

# Pocono Adventist Christian School Handbook

*A Co-Educational Day School for  
Pre-Kindergarten through Eighth Grade*

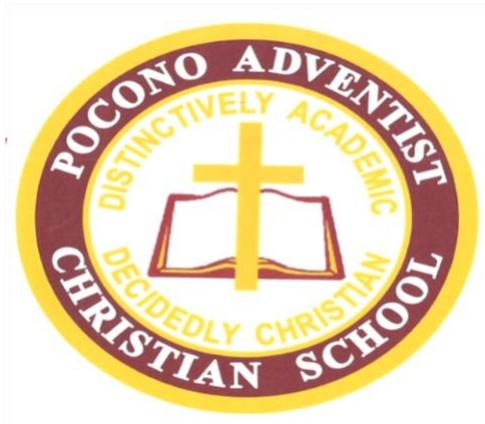
*Affiliated with  
The Pennsylvania Conference of Seventh-day Adventist  
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POCONO ADVENTIST CHRISTIAN SCHOOL – 2018-2019

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# INTRODUCTION & HISTORY

## Historical Overview

Seventh-day Adventist Education was established in the early days of the twentieth century. One report has the date of 1902. Adventist Christian education was very important to the small group of Adventist who lived in the area. The school began before the church was even organized.

## Mission Statement

The mission of the Pocono Adventist Christian School is to create a learning environment that promotes academic excellence, encourages intellectual curiosity, teaches social responsibility, values Christian principles and prepares students for a life of service in this world and for eternal life

## Philosophy

The primary objective of education at Pocono Adventist Christian School is to restore the image of God in man by promoting the harmonious development of the physical, mental, social, and spiritual life of each child.

Education at Pocono Adventist Christian School :

- Is Christ-centered, with an emphasis on study of the Scriptures.
- Integrated, sequential, and innovative.
- Prepares students to be successful in a changing world.
- Is multi-cultural, recognizing and affirming the contributions of various cultures to American society.
- Is values-centered; being concerned with the development of Christian morals and character.
- Encourages interaction, where students learn cooperatively and work together toward a common goal.

We take as our motto: "They shall be taught of God" *John 6:45*. Striving to have a vibrant relationship with God, we seek him daily. Education therefore, is more than academic success. We embrace the following core values:

Relationship with Jesus—We study the Bible, pray, help others and evangelize.

Academic Excellence—Prepare students for success through an exceptional curriculum.

Service to Others—We strive to reach others for Jesus.

Developing Critical Thinking Skills—We endeavor to teach students to solve problems.

Family—In our safe, nurturing community, we treat each other with respect.



## **SCHOOL-WIDE CURRICULUM GOALS**

Pocono Seventh-day Adventist School has adapted the Seventh-day Adventist North American Division Curriculum Goals for schools as outlined in Journey to Excellency. In addition to the NAD School goals, the Stroudsburg Seventh-day Adventist School has developed additional school-wide goals.

<b>Seventh-day Adventist Curriculum Goals</b>	<b>Each student will:</b>
1. Acceptance of God	Surrender one's whole life to God, develop a relationship with Jesus Christ and allow the Holy Spirit to work in one's life.
2. Commitment to the Church	Desire to know, live, and share the message and mission of the Seventh-day Adventist Church.
3. Interpersonal Relationships	Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship	Develop an understanding of cultural and historical heritages; affirm a belief in the dignity and worth of others; and accept responsibility for local, national, and global environments.
5. Healthful, Balanced Living	Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. Intellectual Development	Adopt a systematic, logical, and biblically based approach to decision making and problem solving when applied to a developing body of knowledge.
7. Communication Skills	Recognize the importance of effective communication and develop the requisite skills.
8. Personal Management	Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
9. Aesthetic Appreciation	Develop an appreciation of the beautiful, both in

God's creation and in human expression, while nurturing individual ability in the fine arts.

10. Career and Service

Develop a Christian work ethic with an appreciation for the dignity of service.

**Pocono Adventist Christian School**

1. Respect

Develop an understanding of the importance of respecting others; recognize the rights of others and honor the dignity and divine purpose of each individual.

2. Coping Skills

Develop basic coping skills to deal with life's Experiences—including the practice of conflict resolution.

3. Integrity

Recognize moral/ethical situations and how to process and respond to them in the context of Christian values.

