



# Parent-Student Handbook

August 15, 2025

Note: Edits or updates may occur during the year.  
These will be communicated via the weekly folders.  
For any updates you may also contact the school office.

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## INTRODUCTION

Welcome to ***Pacific Christian School (PCS)***. This handbook has been prepared to help parents and students understand our school and the structure that helps us foster a loving, encouraging environment in which to learn and grow.

Before the school year begins, parents are encouraged to read this handbook thoroughly with their child(ren) as appropriate. Keep it in an easy-to-find place for reference during the year or check our website for school updates.

PCS reserves the right to refuse enrollment to any student/family. Pacific Christian School retains the right to discriminate based on religion on any matter. Our statement of non-discrimination in no way waives our religious exemption under any applicable state or federal law.

The 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 based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

### Mission Statement

Partners in Reaching the Heart, Teaching the Mind.

### Vision

To be recognized as a school that provides Educational Excellence in a Christ-centered Environment.

### Core Values

- Spiritual Transformation – Students will have extensive knowledge about the Lord Jesus Christ and the Word of God. They will truly understand and experience in their hearts the love of God.
- Academic Excellence – Students will be challenged to go beyond knowledge and understanding to higher levels of thinking such as application, analysis and evaluation.
- Physical Development – Students will participate in physical exercise and learn healthy, well-balanced food choices.
- Social Responsibility – Students will develop friendships and interact with others during the day and learn the value of Christian character, conduct and service to the community.

### Philosophy

To educate the whole child by partnering with parents in their God-given responsibility to raise up a child in the way he/she may go by providing sound academic training with a personal knowledge of the Lordship of Jesus Christ.



## STATEMENT OF FAITH

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (Timothy 3:16; II Peter 1:21). We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30). We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 37:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal future return in power and glory (Acts 1:11; Revelation 19:11).

## CHRISTIAN LIFESTYLE STATEMENT

Marriage is biblically defined as a relational covenant between one biological male and one biological female and God. PCS does not support gay marriage, transgender transitions, or other such social constructs and will discriminate against such in our employment practices, admissions policies, and social practices. PCC/PCS retains the right to discriminate on the basis of religion on any matter. The school's statement of non-discrimination in no way waives our religious exemption under any applicable state or federal law.

## STUDENT LEARNING OUTCOMES

### *I. Spiritual*

#### a. Spiritual growing individuals who:

- i. have heard and responded to the gospel of our Lord Jesus Christ
- ii. look to God and His Word daily as the source of truth
- iii. recognize God's love, will, and authority in their lives
- iv. pray daily
- v. are able to share their faith

### *II. Academic*

#### a. Self-directed workers who:

- i. access information effectively from a variety of resources
- ii. accept personal responsibility in the learning process
- iii. demonstrate organizational and time management skills
- iv. are resourceful and creative

#### b. Critical thinkers who:

- i. investigate meaning beyond the obvious
- ii. recognize and solve problems logically and creatively
- iii. demonstrate problem-solving skills in real life situations

#### c. Effective communicators who:

- i. read, write, speak, and listen reflectively
- ii. research, document, and express thoughts clearly
- iii. demonstrate competence in computer technology skills

- iv. express themselves in art, music, and drama

### **III. Physical**

- a. Healthy individuals who:
  - i. are physically active
  - ii. make nutritious food choices

### **IV. Social**

- a. Community participants who:
  - i. work collaboratively
  - ii. model responsible citizenship with compassion and integrity
  - iii. function effectively as members of team
  - iv. work with others to resolve conflicts

## **SAFETY**

Campus safety is of utmost importance to us. **Parents and visitors must sign in at the school office.** During school hours we watch for anyone loitering on the campus that does not have school (or church) business. Please do not hesitate to let the office know if you see anyone or anything that may be out of place. We have cameras that allow us to see all our hallways, playgrounds, parking lots and common areas. We also may have security personnel on campus.

PCS has a written Emergency Response Plan (ERP). The school practices implementing its ERP during our Teacher *In-Service* training days and with students monthly.

Although PCS has a very welcoming landscape, we are a ***closed campus*** during every school day. Only church and school employees are allowed on campus. Classroom doors may be locked during the day when instruction is taking place and locked when the class is at lunch, recess or on a field trip. **Parents are not to go directly to the classroom for any reason.** Parents are to check in at the office whenever on campus during the day (except at drop-off or pick-up times).

The school turns away all DoorDash or other lunch deliveries during the day. Lunches are to be brought to school by the students or purchased through our hot lunch program. Although we discourage the practice of parents bringing lunch to school, we do understand that this may happen from time to time.

## SPIRITUAL TRAINING

*“Reaching the Heart”*

### BIBLE STUDY

Pacific Christian School is interdenominational, teaching those truths that are central to the Christian tradition. These include the core Biblical teaching of the creation, the fall and redemption. Mankind is fallen and sinful and our redemption is through grace alone, by faith alone, in Christ alone.

Students are introduced to Biblical characters and events in a graded course of study. The study of period customs, geography, and the use of other resources help them study and understand the Bible more fully.

Using the Bible as the main text, the goal of Christian training and Bible curriculum is to develop Christian character and leadership. The foundational character traits to be emphasized are 1) love for God, 2) love for others, and 3) being Spirit-controlled. All children are given opportunity to receive Jesus Christ as their personal Lord and Savior through the confession of their faith.

### SCRIPTURE MEMORIZATION

As part of ongoing Bible study, Scriptures are memorized that go along with the Bible lessons being studied. Scripture memorization helps students develop discipline in the study of God’s Word, and obedience to the Scriptural injunction of Psalm 119:11, to “hide the Word of God in our hearts.”

### PRAYER

Children are trained in the habit of prayer throughout the day: as the day begins, before meals, and whenever there are special needs. Students learn to pray with and before a group, sharing their needs with others as they share their prayer requests. We try to foster a climate of praise and worship, throughout the campus, students and staff rejoicing in the blessings of God.

### CHRISTIAN EXAMPLE & LEADERSHIP

Our teachers are well grounded in the Bible and in mature Christian living. They have a desire to serve the Lord as role models through their teaching and to provide a Christian atmosphere in the classroom.

### MISSIONARY PROJECT

The need and challenge of teaching missions and the work of missionaries is presented during the Bible study period and in Chapel. Each year children are encouraged to participate in a giving project to benefit others less fortunate than themselves. In the past, this has taken the form of gifts to World Vision, an orphanage in Calcutta, India, and donations to the Missions Fund of the Association of Christian Schools International (ACSI). With Chapel offerings our school also sponsors children from other countries

monthly. These children are then able to attend a Christian school near them, and in some cases, they receive needed medical attention.

### COMMUNITY SERVICE PROJECTS

Students and classes are encouraged to participate in projects which help share the love of Christ. In the past, our students have been seen visiting our senior citizens at a local retirement home, adopting a needy family, providing needed items for the Women's Shelter and Good Samaritan Shelter, doing a recycling program, and assisting with the Salvation Army's "Angel Program" at Christmas. Each teacher will decide on projects, in concert with Administration. This year alone we donated over 200 boxes of presents at Christmas through Samaritans Purse.

### CHAPEL SERVICES

Chapel services are held each week; Grades K-5 have their own chapel, as do grades 6-8. After pledges, prayer, and songs of worship, a teacher or special speaker shares a lesson with the students. The purpose of chapel is 1) to teach Biblical truths, 2) to provide an opportunity to accept Jesus Christ, 3) to develop corporate worship, and 4) to foster missions and outreach. We often recognize "Students of the Month" during chapel. Teachers do their best to notify parents if a student is scheduled to receive this award. Chapel services are open to parents and their guests, and visits are encouraged. **Parents and their guests are asked to sit in the balcony unless otherwise instructed,** to avoid any class seating confusion or disruption for students. Classroom volunteers may be invited by the teacher to sit with the class during hours that they are volunteering.

## ACADEMIC TRAINING

*“Teaching the Mind”*

### STANDARD COURSE OF STUDY

Pacific Christian School teaches each subject with curriculum that has integrated Biblical content. Curriculum is also selected with an eye on national and state standards.

***Accelerated Reader***, which is a supplemental, independent-study computer program is implemented in each class to help the family, teacher and librarian track student Lexile or reading level. Reading quizzes are taken during the year to help improve student comprehension. Participation is part of a student’s reading grade.

