedicated to presenting facts and knowledge about God's world from a God-centered, rather than a man-centered, viewpoint.

We believe it is the Lord's intention that we live our lives in the perspective of eternal values; furthermore, we have the responsibility of implanting these values in our children. Therefore, we set the following as our goals:

1. Assist in developing the student's relationship with God.
2. Assist in developing the student's relationship with himself.
3. Assist in developing the student's relationship with others.
4. Assist the student in attaining academic excellence.
5. Assist the student in assimilating knowledge that will be relevant and useful.

We want to ensure that the student comes to a saving knowledge of Jesus Christ, achieves a higher level of Christian maturity, attains a deeper commitment, and becomes a more effective witness for the Lord. We believe in the uniqueness and value of each person. We want to assist each student in developing his God-given talents and abilities. We want to promote self-discipline by helping each student to be responsible, consistent, and thorough in character, attitudes, and actions.

## **ADMISSIONS PROCEDURE**

Parents who desire to enroll their children at Pequea Christian School must complete and return the following:

1. Application for admission (one per child)
2. Personal and Family Information

Following application, the parents will be interviewed by the school board chairman and administrator. Following the interview, the parents will be notified as to the acceptance of the child. Upon acceptance, the following documents should be filled out before school begins.

1. Health Immunization Record (one per child)
2. Emergency Medical Card (one per child)
3. Parents' Statement
4. Act 195-90-35 Parent Request Form
5. Busing Service Application

Families applying are expected to be in harmony with the statement of faith as held by Pequea Christian School.

Students and parents are expected to comply to the policy of Pequea Christian School handbook on Section III-E and VI-C&D.

Placement of incoming students in the proper grade will be determined based on previously transferred records and/or the administration of standardized tests. Children entering kindergarten should be 5 years old by the beginning of the school year they enroll. Children entering first grade should be six years old by the beginning of the school year they enroll. Exceptions to this deadline may be made after testing student's developmental level. Pequea Christian School reserves the right to request that a child wait to enroll until he/she is developmentally ready for school.

## **THE STUDENT AND THE SCHOOL**

### **A. ATTENDANCE**

School will be in session from 8:30 A.M. till 3:00 P.M. One school year consists of a minimum of 900 instructional hours.

It is essential that the Christian school uphold and practice



government regulations regarding school attendance. We believe Christians should uphold the laws of the state unless such should violate Biblical principle.

The following constitute legal absences:

1. Religious holidays.
2. Illness of the student. (Parents should not send their children to school when it would endanger their health or the health of others.) **If 3 or more days are missed in succession for illness, a doctor's certificate is to be submitted upon return to school.**
3. Bereavement in the immediate family.
4. Dental, medical, or optical appointments. The teacher should be told about these in advance to arrange for the assignments missed. Doctor appointments should be made after school hours whenever possible.
5. Educational trips - subject to the Administrator's approval. Approval shall be based on the student's work, and whether special activities have been scheduled (i.e., achievement tests, field trips, etc.) Permission must be requested from the Administrator at least two weeks prior to the trip for it to be excused. (We recommend that you inform the Administrator and Teacher even earlier if possible.) The Administrator will then decide whether the trip is educational and whether it will be excused or not.

All other absences are unlawful. If a student has an unexcused absence, the student will be required to complete all assignments due that day. The teacher may deduct a percentage grade of assignments because of the unexcused absence. We ask our patrons to set a godly example by avoiding illegal absences such as "workdays", extended family vacations, or short notice trips.

**Each unexcused absence constitutes a violation of the compulsory attendance provision of the public-school code of the Commonwealth of Pennsylvania.** PCS is required to notify

the local school district of a student taking three or more unexcused absences. If a student has more than three unexcused absences per year, no credit will be given for missed homework or tests. All grades will be considered 0% and will be used to complete the student's quarter and term grades.