4. God's Word

Appreciate God's Word as the Truth.

5. Knowledge Development

Develop the skills to become a creative and critical thinker; acquire the abilities needed to seek new knowledge; foster the desire to study and learn throughout life.

6. Personal Responsibility decisions.

Accept the responsibility for personal actions and

7. Personal Ministries

Practice a life of service in the family, school, church and community.

8. Character Development

Desire to be pure and peace-loving rather than contentious, considerate rather than thoughtless and demanding, reasonable rather than obstinate, straight-forward rather than devious or hypocritical, merciful rather than severe and heartless.

# ADMISSION PROCEDURES

## RATIONALE

Pocono Adventist Christian School admits students of any race, color, national and 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, creed, sex, physical handicap, or national and ethnic origin in the administration of its educational and admission policies, scholarship, or other school-administered programs. Parents seeking admission for their children into the school agree to respect and honor the religious principles on which this school is founded, and to comply with all school policies. Pocono Adventist Christian School is not designed to handle children with severe educational/emotional needs; hence, these children may be asked to seek admission where their needs may be more effectively met.

## POLICY

It is the school board policy that no student will be allowed to enroll who maintains an outstanding balance in any other school, unless prior arrangements have been made with the Pocono Adventist Christian School Finance Committee. No student who knowingly persists in the use of tobacco, alcohol, or drugs will be admitted or retained. A physical examination is required for all new students and for students when entering grades one, six. The forms can be obtained in the school office. This exam will be part of the student's permanent cumulative record folder.

## SCHOOL HOURS

Pre-K--Eighth Grade

Monday - Thursday	8:00a.m. – 3:15p.m
Friday	8:00a.m. – 1:30p.m.

## NEW STUDENT ADMISSION

### Pre-K—Eighth Grade

A student's application will be considered by the Admissions Committee only when all of the following have been completed and received in the school office.

- School and Health Applications
- Three recommendations forms
- Medical Examination Form

Medical Records for all transfer students  
Cumulative Folder (grades 1-8)  
Financial Clearance from the Pocono Adventist Christian School Treasurer  
Interview with Administration and/or Admission's Committee (grades 5-8)

### **RETURNING STUDENTS**

All returning students must complete a re-application form each year. The Admission's Committee will notify each student regarding their re-admission status. It is a privilege not a right to attend Pocono Adventist Christian School. This privilege may be withheld at the discretion of the school Admissions Committee.

### **PREKINDERGARTEN**

Our prekindergarten is located in the Stroudsburg Seventh-day Adventist School building. This program operates a full day for the duration of the school year. The Prekindergarten is closed during the summer months. A child who is interested in registering for the prekindergarten program must be between the ages of 4 (**as of August 30 of the current year**) and 5 years old.

### **K and 1<sup>st</sup> GRADE**

The Administration and the Kindergarten teacher will assess a child's functioning level of in the areas of motor skills, language ability, social-emotional and cognitive growth. The chronological age may or may not correspond to a child's developmental readiness for school. Screenings are normally conducted in June and July. Parents may make appointments through the Kindergarten teacher. Late applicants (in August or after school begins) will not be admitted to the classroom program until the screening and/or parent conferencing has been completed. Each child's screening results will be reviewed by the Admissions Committee, who will decide appropriate grade placement for the child. Potential kindergartners will only be screened if they are at least five years of age by no later than **August 30** of the current year. Kindergartners and first graders are required to show proof of date of birth. Subsequently, a potential first grader should be six years old on August 30. It should be noted: Children turning five during the summer months often benefit from waiting until the following September for Kindergarten entrance.

### **MEDICAL EXAMINATIONS**

#### **Physical Examinations of Students**

1. A physical examination is required for all new students. A physical examination is also required for all students when entering grades one, six and eleven.
2. This exam must be dated within 6 months from date of the entrance to school, and signed by a physician.

The medical examination report is to be kept in the school office and is part of the cumulative record folder. Health forms can be obtained from the school office.

#### **Medications**

All students who need prescription and non-prescription medication (to include inhalers) during school hours (on a daily basis or as needed basis) must do the following:

- Present a written consent signed by a physician.
- Complete the Medication Parent/Guardian Consent form obtained from the office. Bring the medication to the office in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law to the office.