For a full list of our curriculums, by grade and subject, click here: [CURRICULUM GUIDE](#)

### TEXTBOOKS

We use textbooks and supplements produced by Christian publishers as much as possible. If a non-faith-based curriculum is better suited for the educational standards we may supplement our core curriculum. Curriculum is selected based on the degree to which it covers the concepts specified by our goals and objectives and is intended to meet the intellectual needs of average to above average students.

### READING

In Kindergarten, students learn phonics, decoding, and “sight” words, receiving one-on-one instruction from time to time. This individualized adult attention ensures that students have a firm foundation in reading.

We build fundamental reading skills in 1<sup>st</sup> through 3<sup>rd</sup> grades with an aggressive reading emphasis. As the children reach upper grades, fundamentals are still stressed, yet with an increasing emphasis on reasoning and writing skills.

### MATH, SCIENCE, HISTORY

In addition to English (Reading, writing, grammar, spelling, phonics), our core subjects Math, Science, and History are taught daily for about an hour. Our curriculum publisher, BJU, is a nationally recognized curriculum that follows the grade-level standards and has Biblical integration. Our Math, Science, and History programs lean heavily on hands-on - learning with manipulatives, real-world application, and other 21<sup>st</sup>-Century skills.

### MUSIC, PE, LIBRARY AND COMPUTERS

Our specials classes for music, library and computers are held once a week, and twice a week for PE.

The music curricula include instruction in music notation, sight-reading, ear training, drama, and vocal performance, which forms the basis from which we prepare students for future musical activities. The school provides opportunities for students to gain experience in music and drama performance through the Christmas program, the Spring

Concert, and other opportunities. Costumes, theater lighting, and sets help make these events quite memorable.

Our computer program for K-2 focuses on computer and app proficiencies, typing, Google and Office suites. Grades 3<sup>rd</sup> - 8<sup>th</sup> uses the cutting-edge curriculum Beyond Technology, through which the students design websites, design 3D print objects, learn AI competencies, and go way beyond the typical proficiencies taught.

Our library offers a robust program including Accelerated Reader, STAR Reading, a huge selection of books and resources, and engaging reading-level specific incentive programs.

Physical Education (PE) for elementary and middle school is taught by assigned PE teacher and uses the Sparks Curriculum.

## CLASS SIZE

We have a goal-cap each year of 25 students per class. At times, we toggle slightly above and below that. The kindergarten classes have a special individualized reading program, and they receive a half-day Teacher's Aide.

## HOMEWORK

Homework assignments will vary as students move up through the grades. In Kindergarten through 2nd grade, attention is directed to unfinished daily assignments, reworking specific activities (to ensure the grasping of concepts), the weekly spelling list, and scripture memorization.

In grades 3-8, students will have more assignments to complete each day. They are encouraged to complete as much of their daily work as possible during school. Any work not finished in class must be finished at home. Additional homework may be assigned in order to facilitate mastery of concepts. In addition, teachers occasionally assign special projects such as book reports, science fair projects or special research papers which require additional planning and effort.

Teachers are generally on campus until 3:45 p.m. and may be available (depending on staff meeting or professional development meetings) to help students by appointment.

A healthy homework perspective will prepare students for rigorous High School work loads. Our general guideline for homework is about 10-15 minutes per grade level. A third grader, for instance, should expect to have about 30 minutes of homework on average, with good planning. This time does not include time spent studying, which should be spread evenly throughout the week. Habitually taking longer could indicate environmental, remedial, or other needs. The teacher and/or Administration should be contacted if the student consistently takes more than the expected time.

## COMPUTER USE

The school has 1-to-1 computer and/or iPad resources for the students' benefit. Terms for permission to use this equipment are in the *Computer Use* agreement, which both students and parents must sign.

Each student receives a Chromebook (1<sup>st</sup>-8<sup>th</sup>) or iPad (K) to use during their time at Pacific Christian School. They will learn grade-level specific applications during their computer class using a curriculum called Beyond Technology.

## COMPUTER AND INTERNET USE RULES

Pacific Christian School believes staff, students and other authorized users should have access to computers and the Internet to enhance ministry, teaching, and student research.

While computers and the Internet offer students and other users' access to a wealth of resources, we recognize that misuse and abuse are possible. We take measures to protect users, but it is the responsibility of each user to continuously guard against inappropriate or illegal interaction with our electronic services.

Using electronic services is a privilege, not a right. This privilege may be revoked at any time, especially for unacceptable conduct, including, but not limited to:

- A. Using the Internet for any illegal activity, including violation of copyright laws, and viewing pornography including Artificial Intelligence (AI) pornography..
- B. Plagiarizing using AI or any other resource without proper citation.
- C. Using the Internet for personal or other unauthorized financial/commercial gain.
- D. Degrading or disrupting equipment or system performance.
- E. Vandalizing the electronic system – data or equipment.
- F. Gaining unauthorized access to resources or entities.
- G. Invading the privacy of individuals.
- H. Using an account owned by another without authorization.
- I. Creating and/or using additional google accounts other than their school-assigned google suite; Logging into other people's accounts; Requesting access to other people's accounts.
- J. Posting personal communications without the author's consent.
- K. Posting anonymous messages.
- L. Placing unauthorized software or unlawful information on the system.
- M. Using abusive or otherwise objectionable language in messages.
- N. Sending files or messages that are likely to result in the loss of recipient's work or disrupting system resources, including the use of a computer 'virus.'
- O. Using the Internet to view, download, and/or send/receive messages and/or images which are inconsistent with the school's curriculum and conduct guidelines. These include, but are not limited to racist, sexist, pornographic, dangerous, suggestive, vulgar, or obscene messages and/or images.

While Pacific Christian endeavors to take precautions to preserve the system and files (anti-virus/back-ups), and to protect from unhealthy contact, the school shall not be

responsible for any damages claimed or suffered by any child or parent relating to the use of the equipment or the Internet. This includes the loss of data or a child's exposure to materials a parent otherwise would have a *right of notice and/or consent* to pursuant to state or federal law. The use of computers and the Internet is at the students' and parents' own risk.

Parents are encouraged to provide additional filtering to their computer systems at home. Due to the precautions we've taken, Pacific Christian believes that the benefits of access to the Internet far exceed the probability of abuse or risk of inappropriate material "slipping through" the protections in place. We have multiple firewalls purchased and installed that protects from most of the inappropriate content. Further, one of our admin monitors the middle school students' Chromebook usage and weekly communicates with students, parents, faculty, and staff if there have been any violations. Ultimately, parent(s) must evaluate these issues and set the standards their child should and will follow. To that end, Pacific Christian supports and respects each family's right to decide whether to allow their minor children to use the computer.

## AI POLICY

The use of Artificial Intelligence (AI) in education has become more prominent with the introduction of chatbots such as CHATgpt, Bard, and others. Students, parents, and faculty should note the following:

1. Students must have the expressed written permission of their teacher of record to use such tools on any type of assignment.
2. Use of such tools without expressed written permission could be considered plagiarism and related academic policy consequences would apply to the situation.
3. PCS does not specifically discourage the use of AI and Chatbots in assignments guided by faculty with faculty permission. Like Google, Wikipedia, and Grammarly, some AI tools do have some educational merit under parameters set by faculty. However, students should be advised that teachers use AI detection devices as a counter to plagiarism.
4. If a student has consent to use an AI tool for an assignment and if that assignment requires documentation of sources used, the tool and its output should be properly documented with citations.

## ACADEMIC SUPPORT SERVICE

### TUTORING

Academic support services are available upon teacher recommendation, at a reasonable fee. This program is remedial in nature (i.e. not "just to help students with their homework") and designed to strengthen a student's understanding and skills in areas of academic weakness and build study strategies. Children will visit our tutorial instructor once or twice a week for half-hour segments. The tutor may assign additional review and



practice at home. The student may continue to work with our tutor until the student has made sufficient progress in the academic area of concern. As the parent, you can request tutoring at any time. teachers may also suggest tutoring and will begin by talking with you.

#### HOMEWORK CLUB

Homework club runs Mondays – Thursdays from 3:30 - 4:15 PM. This is an extension of our Daycare program and the same fees apply. No prior sign-up or commitment is necessary; if you want to be a part of homework club, check in to daycare after school, the homework club lead teacher lines them up at 3:30 and then go to homework club. This is staffed by one lead teacher and a team of student-volunteers from St. Joseph's High School.