Excuse cards are to be completed and signed by a parent for all absences. If three or more days are missed in succession for illness, a doctor's certificate is to be submitted upon return to school. Students are responsible to complete any assignments missed during absence, upon return to school. Students are responsible to complete any assignments missed during absence, at teacher's discretion.

Students arriving at school up to 1 1/2 hours late will be counted tardy. An excuse card marked "tardy" should be brought to school with parent's signature. Students arriving after 10:30 A.M. will be marked 1/2 day absent. Students leaving school before 1:30 P.M. will be marked 1/2 day absent. All 1/2 day absences require an excuse card.

## B. CONDUCT AND DISCIPLINE

There is a close relationship between discipline in a school and the quality of education offered by that school. Education suffers where students are undisciplined. The Christian church, home and school must work and pray together in development of disciplined children and teenagers. Students who do not learn to be submissive and obedient to those in authority over them have great difficulty in learning to obey God and His Word.

In the Christian school, the Golden Rule should be the basis for all school conduct, as well as the thought of "what would Jesus do?". It is impossible to name every way in which this general rule can be violated in school. The following ways are common temptations and students at Pequea Christian School can expect disciplinary action for them, in addition to other similar, unlisted offenses. This list is not intended to be comprehensive.

1. Continued and deliberate disobedience to classroom rules.
2. Disrespect for authority.
3. A rebellious spirit and continuous negative attitude.
4. Gum chewing.
5. Any type of classroom interruption.
6. Excessive noises and running in the school building.
7. Throwing objects indoors.
8. Writing and passing notes.
9. Being unprepared for class or work.
10. Talking without permission or while teacher is talking.
11. Defacing or misusing personal or school property.
12. Forwardness in boy-girl interests.
13. Unwholesome discussions of church issues.
14. Loitering in lavatories.
15. Unclean, mocking, or taunting speech.
16. Leaving school grounds without teacher's permission.
17. Persistent tardiness following recess or change of classes.
18. Harassment of others.

Disciplinary action can be expected in the case of violation of any classroom or school rule. Following are the steps that will be taken when disciplinary action is needed:

1. The teacher will deal with the offense, using means of discipline according to the seriousness of the offense. Discipline may include a warning, communication with the parents, recess detention, withholding of privileges, etc.
2. If the student does not respond to the teacher's discipline, the administrator will be notified. A student, teacher, administrator conference will be held. The student's parents will also be contacted. Following this conference, corporal punishment may be administered. Parents are to be informed the same day corporal punishment is administered to their child for their follow-up.
3. If the problem persists, a teacher, administrator, parent, student conference will be held. The student will be put on probation or expelled for a period of time agreed upon by

the participants of the conference. During the probation period, the student will be interviewed by the teacher every week to keep the student informed of his/her progress. The parents will also be informed on a similar regular basis.

4. If the student's actions or attitudes are still a problem after the period of probation or expulsion, the case will be reviewed by the school board. The board may request suspension or expulsion of the student.

### C. ACADEMIC STANDARDS

Each nine weeks a report card is issued. The report card should be signed promptly by one of the parents and returned to school. We encourage parents to arrange for a conference if there are any questions.

Various factors are considered when a student's passing or failing is being considered. Of major importance is maintaining passing grades in all major subjects. Failing grades in Reading (or Literature), Mathematics, Social Studies, English or poor standing on achievement tests is an indication of need to repeat a grade. Teachers will notify parents when a student shows signs of failure.

Our grading system is as follows:

#### Grades 1-2

- O - Outstanding
- S – Satisfactory
- I - Needs Improvement
- U - Unsatisfactory

#### Grades 3-8

- A 93-100 Excellent
- B 85-92 Good
- C 77-84 Average
- D 70-76 Poor
- E Below 70 Failure

#### D. HEALTH POLICY

All students, prior to admission to school are required to fill out a health form (provided by the school) listing diseases and immunizations he/she has had, as well as allergies and health complications such as diabetes, hearing or eyesight problems which the teacher should know.