Medication (prescribed and / or non-prescribed) is not allowed in the classroom.

### **Vaccine Information**

Up to date immunization records must be kept and supplied with a student's application.

Don't wait ----Vaccinate Now

Children IN ALL GRADES in 2009-2010 need the following:

- 4 doses of tetanus\* (1 dose on or after the 4<sup>th</sup> birthday)
  
- 4 doses of diphtheria\* (1 dose on or after the 4<sup>th</sup> birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease (phased in by 2010 / 2011)

\* Usually given as DTP or DtaP or DT or Td

\*\* Usually given as MMR

Children ENTERING 7<sup>th</sup> grade in 2009 / 2010 need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, He / she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)

### **ILLNESSES**

If your child has a temperature of 100 degrees or more, please do not send them to school until it is back to normal for at least 24 hours. Should your child become ill or have a fever while at school, you will be asked to come and get them.

A student will be marked absent if he / she spend the majority of the day in the sick room.

### **FINANCIAL INFORMATION**

#### **Constituent Rate Eligibility**

The Stroudsburg Seventh-day Adventist Church provides a subsidy for the operation of the Pocono Adventist Christian School. The members of this church form the constituency of the Pocono Adventist Christian School. The subsidy this church pays to the school allows their church members to be eligible for the constituent rate.

#### **Registration Fee**

The full registration fee will be charged regardless of when the student may enter school.

#### **Tuition Payments**

Each student has a school account with a payment plan. The standard plan is developed for ten monthly payments.

**Advance Payment**

A discount is allowed for a student who pays a full year's tuition and registration fees by August 1. Some arrangement may be made for semester payments.

**Family Discount**

A Multi-student discount of \$35.00 is given to each additional child enrolled from one family (oldest child is full price).

**Prompt Payment Discount** A prompt payment discount of \$10.00 per month for any family that has given the entire payment to the school treasurer by the 15<sup>th</sup> of the month.

**Late Registration**

Full tuition will be charged for a student who registers late, is absent during the school year, or needs to make up work missed prior to registration.

**Delinquent Accounts**

A late charge of \$10.00 per family is charged whenever payment is not received by the 15<sup>th</sup> of the month.

**Books**

Textbooks and workbooks for K-8 are as follows:

- K—\$250
- 1—8-\$325

**TRANSFERS AND WITHDRAWALS Transfer**

For a student who transfers from another school, tuition is charged based on the number of days the student attends Pocono Adventist Christian School.

**Withdrawal**

A student will be charged tuition for the days they attend Pocono Adventist Christian School. The date of withdrawal will be the date on which the Principal receives notification in writing. If the student withdraws after registration but prior to the first day of school, a full tuition refund will be made. A written withdrawal form must be completed prior to the release of transcripts or report cards.

## **STUDENT LIFE**

The Pocono Adventist Christian School has certain standards by which all students are expected to abide. When these principles are accepted and practiced by the students, this school becomes in a truer sense the school that God wants it to be.

The rules and regulations contained in this bulletin are the policies of Pocono Adventist Christian School. These policies may be modified, changed, or amended at the discretion of the faculty and administration. All regulations adopted by the faculty and announced to the students have the same effect as those published in this bulletin. All regulations and principles of conduct remain in effect throughout the year including all school-sponsored activities on and off campus.

Pocono Adventist Christian School, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church. Regarding human sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the Church on sexual orientation and behavior. Pocono Adventist Christian School does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct, or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgment of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of Pocono Adventist Christian School and the Seventh-day Adventist Church.

### **ATTENDANCE INCLEMENT WEATHER PROCEDURES**

Pocono Adventist Christian School follows the Stroudsburg School District for weather related closings. Parents/students will be notified of such closing by checking the local radio and/or TV stations. In the case of early dismissal, every attempt will be made to contact parents.

1. Television channels—WNEP or WFMZ, Channel 69
2. Or check the Internet for your local school district.

### **SCHOOL ATTENDANCE and SUCCESS IN SCHOOL**

Success in school is directly related to attendance because new skills and concepts are introduced every day. Out of school appointments should be scheduled after school hours, if at all possible, so the continuity of education will not be interrupted. Please do not make regular appointments that require frequent early dismissals. Whenever a child leaves school early, he / she needs to be signed out at the office by an adult before being dismissed.