#### SPECIAL LEARNING

All students learn differently; at PCS we cater to the variety of learning styles and modalities in the classroom. From time to time, the student's special or divergent learning needs call for more specific planning and accommodation. The first step to accessing this help is to set up a Student Study Team (SST) meeting with PCS administration. This leads to a plan made for classroom adaptations, modifications, resources, and/or collaborations with public and private organizations for services.

#### REPORT CARDS

Report Cards are prepared quarterly for each grade level. These student evaluations are designed to report information on each student's progress in subject matter, as well as personal and social development. Grades K through 2 use a descriptive grading scale method to denote acceptable or unacceptable progress. Grades 3-8 use a letter grade scale. The components, such as class participation, tests, quizzes, projects, reports, homework assignments, etc., will be assigned different weights by the teacher in determining the quarter grade. All work not turned in by the teacher-assigned deadline will receive either a grading penalty or be recorded as a zero.

First quarter report cards are given out at the Parent/Teacher Conferences. All other report cards will be distributed in the week following each quarter, and on the final day of school. If teachers feel a Parent Conference is warranted at any time, they may call for a special appointment.

#### WEEKLY FOLDERS

Each week, students in grades K-5 will receive a weekly folder. This folder will include corrected student work, assignments, fliers informing parents of upcoming events, and other important information. Parents must review the contents of the weekly folder carefully and sign it. **It is to be turned in at the start of the following school day.** Kindergarten folders are sent home and returned daily.

Parents in all grades are encouraged to check student progress and grades in FACTS Family Portal/*FACTS/RenWeb*.

## GRADING SCALE

- A. **Kindergarten – 2<sup>nd</sup> Grade** will use the following reporting scale to report a student's progress in grade level curriculum:
- P - Proficient.** The student meets and demonstrates consistent performance for grade level curriculum. The student makes few errors, and understands and applies key concepts, methods, and skills for grade level work.
- E - Emerging.** The student is beginning to demonstrate proficiency in grade level standards. The student will make errors but is beginning to understand and apply key concepts, methods and skills for grade level work.
- N - Needs Improvement.** The student's work demonstrates a lack of understanding in applying key concepts, methods and skills for grade level educational goals. The student is unable to independently complete grade level work.
- B. **3<sup>rd</sup> – 8<sup>th</sup> grades** will generally use a standard grading scale.
- 100 Point Scale**
- |           |    |
|-----------|----|
| 98 – 100+ | A+ |
| 93 - 97   | A  |
| 90 - 92   | A- |
| 88 - 89   | B+ |
| 83 - 87   | B  |
| 80 - 82   | B- |
| 78 - 79   | C+ |
| 73 - 77   | C  |
| 70 - 72   | C- |
| 68 - 69   | D+ |
| 63 - 67   | D  |
| 60 - 62   | D- |
| 0 - 59    | F  |

## PROMOTION REQUIREMENTS

Students in grades 3-8 must earn at least a 65% average for the combined four quarters in the academic subjects.

Students will have consequences for being absent from school 10% or more of their enrollment time (18 or more days). This applies to excused and unexcused absences.

**For extended illness, or to pre-arrange for an absence contact the office for a “Request for Independent Study Contract” at least two weeks prior to the vacation.** For extended illness, please allow the teachers at least one day after their first absence to begin preparing work.

## ACADEMIC PROBATION POLICY

Students may be placed on Academic Probation if they show a lack of effort or proficiency in academic areas. Any student who does not maintain a grade of “C” (70%) in each subject and/or repeatedly fails to complete assignments may be subject to Academic Probation, and possible withdrawal from school. Additionally, a student may be placed on academic probation due to excessive absence (18 days or more, excused or unexcused). A student on probation will be subject to an Academic Contract in which the school may place requirements upon the student which are not placed upon the student body at large. A student failing to comply with the requirements of the contract may be withdrawn.

## STANDARDIZED TESTING PROGRAM

Each spring, the students participate in standardized testing, enabling the staff to see the strengths and weaknesses of the students’ achievement and the effectiveness of our educational program. A copy of the students’ scores is given to the parents during the summer.

## DAILY PLEDGES

The American and Christian Flags are permanently displayed on campus. The salutes for the American Flag, the Christian Flag and the Bible are recited frequently. The American flag represents our nation’s Declaration of Independence and Constitution, which proclaim and preserve the inalienable rights given to us by our Creator - including freedom to worship.

Salute to the American Flag:

*I pledge allegiance to the flag of the United States of America, and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.*

Salute to the Christian Flag:

*I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands: one Savior, crucified, risen and coming again, with life and liberty for all who believe.*

Salute to the Bible:

*I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide His Word in my heart that I might not sin against God.*

## FIELD TRIPS

In connection with the regular class work, teachers may schedule field trips during the school year to enhance learning opportunities. Attendance on field trips is expected because it is part of the learning program for that grade. Not attending field trips will be handled according to the current attendance policy. A specific permission slip will be sent home before each trip for signatures. Each student must also have a signed *Authorization of Consent to Treatment of Minor* on file with the school office, which includes medical treatment information and a release of liability. These are a part of the

registration process and can be updated anytime on FACTS/RenWeb.

Parents are allowed (and encouraged) to go along as chaperones on educational field trips. Adult helpers are asked to adhere to the PCS dress code while on field trips. **For the safety of the students being chaperoned, younger siblings are not allowed to attend field trips.** For the same reason, there should be no personal cell phone use while on field trips.

#### DRIVER REQUIREMENTS

All parents wishing to drive for PCS must have a **Parent Volunteer Driver** form on file at the school office, along with proof of a valid California Driver's License, vehicle insurance, and registration before departure on any trip. Please make every effort to keep this information updated, to prevent last-minute delays on the day of the field trip.

As a result of ACSI (*Association of Christian Schools, Int'l*) recommendations and State of California law, we have determined that individuals who volunteer with minors must have a fingerprint/background check clearance if they will have unsupervised access to children. This includes field trip drivers. Parents who do not have a clearance on file with the school cannot drive their or other students and must be in the company of a staff member or other "fingerprinted" adult while in the presence of children. We may limit the number of adult chaperones based on the trip, age of the students, capacity of the field trip venue, etc.

Every child must have his own seat belt. California law states that car seats are required for children under 8 years or under 4ft 9in tall. All cars must travel caravan style. The teacher will give each driver a map to the destination, class lists and lists of students in their care, a schedule of the trip including breaks, and rules regarding radio, DVD players and stopping at additional places.

Drivers and chaperones should use parking lot A (near flagpole), unless otherwise instructed, for departure and arrival. Drivers are responsible for the students assigned to their vehicle until they are released back to their teacher in the classroom. If a driver should return before the teacher, he should wait outside the classroom until the teacher arrives. At no time should a driver leave their assigned students or allow a student to leave until the teacher returns.

#### "WALK THROUGH" EVENTS

Our "*Walk Through*" programs are an integral part of the fourth, fifth and sixth grade history curriculum, which cover the history of California, America, and the Ancient World. The presentations are held on campus and each presentation lasts about 2½ hours. The students are active participants in the program where they role-play, share their "expert knowledge," create skits and work as teams to earn points. Classes begin preparing for the "Walk-Throughs" weeks in advance with special study and costume and equipment preparations. Parents are encouraged to come and watch history come alive for a few hours. There is an "incidental" student fee charged for this program which is billed to your school account.

## MAJOR EDUCATION TRIPS

There are three “big” trips planned as part of the PCS educational experience for our fourth, sixth and eighth grade students. Please note that a willingness to follow instructions is imperative on the following trips. Fourth, sixth grade and eighth grade students with lower than a “C” in “Conduct” risk not being able to attend.

### FOURTH GRADE TRIP

Fourth grade students go on a California History related trip. This trip usually covers the gold rush, the railroads, historic towns and forts.

The cost of this trip will be covered by the families of those who sign up as students and chaperones. Parents will be informed of the cost of this trip when the dates of the trip are announced. A *Major Trip Financial Agreement* will be required, and an installment plan will be put in place. Once the agreement has been signed and submitted, the parent is responsible for the full cost of the trip and no refunds can be made. If the parent later withdraws the participants, the family remains responsible for all installments not yet paid, since arrangements are made in advance and contracted based upon the number of reservations made. If PCS is unable to reserve this trip the fourth-grade teachers will put on a California History Day here at school.

### SIXTH GRADE TRIP

Sixth grade students participate in a five-day outdoor “Science” camp, usually held at Hume Lake Christian Camp in the High Sierras. The students learn about various scientific principles in creation through hands-on activities and are challenged in their spiritual development as well. The students participate in morning classes, afternoon activities, free time, evening chapel and activities which are supervised by the counselors. This trip has financial arrangements like those described in the “Fourth Grade Trip.”