It is a state law that all students must have had, or be in the process of having, immunizations for polio, diphtheria, tetanus, measles, mumps, and Rubella (German Measles) before being admitted to school. Any time a student receives further immunizations, has a contagious disease, eye or hearing tests, the school should be notified so that proper notification can be made on the student's records. When a child has a contagious disease, parents are expected to keep the child at home until the disease has run its course.

If there is any medical reason why your child should not be fully immunized, please bring a certificate from your doctor stating the reason. If you object to immunizations for religious reasons, an exemption form is available upon request.

Children will be excluded from school for lice, scabies, impetigo, and strep throat.

#### E. APPEARANCE CODE

Students, under direction of their parents, are expected to abide by their own church standards. In cases where the church standard is more conservative than the school code, the church standard shall apply. In cases where school standard is more conservative, the school standard shall apply.

Students are expected to be clean and neat. Good grooming, regular bathing and deodorants are conducive to good school atmosphere.

All clothes should be neat and decent, not following fashions. No sweatshirts, shirts or dresses with lettering excepting little manufacturers emblems. Socks and shoes to be worn at all times.

School administrator reserves the right to ask student to change into appropriate clothing provided by the school.

Additional dress requirements:

#### BOYS

- Hair should not be longer than the natural hairline. Hair in the front to be kept above the eyebrows.
- Shirts with collars and buttons to be worn. T-shirts will be acceptable for Physical Education.
- Visor caps or hats may not be worn in the classroom.
- Long trousers are required for school. Jeans/khakis are accepted. Athletic pants are not permitted except for Physical Education.

#### GIRLS

- Hair is to be natural length. No cutting permitted. If a girl chooses to wear a veil/covering while at school, we request that she wear her hair up in a bun and have the bun adequately covered.
- A dress or jumper with a shirt (the shirt must have a collar and buttons) must be worn.
- Clothing is to be modest. Sleeves should extend to halfway between shoulder and elbow. Necklines should fit to neck (low-cut necklines are unacceptable). Skirt length is to be below the knees when standing or sitting. Skirts should not be form fitting or have slits.

#### F. PERSONAL AND SCHOOL PROPERTY

Parents should try to see that students acquire a sense of responsibility for personal possessions - such as lunch boxes, coats, hats, boots, etc. These should not be left at school.

Respect and care for school property is also important - books, desks, walls, etc. shall not be mutilated or defaced. Unintentional damage shall be paid for at the discretion of the principal. Intentional damage will be paid for at face value, with a minimum fine of \$1.00.

We expect each person to report immediately any damage for which he/she is responsible and then pay for it. Failure to report the damage done will result in obligation to pay double the value.

Students should practice good stewardship in using school supplies such as tablets, pencils, paper towels, etc.

## G. TRANSPORTATION

Busing transportation is available for most families. Check with school secretary for available busing and related forms.

In cases where busing transportation is not available: Students should not arrive at school before 8:15 A.M. Students should be picked up promptly after school, no later than 3:15 P.M.

The chairman of the board, bus committee, and the administrator shall decide when to call off school because of weather conditions. Patrons will be notified by text or phone relay. Patrons will also be contacted by text or phone relay when school is dismissed early because of weather conditions.

# **SCHOOL ACTIVITIES**

## A. PARENT-TEACHER FELLOWSHIP

Three Parent-Teacher Fellowship (PTF) meetings are held during the year in September, January, and April. PTF meetings begin at 7:00 P.M. and are held at school. Various announcements and reports are given, and a guest speaker is invited to speak on topics relating to Christian education. In April, the annual business meeting is held to elect new committee and board

members for the following year.

All patrons are strongly urged to make PTF meetings a priority. They are an excellent opportunity to meet and fellowship with the school family, meet the teachers, and to become active in the organizational work of the school.

#### B. PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences (PTC) are held at the end of first quarter and are mandatory for all patrons. One or preferably both parents meet with the teacher of each of their students for a 15-minute conference to discuss the student's report card, progress in school, academic/social needs, etc. PTC will be scheduled by the secretary. A note will be sent home with your child stating when the appointment is scheduled.