### **ATTENDANCE POLICY**

\*\*\*All students are expected to attend school on a regular basis.

Pocono Adventist Christian School adheres to and is in full compliance with the Laws of the Commonwealth of Pennsylvania. Except in cases of illness and extenuating circumstances, students are expected to be present when school is in session. Family vacations and trips, which

are scheduled when school is in session, are not considered valid reasons for absence and are not excused absences. If an absence is pre-arranged, teachers will allow students to make up missed assignments, tests, and quizzes. It is the student's and parent's responsibility to communicate with their teachers about work which needs to be made up.

Students who are absent from school for any reason must present a written excuse to the teacher or office upon return.

### **ABSENCE CATEGORIES 1. Excused Absence**

Illness\*\* parents need to call the school by 8:15 a.m. if their child will be absent and send a note to the office within 72 hours of the absence in order for the absence to be excused.

Bereavement \*

Quarantine / communicable and infectious disease

Academy visitation (up to two days with pre-arranged absence)

Any school-sponsored activity scheduled during class time

Long-term illness (documented by physician at the start of the year or illness)\*\*

Absence due to disciplinary action/suspension

The items above that are starred (\*\*) require notes from parents or other official documentation within two days of return or the absence will count as unexcused. Absences for medical reasons that exceed three consecutive days must be substantiated with a physician's note. School related functions, whether academic or extra-curricular, will be excused absences. Students are expected to make up any missed work.

### **2. Pre-Arranged Absence**

Arranged according to above procedures

Absences do count towards F/A (failure due to attendance)

Absences will not count against eligibility for extra-curricular activities

Assignments, tests, and quizzes may be made up

### **3. Parental Excused Absence**

Parental excuse note must be turned in to the office upon return to school

Absences do count towards F/A (failure due to attendance)

Assignments, tests, and quizzes may not be made up

Absences will not count against eligibility for extra-curricular activities

### **4. Unexcused**

All other absences not listed above will be considered "unexcused" and make up work will not be accepted.

### **FAILURE DUE TO ABSENCE**

Class time is important and excessive absences will result in a failure due to absence. A student missing more than 15 percent or seven days of class per nine week period (grades 1-8) and 15 percent of any one class per semester

If the student participates in field trips and/or other co-curricular activities, which result in other classes being missed, those absences DO NOT count as an absence. If however, the student participates in extracurricular activities, which result in classes being missed, those absences WILL count toward excused/unexcused absence totals.

Extended illnesses (more than 3 days) may be appealed to the Administration when accompanied with a doctor's note.

### **TARDINESS/EARLY DISMISSAL**

Students who are not in their classrooms at 8:00 a.m. will be considered tardy. In an effort to better provide for the safety of your child(ren), we ask that you inform the school office via telephone before 8:15 a.m. if your child is going to be absent from (or excessively tardy) to school.

### **EARLY DISMISSAL PROCEDURE**

1. If parents wish to have a student dismissed before the close of the daily session a written request should be submitted to the office in advance.
2. Students may not leave the school grounds during the day without written permission from their parents and approval of the principal.

### **After School Care**

The teachers and administration of Pocono Adventist School understand that some parents may need their child to remain after school. This service is available upon request. Following are the guidelines:

- Students must be picked up or on the bus by 3:30 pm.
- Students who are not picked up by 3:30 **will automatically be placed in after care.**
- The fee will be \$10 per child from 3:30—4:00.
- The fee for students remaining after 4:00 is \$20 per child up until 5:30 pm.
- All after school care fees must be paid to the Principal on a daily basis, or on Friday of each week. Please make the weekly arrangement with the Principal.
- All outstanding fees will be charged to the student's account and parents will be asked to pick up their child at dismissal.

### **CLASSROOM ATTENDANCE**

A student will be counted absent if he/she is more than 10 minutes late to class and does not have an excuse note from the previous teacher or from an administrator.

### **ARRIVAL / DISMISSAL**

During the 3:00-3:15p.m. time slot all parents, siblings and visitors will be asked to remain outside the building. The hallway must remain as open as possible. We are asking you to understand that a teacher's classroom duty is not complete until 3:15p.m. If you need to speak with your child's teacher, please make an appointment outside of the hours of 7:45a.m. to 3:15p.m. This time is specifically set aside for teacher/student focus. Our ability to effectively serve depends on everyone's cooperation with guidelines and procedures. The safety and care of your children is our number one concern. Please take careful note of the following responsibilities and procedures.