### EIGHTH GRADE TRIP

Eighth grade students participate in a Washington, DC trip through American Christian Tours (ACTS). The students learn about the Christian history of America and visit several historical sites, including the Capitol, Supreme Court, White House, various memorials and much more. Gettysburg, Williamsburg, Monticello, Philadelphia are sometimes added to enrich our experience.

### MIDDLE SCHOOL RETREAT

This two-day experience is designed to ignite a passion for Jesus, strengthen students’ walk with Him, and unite our middle school community as one body in Christ. Students will worship together, dive into meaningful devotionals, build relationship through team challenges, get creative with crafts, and enjoy the outdoors – all with the goal of starting the year grounded in faith and community. Seventh and eighth grade will spend the night, and 6<sup>th</sup> grade with go during the day, both days.

### CLASS BIRTHDAY PARTIES

Students enjoy class parties on special occasions. Classroom parties should be limited to

15 minutes of class time and are scheduled with teacher approval, at the teacher's convenience. Keep in mind that PCS does not have enough refrigerator space to store perishables. If you are bringing a perishable item for your child's class party, please bring it at the scheduled party time. There are food allergies in each class; your classroom teacher has an updated list. Please coordinate with them before planning, check-in in the office on the day of as an additional check and balance, and/or consider a non-food related party activity.

We will allow invitations to be distributed in class for off-site parties if the entire class is included (or *all* the boys or *all* the girls). We will not address or mail invitations. Class lists of families may only be generated with the listed parties' consent. Such lists are to be used for school purposes only. Any personal or commercial use is unauthorized and considered unethical.

## STANDARD OF CONDUCT

We provide an environment that fosters academic, physical, social, and spiritual development of all students. To accomplish this, it is important that each student understand his responsibilities while attending PCS.

Character development is essential for success in life, usefulness in God's kingdom, healthy interaction in society, and proper response to authority. A child's first experience with "the law" is at home, and we firmly believe that the basic responsibility for discipline resides with the home.

Parents will be informed when unusual circumstances arise at school which require disciplinary action. The school counts on Godly parental follow-through should this occur. It is difficult to be of significant help to a child without the partnership of parents. (See *Proverbs 19:18* and *I Timothy 3:4, 5 & 12*)

## APPEARANCE PHILOSOPHY

PCS has established a dress code to promote a standard of modesty and foster attitudes that are conducive to learning. Wearing certain clothes does not determine our level of spirituality, but does show others our self-discipline, respect for others, commitment to excellence, and submission to authority. *Your beauty should not come from outward adornment... instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight. (I Peter 3:3-4)*

The way we dress also has spiritual considerations. A core value of scripture is found in I Cor. 10:31-32a - *So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble...* We should be careful how our actions – including the way we dress – affect the learning environment.

With images printed on clothing, we must consider the spiritual implications. Just as there are heavenly and Godly thoughts and images in our culture, we must acknowledge

there are undesirable, even satanic influences as well. Monsters, demons, witchcraft, sorcery, violence, and other such subject material should be avoided on our clothing. There is considerable discussion among Christian academics about the genre of fantasy literature. Ultimately, we are left to “consider the source” and to give the devil no place – no foothold – among us. (*Eph. 4:27*)

The following standards have been written to provide a common framework that we can all work within. It may seem silly to impose a standard appropriate for a middle school student on a Kindergartener, yet to be consistent and fair, we ask that everyone observe these standards.

### CONDUCT – DRESS CODE

Students shall be expected to be clean and well-groomed when they come to school each day. Any type of clothing, accessories, makeup, body painting, tattoos, or hairstyle that would tend to attract undue attention, cause disruption, represent values at odds with a Christian ethic, foster rebellion, or present health or safety problems is not acceptable. We stress a Biblical mindset of dressing modestly, decently, and in order. PCS administration will be the sole determiner of what clothing and appearance is deemed unacceptable at school.

- A. Shorts and *skorts* (short skirts with built-in shorts) are an acceptable form of dress if they are modest. Some sports shorts are tight, short, or in other ways inappropriate, and may not be allowed. Shorts must be fingertip length or longer.
- B. Dresses and skirts must be fingertip in length or longer. Playground activities require that dark ‘bike’ shorts be worn under all dresses and skirts.
- C. Leggings – A tunic-type top that extends to fingertip length must be worn over leggings.
- D. Tanks – Neither strapless nor “spaghetti strap” tops are allowed. Straps for tops must be at least 1" wide. Tube tops, halter-tops, compression shirts, half shirts, and muscle shirts are **not** acceptable attire. Armholes and necklines shall not be oversized and must not “gap” inappropriately when moving or bending over.
- E. Pants – Jeans/pants/shorts must be clean. They must be modest, not tight to the point of exposing underwear or body parts. Fashion rips are acceptable but not if they expose the skin underneath or undergarments.
- F. Hats – Hats (including hoods or similar items) are to be removed upon entering any building, unless there is a medical or other (administration-approved) reason.
- G. Socks and shoes are required and must be tied securely. For safety reasons, no open-toed, open-heeled, or high-heeled shoes, sandals, or shoes with slick soles will be allowed. Crocs are not allowed. Tennis shoes are recommended and required for P.E.
- H. Earrings – Students may wear one set of post-type earrings in the earlobe only (no hoops or dangles)
- I. Hair – Highlight colors should be a natural hair color. Hair accessories should be modest and not distracting. Hair length or style should not impede vision. Boy’s hair must not extend past the top of the shoulder.
- J. Make-up and false nails are unacceptable for elementary students, grades K-5. For



Middle School, grades 6-8, modest make-up/natural tones for girls: mascara, light lip gloss, light foundation only; no eyeliner, eye shadow or dark/bright lip color.

K. Nails – girls may wear nail polish. Nails must be shorter in length.

When a student is out of dress code, our goal is always to address the matter with grace, respect, and discretion. Students will not be shamed or embarrassed. Middle school teachers will refer dress code concerns to the assistant principal, who will handle each situation privately and compassionately.

Dress code violations will follow a progressive response:

1. **First violation** – a *verbal reminder* and clarification of expectations.
2. **Second violation** – the student will be asked to *change into appropriate attire*. This may involve borrowing school clothing or calling home if needed.
3. **Third violation** – a one-hour detention will be assigned, and communication will be made with parents.

Homeroom teachers are the point of contact for dress code accountability in middle school and will notify the assistant principal.

Together, let us partner in cultivating a community where students grow in both inward godliness and outward respect, preparing them to shine with integrity in every area of life.

#### DRESS CODE – PROMOTIONS/GRADUATIONS

- A. **Kindergarten Graduation:** Students will be climbing steps during graduation. For this reason, appropriate clothing must be selected. No floor length dresses/skirts are allowed, and children must wear properly fitting, closed-toe shoes. Caps and Gowns are issued to Kindergarten students for promotion.
- B. **Eighth Grade Graduation:** Middle School graduation takes place in 8<sup>th</sup> grade. Gowns will be worn with appropriate dress underneath the gown. Closed-toe shoes are required.

#### CONDUCT – PHILOSOPHY

Students are expected to behave in a manner that is safe, respectful, and responsible. We strive for a culture that builds others up rather than tearing them down (*1 Thess. 5:11*). Students are expected to work toward unquestionable character in dress, conduct, attitude, and gestures. Prompt and gracious compliance is expected.

#### CONDUCT – BASIC RULES

- A. The following items are not to be brought to school: gum, music electronic devices (or any electronic device functioning in this capacity), pagers, knives, guns (toy or real), matches, lighters, fireworks, tools, or any dangerous instrument.
- B. There is to be no playing or pretending involving guns or acts of violence.
- C. No physical or emotional force, including hitting, pushing, intimidating, or bullying. Bullying is defined as habitually, pervasively, and egregiously seeking



- to harm, intimidate, humiliate, or coerce someone perceived as vulnerable.
- D. All staff is to be treated with respect and addressed by a title (Pastor, Mr., Mrs., or Miss) followed by the last name, or as directed (i.e., Mrs. “K,” Pastor Phil).
  - E. Language and topics of conversation should be “decent and in order.” For a reference point, **consider** the message of Ephesians 5:3-4; *But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.* If a friend begins to talk about matters that are not appropriate to discuss at school, students should tell them to ask a parent or teacher about it.
  - F. Students are to move from one area to another in a quiet, orderly manner, so other classes are not disrupted.
  - G. Students are expected to treat all the school's materials and facilities with respect and care. This includes all textbooks distributed to the students, locks and lockers, tables, desk tops, Chromebooks, etc. Students will be charged for lost or damaged textbooks and damage beyond normal wear and tear to the facilities or equipment.
  - H. All trash, food waste and recyclable materials are to be placed in proper containers.
  - I. Public displays of affection (boyfriend/girlfriend types) are not permitted at school or school activities.