#### C. SCHOOL PICNIC

As a finale to the year, the entire school body gathers for a picnic. Each family provides food for dinner. The afternoon is for fellowship and recreation.

## **SCHOOL COMMITTEES**

The following are school committees and their functions, including the number of members and the length of terms. These committee members are chosen from the patron body at the annual business meeting (the 3rd PTF) held in April.

#### A. BOARD OF DIRECTORS

The school board is a four-member committee that oversees the day-to-day operations of the school, is responsible for the school's finances, hires teachers, and makes all policy decisions. All decisions are made in consultation with the pastors of the Pequea Amish Mennonite Church.



## B. PTF PLANNING COMMITTEE

The PTF committee is a three-member committee that consists of two members elected from the patron body and one board representative. Board Secretary is the third member.

The PTF committee is responsible to plan the three PTF meetings for the year. They need to choose the topic and guest speaker. They also need to appoint the song leader, devotional leader, and moderator.

The PTF committee is also responsible for planning the annual school picnic and turkey-in-the-hole meal.

PTF members serve a two-year term.

## C. LIBRARY COMMITTEE

This three-member committee is responsible for selecting, purchasing, proof reading, and preparing new books for the library. The school has a guide for proof reading books stating the kind of books that are acceptable for the school library. Two members are elected from the patron body. Board maintenance representative is the third member.

## D. AUDITORS

The Board of Directors appoints individuals to audit the treasurer's books each fiscal year.

# **PARENTS AND THE SCHOOL**

## A. VISITATION - SCHOOL ACTIVITIES

Parents are encouraged to visit the school and are urged to keep in frequent contact with the teacher regarding the child's progress. Request for conferences is welcome, in addition to the regularly scheduled Parent-Teacher Conferences usually held in November.

Preschool children who are not accompanied by parents should not visit school. Preschool children visiting with their parents should always stay with their parents. They should not be with their brother, sister, or another student unless the teacher has given permission.

## B. TUITION

Tuition may be paid in full at the beginning of the school year, or in three equal payments in September, December, and March. Other payment arrangements may be made with the school board. Tuition is to be paid in full by the last day of school. No family can enroll students unless tuition from the former term is paid in full. Report cards may be withheld at the end of school if required payments have not been made.

Tuition does not cover all operating expenses. The school depends on other support in gifts from patrons and offerings.

## C. PARENT-SCHOOL RELATIONSHIP

Parents have a vital part in the function of the school. Parents are expected to promote proper attitudes and respect for the school and its staff. The child's teacher and the total school program need the prayers of each parent.

The parent's relationship with the school and the teachers is an important factor in the educational development of the child. The ideal environment for the child is one in which he senses that his parents and his teacher are in harmony in teaching discipline. Serious problems can arise in the school and the development of the child if unity of purpose and practice are not sought for and maintained.

Parents are expected to adhere to school dress requirements while visiting school or attending school functions.

The home environment is naturally reflected in the school. If the

school is to achieve its purpose as outlined on page 2 of this handbook, our homes must adhere to Biblical principles as well. For this reason, parental use of tobacco or strong drink, television, and/or divorce and remarriage will disqualify a family from enrolling students in the school.

Parents are urged to come directly to the teacher or administration to discuss problems or misunderstandings that may arise. The Matthew 18 procedure for resolving differences will apply in all cases.

#### D. TELEVISION / YOUTUBE POLICY

We believe television is one of Satan's most powerful weapons and one of the greatest hindrances in the Christian life. It has caused many to adopt the character and behavior of sinful society.

We believe it is God's desire that PCS be free from the influence of television to accomplish this, use of television will disqualify a family from attending Pequea Christian School.

We ask that all families attending PCS use discretion on use and influence of YouTube and other media. This also can be a weapon Satan uses to hinder the Christian life.