### **Students**

All arrivals will go through the front entrance.

## **Parents**

The drop off and pickup point is the reserved area of the parking lot in the front of the building. If you are entering the building, be sure to park in such a way that not to block the school bus pick up area. Remember to sign in and out of the building.

If you are sending someone else to pick-up your child, we must have written permission on file in advance.

## **PUBLIC SCHOOL TRANSPORTATION**

If your child rides a public school bus, they are entitled to the same rights and privileges as public school students. The routes must be planned so your child arrives at the school on time and has ample time to catch the bus after school.

Problems with the public school transportation should be settled by the parents, not the school.

Parents are to contact the following persons should they encounter transportation problems:

1. Contact the supervisor of Transportation in the school district in which you reside.
2. Contact the chief school administrator (usually the District Superintendent).
3. You may wish to contact your local state senator or representative.
4. Contact the State Department of Education. The phone number is (717) 783-5146.

## **DRESS CODE**

### **RATIONALE**

Pocono Adventist Christian School expects students to be dressed and groomed in such a way as to not disrupt or distract from instructional procedures or classroom decorum.

Appropriateness to the occasion, the activity, and the time should always be the guide. Students should choose their clothing based on the principles of cleanliness, neatness, modesty, and appropriateness. Due to a wide range of values and beliefs associated with modesty, neatness and appropriateness, the following dress code is to be followed during all school days and when participating in any school activity unless otherwise stated:

### **BOYS**

- White buttoned shirt (no polo shirts)
- Charcoal grey pants with black belt
- Burgundy vest or cardigan
- Plaid tie (from approved vendors)
- Black shoes

### **GIRLS**

- White Peter Pan blouse
- Burgundy tie (from approved vendors)
- Plaid jumper (Pre-K—Grade 4); Plaid skirt (Grades 5—8)
- Burgundy vest/cardigan
- Burgundy socks/tights
- Black shoes

The above uniform is to be worn Monday through Friday by all students. On Fridays, which is the day for Physical Education, students are to wear gray sweat suits and sneakers.

**SWEATERS/OUTERWEAR** (No sweatshirts allowed)

All sweaters/outerwear worn in school must be imprinted with the Pocono Adventist Christian School logo and purchased from \*authorized vendors. Various options of sweaters and fleeces are available through the authorized vendors.

**TURTLENECKS**

If worn, must be worn under dress code appropriate shirt at all times.

**FOOTWEAR**

Must be worn at all times.

**HEADWEAR**

Of any type of hats, bandanas, hoods, scarves, etc. is permitted outside the school building only and is not permitted in the building at any time.

All clothing must be neat, clean, and in good repair. Tight-fitting, low-cut pants or shirts, and oversized clothing is not acceptable.

**AUTHORIZED VENDORS**

IDEAL Uniform Store 1816 \*Flatbush Ave (Near Av. K), Brooklyn, NY 11210

Phone: (718) 252-5090 Fax: (718) 252-2714

Swimsuits worn for swimming class need to be modest – trunks for boys and one piece for girls.

Nail polish and make-up should be natural and clean looking.

Any form of jewelry is unacceptable.

Hair should always be neat and well groomed. Extreme hairstyles are not permitted.

Parents have the primary responsibility for making certain their children are dressed appropriately for school and its activities. If abuses in this dress code occur, the following procedures will be followed:

1. Each student will be allowed 3 out-of-uniform days. This means that if your child is going to be out of uniform, you are asked to write a note to the teacher stating the reason.
2. After the third time, you, the parents will be asked to bring appropriate clothing or take the child home.

**CAMPUS CONDUCT****Students are expected to...**

- treat each other with respect.
- treat school property and the property of others with care.
- pay for property that is damaged.
- arrive on time and be prepared with assignments completed and materials for optimal learning.
- accept responsibility for themselves.
- be in the appropriate place at the appropriate time.
- abstain from using the Lord's name in vain.
- abstain from vulgar language or gestures.