#### CELL PHONE POLICY

Cell phones are not allowed at school, except in middle school, and only if kept in their homeroom, under the following restrictions. Our cell phone policy is under review.

- A. All cell phones MUST be turned into your homeroom teacher at the start of the school day.
- B. On campus before homeroom and after school, phones must be turned off and put away.
- C. Any student found having a cell phone out or using it during school hours will have the phone taken away. The phone will be held in the office until the parent can retrieve it. Further offenses will result in detentions and can result in the privilege of having a phone on campus being suspended for a period of time or indefinitely for that student.
- D. Parents assume all liability for any misuse, loss, theft, or damage of the cell phone.
- E. Cell phone use after school hours is restricted. The student must ask permission each time to use their phone. We understand students may need to call for rides or emergencies, yet other uses may not be appropriate.
- F. Smart watches must also be turned in to their homeroom teacher at the start of each school day. Students may not wear a smart watch in class in any grades, K-8.
- G. Students are prohibited from the unauthorized use of a digital device, including mobile phones, to access the school's wireless internet system. Students are prohibited from accessing internet sites or material not permitted under the school's Acceptable Technology Use policy. The accessing of obscene, sexually explicit, racially or politically charged, violent or other objectionable material

while at school will result in disciplinary action that may include loss of digital device use privileges, suspension, or withdrawal from PCS.

## RESOLVING CONFLICT – The Matthew 18 Principle

One of our primary callings is to always worship the Lord – even when we’re working through conflict. Jesus had a bit of advice in this matter (Matt. 18:15-17).

*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, **you have won your brother over**. But if he will not listen take one or two others along so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church. (Emphasis added.)*

Notice the primary objective of the process; to win the other person over. We are a family here at PCS. The loving relationships we nurture not only reflect God’s nature in us, but they also serve as models for our children. Restoring and preserving unity and love is important. To resolve conflict, notice the stepwise progression Jesus outlines: First, we go to the person we are having difficulty with and share, confidentially. Many times, we don’t see the whole picture. Taking the time to graciously and gently share the pinch point gives the other person an opportunity to explain, and if necessary, to apologize in a place of safety, confidentiality, and Christian charity.

The second level is needed if the person won’t listen: “Bring one or two others along.” This other person(s) should be a wise, spiritually mature individual(s) who knows how to interact with others in a gracious, tactful, proactive way. They aren’t given to gossip or slander, which can make resolving conflict very difficult. Eph. 4:2-3 says, “*Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.*”

If there still is no resolution, in our context, that means to go to the next level of authority – the principal/administrator. Making an appeal in a godly way presumes we have taken the first two steps in good faith; the appeal is not an end run that robs the other person of the chance to explain and make things right “just between the two of you.”

## OTHER NOTES FOR PARENTS

In an effort to maintain a campus free of controversy and obscenity, please do not drop off, pick up, or otherwise drive on our campus with a bumper sticker that has vulgarity or obscenity.

## BEHAVIOR EXPECTATIONS

### CHAPEL

- A. Enter and leave the chapel in an orderly manner.
- B. Even when the sanctuary is being used in an “assembly” mode (rallies, non-chapel events, etc.) be respectful of the room.
- C. Envelopes, pencils, etc. in the pew racks are not to be touched.
- D. Show respect for God’s house during the chapel service by:
  - i. Participating as directed by the chapel leader/s.
  - ii. Keeping feet off seats and backs of pews.
  - iii. Observing the no “hats indoors” rule.
  - iv. Respecting all equipment and furnishings.
  - v. Middle School students must bring their Bibles.

### CLASSROOM

- A. Understand and follow all classroom rules.
- B. Follow the directions of the teacher.
- C. Have needed supplies.
- D. Stay in your seats unless directed to do otherwise.
- E. Personal items, including show-and-tell items, are to remain in the classroom and are not to be taken out to recess.
- F. Any item causing a distraction in the classroom may be confiscated by the teacher and held for a period of time, not to exceed the end of the school year.
- G. Students are not to be in a classroom without a staff member present.

### EMERGENCY DRILLS

- A. Move to designated area quickly and quietly, in an orderly manner.
- B. Walk to the right side of all passageways.
- C. Treat emergency drills seriously.
- D. Follow all adult directions quickly.
- E. Wait quietly and patiently.

### LUNCH AREA

- A. Enter the lunch area in an orderly and quiet manner.
- B. Remain seated at the table until permission is granted to do otherwise.
- C. Use “inside voices” in the dining hall once the 5 minutes of silent eating is completed. When outside converse with those near you, but do not yell.
- D. Focus on finishing your meal before visiting with friends.
- E. Use good table manners; keep hands to yourself, chew with your mouth closed and don’t speak with your mouth full. Do not throw food.
- F. Students are to clean up their own area – and a little extra. Deposit garbage and re-cycle items in the proper containers.

## OFFICE

- A. Enter the office area quietly.
- B. State your purpose politely.
- C. Wait quietly and patiently.
- D. Get permission before using any equipment.
- E. Get permission before going through the inner office gate.

## PASSAGEWAYS/HALLWAYS

- A. Pay attention. Walk facing forward and on the right side.
- B. Keep personal items, including backpacks, off the floor.
- C. Use hallway manners. Keep noise down and be silent when passing rooms with students inside them.
- D. Walk directly to and from your destination.
- E. **Use sidewalks – don't shortcut across green belts.**
- F. Use the "buddy system" (at least one other person with you at all times).

## PLAYGROUND

- A. Good sportsmanship, fair play, sharing, and taking turns is expected of all students.
- B. Wrestling, pushing, or tackling is never permitted.
- C. Playground equipment is to be used in a manner which ensures the safety of the student and all other students.
- D. Only playground equipment designed for throwing is to be thrown, and it must be done in a safe area and manner.
- E. Hardball baseballs are not allowed at any recess.
- F. Students are discouraged from bringing toys or equipment from home for recess play. The school will not be responsible for such personal property if lost, stolen, or damaged.
- G. Students may only leave the designated play area with permission.
- H. If a family member needs their child while their child is on the playground, please have the family member proceed to the office, check-in, and the student will be called. Please do not approach the playground area to drop off an item, to pick up your child, etc.

## RESTROOMS

- A. Wash and dry hands.
- B. Put paper towels in appropriate container – help keep the restroom clean.
- C. Respect others' privacy.
- D. Use facilities and supplies properly.
- E. Be sure toilets flush after use. Flush only toilet paper down the toilet.
- F. Report any problems to the staff member on duty.
- G. Walk directly to and from your destination. Do not linger. Others may be waiting for their turn.
- H. Misuse of bathroom may be considered vandalism.

#### VEHICLES (i.e. Field Trips)

- A. Remain seated with the seat belt fastened while the vehicle is in motion.
- B. Keep all parts of the body inside the vehicle at all times.
- C. Address adults and other students with courtesy and respect.
- D. Be mindful not to distract the driver.
- E. Comply immediately with instructions given by those in authority.
- F. California child car seat laws are observed; Car seats or appropriate booster seats are required for students unless they are at least 8 years old or at least 4 feet 9 inches tall. With rare exceptions, car seats must be placed in the back seat if space there is available. Updated California car seat laws found here:  
[https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/SACB/Pages/ChildPassengerSafety\(CPS\)InCalifornia.aspx](https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/SACB/Pages/ChildPassengerSafety(CPS)InCalifornia.aspx)

#### PARENTAL OVERSIGHT

- A. Once checked out of the classroom or Daycare, children must stay in the immediate vicinity of the parents (not running around campus).
- B. At checkout, children shall use walkways and stairs; avoid walking through plants, groundcover, etc. No climbing trees or other such objects.

## DISCIPLINE POLICY

The objective of our discipline policy is not to be punitive, but to facilitate the development of good character, and restoration to right standing with staff, peers, and the Lord.

*Whoever loves discipline loves knowledge...  
(Proverbs 12:1a)*

Receiving discipline is difficult, but the Bible teaches that learning to accept discipline can produce a great harvest within us. (Heb. 12:7-11)

### DETENTION SYSTEM

Misconduct initially leads toward “Behavioral” Detention. Grades K-2 serve Behavior Detention in the form of a “*Bench Time-Out*” at recess. Students in grades 3-8 receive a notice, to be signed by the parents, that they will stay after school the next day for Detention. Time of detention is usually 30-45 minutes. At the end of Detention, students are checked into Daycare if parents are not waiting for them.

### OFFICE VISIT

There are eight basic behaviors that will automatically necessitate an Office Visit for discipline with an administrator. Those behaviors are:

- A. **Deliberate disrespect** shown to *any* staff member. (The involved staff member/s will be the judge of whether disrespect has been shown.)
- B. **Dishonesty** in any situation while at school, including any cheating, non-approved AI, or stealing.
- C. **Rebellion**, i.e., outright disobedience in response to instructions.
- D. **Fighting**, i.e., striking in anger with the intention to harm others.
- E. **Obscene, vulgar, or profane language**, as well as coarse jesting, or taking the name of the Lord in vain.
- F. **Obscene or vulgar gestures**.
- G. **Harassment**; verbally, physically, or using gestures; degrading, objectifying, intimidating or exploiting another student.

### CLIP CHART

We will use a simple discipline strategy for promoting positive behavior in the classroom. Each classroom will have a chart with the following levels:

<b>Yellow</b>	Good Day
<b>Green</b>	Ready to Learn
<b>Blue</b>	Think About
<b>Purple</b>	Teacher’s Choice
<b>Pink</b>	Parent Contact

Each student will begin the day with their clothespin at the green “Ready to learn” position.

During the course of the day, the clothespins move up and down the chart based upon the behavioral choices each student makes. Good behavior causes the clothespin to move up one level. Conversely, inappropriate behavior will cause the clothespin to move down one level. Any serious misconduct will be referred to the administrator.

### SERIOUS MISCONDUCT

Serious rebellion, disregard for authority or endangerment of others shall be considered “Serious Misconduct.” The goal of discipline in this arena is to quickly bring about good behavior and to ensure the safety and operation of the school. The Administrator is given a wide range of discretion in the following sequence, and may skip steps below, depending on the severity of the infraction(s).

- A. **The first two times** a student is sent to an Administrator for “serious misconduct” the student’s parents will be contacted and given the details of the visit. The parents’ assistance and support in averting further problems will be sought. Appropriate discipline measures will be selected to change the disobedient behavior. Extended Detention or a special assignment may be given by the Administrator.
- B. The **third** “serious misconduct” will be followed by a meeting with the student’s parents, the Administrator and, possibly, involved staff members. All-day in-school detention, Saturday School or other appropriate work may be assigned, at the Administrator’s discretion. Parents will be expected to pay the cost of any substitutes needed for such special supervision.
- C. If serious misconduct persists, a **two-day suspension** may result, at the discretion of the Administrator.
- D. For further serious misconduct the Administrator may withdraw the student.

### SEVERE MISCONDUCT

Severe misconduct may result in immediate suspension and/or withdrawal for PCS. Examples of severe misconduct include, but are not limited to; acts which could endanger the safety of other students or staff (or serious threats/intimidation alluding to such danger); gross violence; gross vandalism to the school facilities; violations of civil law; possession or use of alcohol, drugs, tobacco, or related paraphernalia (on *or off* campus), harassment; blatant disrespect to any staff member and having (or bringing) any dangerous weapon on the property, and/or racial slurs. In the case of severe misconduct, the Office Visit process may be bypassed, and suspension or withdrawal imposed immediately, at the discretion of the Administrator. If necessary, civil authorities (police or sheriff) may be contacted.

### HARASSMENT and BULLYING

Pacific Christian School is committed to maintaining an environment in which our school “family” treats one another with dignity and respect – both on and off campus. We stand opposed to all forms of threats, intimidation, bullying, exploitation, or harassment – including internet activity (cyber-bullying). Our school is committed to taking prompt

action to correct and if possible, prevent such violations. Anyone who violates this policy is subject to discipline, including suspension pending Administrator's decision.

#### DISCIPLINE POLICY – SUSPENSION

Students may not attend classes or any school function for the duration of their suspension. Assignments missed during any suspension are expected to be turned in and will not be docked due to the suspension. The rules for unexcused absence work due timelines applies.

#### DISCIPLINE POLICY – WITHDRAWAL

It is assumed that any suspension deemed serious enough to facilitate forced withdrawal will at minimum extend through the remainder of the academic year. The School Administrator will review the suspension process/documentation and make the final decision regarding withdrawal.

#### DISCIPLINE POLICY – READMITTANCE

Should a withdrawn student desire to be readmitted to Pacific Christian School at a later date, the Administrator, School Board, or its designated committee will make a decision based on the student's attitude and circumstances at the time of reapplication.

#### PROCESS OF APPEAL

Administrators will make every effort to discipline respectfully and lovingly, having done their best to gather sufficient facts and prayerfully determine reasonable corrective action. If parents feel they would like to appeal action that teachers or staff has taken, the proper sequence of steps would be: Talk to teacher/staff and then an appointment with Administration.



## AWARDS

The example of Scriptures points to “*rewards for obedience, discipline for disobedience*” (i.e. Deut. 28). Having covered the discipline policies, we now consider awards designed to encourage the students toward good behavior and attitudes.

### CLASSROOM INCENTIVES

Teacher accounts fund incentive programs for their classrooms. The teachers can use classroom funds to set up rewards that are tailored to their students.

### MONTHLY AWARDS

Jaguar Award K-8 – This will be awarded to a student who has shown leadership in the classroom, is dedicated to pursuing excellence in their academic work and/or who has proven to show outstanding performance in work and study habits. (Example: Student who met a goal. Showed perseverance or mastery in a subject, or went above and beyond in their work.)

### QUARTERLY AWARDS - Elementary

Light Bearer Award – This award will be given out to a student who has shown the light of Christ. Students receiving this award have exemplified Matthew 5:16, “In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.”

Honor Roll – Fourth and Fifth grade students who have maintained an "A-" (90%) average or better in all academic areas with no academic grade falling below 80%. Students who earn Honor Roll all four quarters will be recognized at the end of the year. It is the teacher’s responsibility to complete the certificates for each quarter and give them to the students with their quarter report card.

Principal’s Honor Roll – Fourth and Fifth grade students who have maintained an "A-" (90%) average or better in all academic areas with no academic grade falling below 85%. Students who receive Principal’s Honor Roll all four quarters will be recognized at the end of the year. It is the teacher’s responsibility to complete the certificates for each quarter and give them to the student’s with their quarter report card.

### QUARTERLY AWARDS – Middle School

Principal’s Honor Roll – Students who receive the high distinction of Principal’s Honor Roll have an average GPA of a 4.0 when you average the academic areas only. Additionally have all excellent or good marks in Citizenship. In short, they all have A’s 90% and above.

Honor Roll – Students who receive the distinction of Honor Roll have an average GPA of a 3.5-3.99 when you average the academic areas only. Additionally have all excellent or good marks in Citizenship. In short, they all have A’s and some high B’s.

Merit Award– Students who receive the distinction of the Merit Award have an average GPA of a 3.0-3.49 when you average the academic areas only. Additionally have all excellent or good marks in Citizenship.

#### END OF YEAR AWARDS

Diligence Award - this award is given to First through Eighth grades. The teacher awards this to the student who shows diligence in an area during the school year.

Academic Achievement - this award is given Fifth through Eighth grades. It is given to the student with the highest grade point average, in all graded areas, for the year.

Christian Character - this award is given to Kindergarten through Eighth grades. This criterion is taken from Galatians, Chapter 5 and the Fruit of the Spirit we consider are:

- *Love* - Does the student show a true love for Christ, a love for his fellow students and teacher?
- *Joy* - As a general rule does the student appear to be happy with his or herself?
- *Peace* - Is the student at peace with himself and his fellow students?
- *Patience Does*- the student show a real tolerance toward other students, faculty, and staff members?
- *Kindness* - Does the student exhibit true kindness in the classroom?
- *Goodness* - Does the student obey class and school rules? In general, is the student good?
- *Faithfulness* - Is the student faithful at completing all assignments and school work on time?
- *Self-Control* -Does the student exhibit self-control in all situations regarding school?