**CAMPUS SECURITY CAMPUS GUESTS**

School and class activities on and off campus are open only to students who are enrolled at Pocono Adventist Christian School. For some occasions, student guests may be invited under the following guidelines:

- Obtain permission from the office.
- Maintain the same standards of dress and conduct as Pocono Adventist Christian School students.
- Abide by all school guidelines of Pocono Adventist Christian School.

All parents and other guests must report to the office upon arrival on the school grounds. All messages or student items are to be given to the office to keep interruptions of class instruction to a minimum.

### **CLOSED CAMPUS**

Students may not leave the school grounds during the day without written permission from their parents and approval of the Principal.

### **STUDENT GUIDELINES**

#### **COMPUTERS**

All school and personal computers are for school related work only. Students who violate this agreement will lose their computer privileges. The use of computers is a privilege and not a right. All students and parents are required to read and sign the "Internet Use Policy" contract.

#### **ELECTRONIC DEVICES**

Use of electronic devices is not permitted during school hours including but not limited to cell phones, MP3 players, iPods, CD players etc.

#### **TELEPHONES**

Cell Phones/Pagers

All cell phones and pagers are to remain in the student's backpack in his/her locker during school hours. The school will not be responsible for lost or damaged property while at school.

Office telephones are intended for the use of administration, faculty, and staff. Parents are encouraged not to call their children during the day except in an emergency.

#### **ENTREPRENEURSHIP**

Selling of items may be done on the Pocono Adventist Christian School campus only after specific permission has been granted by Administration. Any selling on campus is to be for the express benefit of the school and/or its entities. This is true for all – including classes, organizations, students, and staff.

#### **LOCKERS**

Lockers are the property of Pocono Adventist Christian School and should be treated carefully and kept closed, locked, and clean. The school is not responsible for items stored in the lockers.

#### **CHEATING**

Cheating consists of receiving unauthorized assistance on a quiz, an exam or any assignment; offering such assistance; using hidden material to aid in taking a test; practicing deception of any kind, including plagiarism, in the completion of school assignments.

#### **DISHONESTY**

Dishonesty consists of practicing deception of any kind and being untruthful in any manner, written or verbal.

## **EXTORTION**

Extortion is the solicitation of money, or something of value, from another person in exchange for protection or connection with a threat to inflict harm or robbery.

## **SAFETY GUIDELINES**

### **PHYSICAL VIOLENCE/VERBAL ABUSE**

Physical or verbal attack of one person or a group of persons is forbidden at Pocono Adventist Christian School. This includes menacing or threatening behavior towards another person.

### **SEXUAL HARASSMENT/HAZING**

Each person is to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of actions or words that make another student feel uncomfortable or insecure. This includes sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature), hazing, (any conduct or method of initiation in any school organization, club or activity which could willfully endanger a person's physical and/or mental health, intimidation, bullying, disrespect and any other verbal, social, physical, or other expression that might undermine the wellbeing of another.

**ANTI-BULLYING**—The School Board of Pocono Adventist Christian School is committed to protecting its students and employees from bullying and harassment for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment free school experience. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action.

**Definitions:** Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as an unwanted purposeful written, dehumanizing gesture by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, cause discomfort or humiliation or unreasonably interfere with school performance or participation. Bullying is often characterized by an imbalance of power.

For the purposes of this policy, bullying shall include Cyberbullying, Cyberstalking or Harassment. Bullying may involve but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Physical violence
7. Cyberbullying
8. Theft
9. Public humiliation
10. Destruction of school or personal property
11. Social exclusion, including incitement or coercion
12. Spreading of false rumors.

**Harassment** means any threatening, insulting or dehumanizing gesture, use of technology, computer software or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in a reasonable fear of harm to his person or damage to his property; has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities or benefits; has the effect of disrupting the orderly operation of the school.

**Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated words, images or language through the use of electronic mail or electronic communication, directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.

**Cyberbullying** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including but not limited to email, blogs, and texting by cell phone, social website, chat rooms, instant messaging or video voyeurism.

NOTE: Voyeurism the practice of gaining sexual pleasure from watching others when they are naked or engaged in sexual activity. Voyeurism which may be utilized in cyberbullying, in and of itself, is a criminal offense.

Violation of this policy is considered a very serious offense, and groups or individuals found responsible for bullying will be subject to discipline up to and including suspension and/or expulsion at the discretion of the administration and school board.