Perfect Attendance - Kindergarten through Eighth grade students who are present every school day having fewer than 1 unexcused tardies all year will be recognized at the end of the year.

#### “ACADEMIC AREAS” DEFINED (for Honor Roll)

3-5 Bible, Reading, Math, Language, Spelling, History, and Science

6-8 Bible, English, Math, Science, History

## ATTENDANCE

Consistent attendance throughout the school year is one of the most important contributing factors for a child's success in life. Students who learn to be punctual and faithful in attendance during their school years are in "reality training" for their future responsibilities as adults.

- a. Class in grades K-8 begins at 8:30 am. Students are considered tardy at 8:31 am.
  - i. Arrival between 8:30-8:40am: students go straight to the classroom and will be marked tardy in class between 8:31-8:40.
- b. Students Arriving after 8:40am: go to the office to receive a tardy slip.

Excessive tardies or absences (10% of enrolled time, which is about 18 days), may result in placing your student on academic probation, denying promotion to the next grade, or dismissal of your student from PCS. Both excused and unexcused absences are computed in the 10% standard. See "Academic Probation" section for more details.

- A. The school reserves the right to refuse attendance to students having any form of infectious or communicable disease (i.e. Measles, Chicken Pox, Mumps, Staph or more serious conditions such as Smallpox, TB, etc.), until such time as a doctor has authorized (in writing) a return to school.
- B. If a student is ill, (s)he is expected to stay home. Students should be kept home at least 24 hours **after** a fever or diarrhea has subsided without the aid of medicine.
- C. **A written note or call to the office (805) 934-1253 is required from the parents within THREE DAYS of the first day missed whenever a student is absent.** Without such notification the absence will be considered unexcused.
- D. If a student is absent 3 or more days, they should return with a doctor's note. Please give the note to the office staff prior to returning to class.
- E. If a student is found to have a nuisance disease such as Impetigo, Pink Eye, Hand/Foot/Mouth Disease, or Scabies, we will ask that he be taken from school and not return until he has seen a doctor. Upon his return to school, he must have a note from the doctor stating that he has been seen, treated, and is able to return to class.
- F. If a PCS student is found at school to have head lice (pediculosis), parent will be contacted and student will be picked up at the end of the school day. Student must be treated that evening with lice-killing products and nit combing, with student returning to class the following day. Parent should inspect student every 3 days to determine if any lice remain. A second treatment 7-10 days after first treatment may be needed.
- G. A note is necessary to be excused from P.E. The Doctor's note should include the amount of time the student is to be excused. Unless otherwise notified, we will assume that inability to participate in PE also applies to rigorous recess activity.
- H. COVID-19 related illness response will depend upon the current health guidance at the time your child has been confirmed positive. Isolation and quarantine protocols approved by the CDPH and/or SB County Health Department will be observed.

## EXCUSED AND UNEXCUSED ABSENCES

Students must be in attendance for a minimum of 4½ hours on a regular school day schedule if they are not to be considered absent. Students must be in attendance a minimum of 3 hours on a Minimum Day schedule if they are not to be considered absent. An “excused” absence is due to illness, medical/dental appointments, funeral involving immediate family members, religious retreats, or court appearances when the student is under subpoena. Absences for other reasons are invariably considered unexcused (California Education Code 48205).

**If a student misses school, parents are asked to call the school promptly (805-934-1253).**

Attendance at school is state law. Having three or more unexcused absences (or tardies of 30 minutes or more) may initiate additional measures by the school and the County of Santa Barbara. We cooperate with the County Sheriff Department’s truancy program. If there are three or more unexcused tardies or absences in a year, state mandate defines the student as “truant.” A letter will be sent home which outlines steps needed to remedy the truancy.

## WORK MISSED DUE TO ABSENCES

Work may be made up for excused absences and tardies. Students with excused absences will have the same number of days they were absent to make up work for full credit.

For unexcused absences that have not been pre-arranged (see below), the student shall have the same number of days that he has been absent to make up the work, however, the student shall receive partial credit for make-up work:

If a student is absent, parents may request missed work to be assembled for pick-up after school. Please contact the office no later than 10:00 am. It will be available fifteen minutes after the day’s dismissal time.

## REQUEST FOR “PRE-ARRANGED” STUDENT WORK

Some absences can be anticipated and planned for. In keeping with common practice, we have developed an “**Independent Study Contract**” so you can arrange to get schoolwork **the day before you leave**. Providing these arrangements involve significant extra work for the teacher; please express gratitude to them for going “above and beyond” to prepare pre-arranged work. There are other rules and guidelines for this program – please review the application, which can be obtained in the school office.

The following procedures are created so that both the school and family understand the scope and the details of the Pre-Arranged Absence - the purpose, the length, the assignments required and the due-date deadlines:

- A. An application for an Independent Study Contract must be submitted to the office for approval **at least ten school days prior** to the absence. In addition to the requirements listed here, there are several more outlined on the application.
- B. Administration will forward a copy to the appropriate teacher(s). If staff feels the student cannot afford the time off academically, the parents will be advised.
- C. The teacher will determine the required assignments to be completed during the absence and list them on the form.
- D. All work must be completed by the assigned date, or the contract will be nullified, which will in most cases render the absence “unexcused.” The percentage of work completed will equate to the percentage of absences excused. For example, if 80% of the work is completed, 4 out of the 5 days missed will be changed to excused; one will be left unexcused.
- E. Tests or quizzes may need to be taken prior to the absence (or alternative arrangements made), per teacher direction.
- F. Eligibility for some awards (i.e. Perfect Attendance) is affected. See the Contract.

#### EXCUSED AND UNEXCUSED TARDIES

Late arrival or leaving school early is considered “tardy.” Tardies are excused or unexcused for the same reason as absences. In addition to being considered truant, three unexcused tardies will make a student ineligible for the **Perfect Attendance Award**. Subsequent unexcused tardies have additional consequences, per the truancy program.

#### PARENTS AND VISITORS

All individuals coming on campus must **check in with the school office first** when coming on campus. If you are visiting a classroom or helping as a parent volunteer, please pick up a “Visitor Badge” when you sign in at the school office.

Parents volunteering must coordinate their volunteer time with teachers, who determine the needs and time constraints. At school parents are asked to please follow the same basic Dress Code guidelines as are required of the students, serving as “examples of conduct and speech.”

Pets, except for service animals, are not to be on campus, unless they are held or caged. Some children are allergic, while others have had fearful encounters.

The support staff is often juggling multiple tasks, under a wide spectrum of needs and confidentiality. Although we encourage friendships and engaging conversation, please minimize them in the office area.

The copier/work room has limited space and has several machines and office supplies that may require assistance in knowing how to use/obtain them. **Children are not allowed in the workroom.** In addition, we ask that activity in the Teacher’s Lounge be kept to a minimum – this is a place our teachers and staff go to rest and be refreshed.

Visiting parents are not to be on the playground, unless they are asked by the teacher or administration to fulfill duties related to volunteering in the classroom at the time of the recess. Parents may check their children out in the office and spend time with them on the commons between the Sanctuary and the Teacher's Lounge.

## PARENT NIGHTS

At least one special “*Back to School Night*” is called during the school year, usually during the first week of school. This is an opportunity for administration to communicate with the whole school all at once, and for teachers to share classroom practices and expectations with the parents of their students. We discuss everything from academic issues to policy changes. ***Attendance by at least one parent is critical for the success of your child's school performance.***

## ADMISSIONS

### ADMISSION PHILOSOPHY

Though we understand not all our families worship as Christians, parents and students alike are expected to have a clear understanding of the philosophy and purpose of Pacific Christian School. We believe knowing God is ***the*** essential foundation of a quality education (Proverbs 1:7).

Submitting an application for admission accedes a willingness to be presented with the clear teaching of Biblical principles at various times throughout the year, and that the student and family will have a respectful attitude toward such. Although we are open to discussion about other worldviews for educational and ministry purposes, the school is not a forum for proselytizing.

Our ultimate hope is that everyone connected to our school has a clear understanding of what Jesus accomplished on the cross, and the opportunity to accept Him as their own Savior and Lord.

### ADMISSION PROCEDURES

For *new families*, there is a three-step process for admission: apply, test, enroll. Apply online, complete entrance testing with administration, admissions committee decides to give an offer of enrollment via email and student's parents then enroll.

For *returning families*, log into your FACTS/FACTS/RenWeb account, click enrollment packet under the apply/enroll section.