Zero Tolerance



#### **SUBSTANCE USE - ALCOHOL, DRUGS, AND TOBACCO**

Pocono Adventist Christian School does not tolerate the transportation, use, possession, distribution (the act of giving or selling any such substance to another) and/or sale of alcohol, tobacco, drugs, or drug paraphernalia (including look-a-link drugs), or distribution of any substance not labeled in accordance with the FDA on school property, or at any school activity.

#### **WEAPONS, DANGEROUS OBJECTS, AND EXPLOSIVE DEVICES**

Pocono Adventist Christian School has a zero tolerance policy for the use, sale, possession of, or furnishing of any illegal weapons. Firearms, explosives, or other devices that may be considered a weapon are also prohibited. Legal authorities will be contacted as required by law.

#### **ARSON**

Arson is the willful destruction of property by fire. The use of devices that may cause a fire to occur whether deliberate or accidental, such as cigarette lighters or matches are prohibited. Legal authorities will be contacted as required by law.

#### **FIRE DRILLS, ALARMS AND EXTINGUISHERS**

Fire drills will be held periodically during the school year. When the fire alarm sounds, students should proceed quickly and quietly to the fire exits as instructed. Anyone who sets off a false fire alarm or uses the fire extinguisher for other than their intended purpose will be disciplined.

#### **Property Damage**

Any attempt to damage school property whether by carelessness, misuse, willful destruction of objects or materials belonging to the school, will be assessed and charged to the student. This includes but not limited to writing on desks, furniture or walls.

## **DISCIPLINE**

When a student exhibits inappropriate behaviors, counseling and redemptive measures will be employed whenever possible. There may be times, however, the school cannot adequately meet the needs of the student. In such cases, the student will be asked to withdraw from school. In every case, individual situations will be considered. "The true object of reproof is gained only when the wrongdoer himself is led to see his fault and his will is enlisted for its correction. When this is accomplished, point him to the source of pardon and power. Seek to preserve his self-respect and to inspire him with courage and hope." *Ellen White, Education pp. 291-292*

## **PRINCIPLES THAT GUIDE OUR DISCIPLINARY DECISIONS**

1. We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
2. We believe that school personnel should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
3. We believe that students should see a reasonable connection between their actions and the consequences that follow.
4. We believe that students should be given opportunities to make decisions and live with the consequences, be they good or bad.
5. We believe that the adult's emphasis should be placed on helping students learn to problem solve and to adopt new behaviors, instead of make students "pay" for past misdeeds.
6. We believe that students should have an opportunity to invoke a simple "due process" meeting if they believe that consequences are unfair.

## **CLUBS AND ORGANIZATIONS**

The school sponsors a number of organizations that are designed to promote leadership among the students and to develop the physical, mental, social and spiritual abilities.

Eligibility for office (yearbook, Student Association, class, etc.) and for participation in extracurricular activities is dependent on a student's GPA, citizenship, and attendance.

### **Sponsors**

A faculty member is appointed to every school sponsored club and/or organization. No meeting is official and no action taken is binding if the sponsor is not present. All organization members and officers must work with the sponsor to coordinate activities. The treasurer of each organization, in cooperation with the sponsors and the school treasurer, is to keep written accounts of all funds for the organization. The organization must deposit all cash with the treasurer of the school to be held on account.

### **Field Trips**

In order for a student to participate in a planned/scheduled field trip (school/classroom), a properly signed and dated permission slip must be received from the parent/guardian by the specified due date for the given activity.

## **ACADEMICS**

### **GRADUCATION REQUIREMENTS**

1. A student who fails two or more core subjects will not be promoted to the ninth grade.
2. A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school or taking these coursed by home study. Upon satisfactory completion of the courses the student may/will be promoted.

3. The student's final statement of account must be paid in full before he/she will receive his/her diploma. Students must receive financial clearance before being allowed to participate in graduation exercises. (Appeals may be made to the Finance Committee).

Honor Requirements for 8<sup>th</sup> Grade Graduation

High Honors	3.51 – 4.00
Honors	3.00 – 3.50

**Acknowledgement of Receipt**

My signature affixed to this document confirms and acknowledges my receipt of a copy of the Pocono Adventist Christian School Handbook and my child's and my adherence to the rules, regulations, policies, and procedures contained therein.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Please sign, detach, and return to the Principal.**