Application requirements, to be submitted in FACTS/RenWeb:

- A. A copy of the student's State or County issued Birth Certificate.
- B. Any relevant information regarding past special education efforts (i.e. most recent IEP report, 504, educational testing, past report cards). We reserve the right to explore previous academic and behavior history before final acceptance for enrollment. We reserve the right to refuse enrollment to anyone.
- C. Current immunization records must be submitted at the time of registration.

Students cannot begin school until these have been submitted in their entirety through the online enrollment process.

- D. An interview may be arranged with an Administrator, at which time parents will be informed of acceptance.

Once enrolled, your student will be placed in a class at the discretion of administration and PCS faculty. Every effort is made to form balanced classes that provide the optimal learning experience for all students.

The families agree to support the school in reputation and program, including academic and financial endeavors – including “fundraising.”

### KINDERGARTEN READINESS TESTING

A student should be 5 years of age by September 1<sup>st</sup> of the year entering kindergarten. All potential kindergartners will be administered a readiness test to determine readiness for a full-day program. The testing fee is \$45.00, payable at the time of registration. Testing fees are non-refundable, since they are paid directly to the teacher who is spending time administering the test.

### ENTRANCE TESTING – NEW STUDENT (Grades 1-8)

All new students must be tested prior to acceptance into our program. The purpose of this test is to assist with proper placement, based on a student’s display of academic skills. Testing fees are \$45.00, included in the application fee of \$125, payable at the time of application. Testing fees are non-refundable, regardless of the outcome.

### ADMISSION INTERVIEW NEW STUDENT

When all paperwork and testing is completed for new students, an interview with an Administrator may be scheduled. This interview will be an opportunity to make sure the family understands the basic mission and operation of the school (i.e. this Handbook), to verify that the students and parents are ready and willing to be proactive members of the school, to review testing in order to make any suggestions (i.e. tutoring), and to answer any questions.

### WAIT LIST

As paperwork and registration fees are received, students are added to a class list. If class lists are full, students are placed on a “Wait List.” When an opening occurs, the first person on the waiting list will be notified.

### MEDICAL INFORMATION

Students are required to have certain medical information on record. Parents are responsible to keep all vaccination and school medical records updated and current.

All Kindergarten students must have a completed **Report of Health Examination for School Entry** form, known as the *Kindergarten Physical Form*, on file in the school



office. The child cannot begin school until medical records have been submitted and processed.

## EARTHQUAKE PREPAREDNESS

In the event of an earthquake or other natural disaster, PCS has supplies on campus that will meet the basic needs of every student, teacher, and staff member for a period of three days. These supplies include food, water, emergency blankets, light sticks, and a variety of “first aid” medical supplies and other emergency equipment. Many of these supplies have a varying shelf life. To keep the supplies and equipment current, an emergency maintenance supply fee will be included in the registration fee.

## RETURNING STUDENTS

One week in early February is designated as “**Family Preference Week**,” during which early registration for the next academic year is open to current PCS families only, at a reduced registration rate (see registration forms for details). Students are added to the class lists in the order registration paperwork and deposits are received.

To qualify for the special discount rate and preferential class enrollment, families must submit the required paperwork and payment within Family Preference Week. Class lists are filled in the order ALL paperwork is received. In other words, if any paperwork (or the registration commitment/deposit) is missing, preferred listing and any early registration discounts are not available. After **Family Preference Week**, (*or any promotional extensions*), the registration fee will be at the full amount. Siblings of current PCS students are also eligible to turn in paperwork and the discounted registration fee during Family Preference Week. Kindergarten candidates currently enrolled at Pacific Christian Preschool may register during Family Preference Week.

If a family withdraws all children during a school year and wishes to return the next school year, they will be considered a “new” family (i.e., no family preference privilege).

## STUDENT INSURANCE

Each student is covered by supplemental accidental bodily injury insurance during the school day on campus, on field trips, or while participating in a school-sponsored activity. Accident insurance claim forms are available at the school office. Correct completion and transmittal of these forms to the insurance company is the responsibility of the parent of the injured student. The insurance fee is included in the registration fees. This is secondary insurance to insurance you already have.

## STUDENT WITHDRAWAL PROCEDURES

If it is necessary to withdraw the student from school during the school year, the office must receive the *Student Withdrawal* form at least two weeks (ten school days) in advance. If the withdrawal form is not received in advance, the account will be billed for up to two weeks after the school accounts manager “officially” becomes aware of the withdrawal. Financial obligations are noted in “Tuition and Fees.”



## SCHOOL HOURS

### REGULAR SCHOOL DAY

School begins promptly at 8:30 am [K-8].

Kindergarten is dismissed at 2:45 pm.

Grades 1-8 are dismissed at 3:00 pm.

### MINIMUM DAY SCHEDULE

On “Minimum Days” all students are dismissed at 12:00 pm. Extended care availability varies – please check the school calendar to see if Extended Care is available on a given minimum day.

### OFFICE HOURS

The school office is open from 8:00 a.m. – 4:00 p.m. during the week except during school holidays.

### TRAFFIC PATTERNS

We have carefully studied area traffic and our own needs to develop a traffic plan of minimal impact. Remember to drive carefully and slowly. Cell Phone use while driving is prohibited. Students must exit curbside in specified drop-off areas only.

Parents may park in any parking lot. For safety, however, when parking a parent must accompany student(s) to a drop-off point (Playground, Palmer Hall, etc.) where a PCS Staff member can check them in. At no time will traffic move southbound from the library area toward the flagpole. *(During school hours that area is considered a pedestrian zone and open to emergency and service vehicles only.)*

### BEFORE SCHOOL CARE

Before school care begins at 7:00 am and extends to 8:00 am. The cost is \$4.00 for any portion of the hour. At 8:00 am students are taken to the playground until 8:15 am when they line-up by classroom, pray, sing the National Anthem, and do pledges. Students are not considered tardy until 8:30 am.

### MORNING DROP OFF

If you arrive prior to 8:00 am and do not wish to check-in to before-school care, please park and keep your children in your car. At 8:00 am when the playground opens, students may enter the playground. If your car is arriving between 8:20 and 8:30 am, please park and walk your student to their class. We are generally walking to class from the playground at that time.

## AFTERNOON PICK-UP

Afternoon pick-up begins at 2:45 pm with Kinder students being picked up at their classroom. Grades 1-8 are ready for pick-up at 3:00 pm. Parents or other designated adults are required to pick students up at their classrooms and then walk to their car. If students are not picked up within 10 minutes of dismissal they will be walked to the playground for afternoon care.

## STUDENTS LEAVING SCHOOL EARLY IN THE DAY

If a student is to leave school early, a note should be sent with the child in the morning stating what time the child will be leaving, and who will be picking him up. Any student leaving campus prior to their regular dismissal time must have a parent or pre-approved adult sign them out in the school office before leaving campus.

***Note:** Students leaving for any other reason than those described under the section “excused and unexcused tardies” will be considered unexcused. This includes party days, minimum days, field trip days, and Rainy-Day schedule.*

No child will be released to anyone other than authorized persons, unless previous arrangements have been made. Parents must designate authorized persons at the time of Registration and can make changes by contacting the office throughout the year, or update in FACTS/RenWeb.

## DAYCARE

Afternoon extended care is open until 5:00 pm. Students in after-school care are no longer required to pre-register or pre-pay. However, please understand that every student checking into afternoon care at 3:15 pm will be charged \$10.00. Late fees will apply to students being picked up after 5:00 pm.

## DAY CARE ON MINIMUM DAYS

On days that are designated as minimum days, all grades, K-8, dismiss at 12:00 pm. Students must be picked up on time. Afternoon care is available from 12:15 pm to 5:00 pm for a fee at \$5 per hour.

**NOTE:** If the calendar indicates NO CHILD CARE AVAILABLE, the Late Fee rate will be charged 15 minutes after pick-up time which is \$1 per minute.

## SUMMER DAY CAMP

PCS has a great summer program called ‘Camp Jag’ for students going in grades 1-6. A variety of fun activities, outings and field trips are the norm, mixed with crafts, games and interesting lessons. A schedule of fees and tentative activities will be made available during our Summer Day Camp registration period beginning in March.

## MISCELLANEOUS

### HOT LUNCH PROGRAM

PCS currently uses its kitchen to prepare a hot lunch daily for students. A student's lunch card must be on file and uploaded with money to pay for your child's lunch. This pre-paid card is kept by Heat Nutrition and parents are responsible to keep it funded if they want their child to participate in the hot lunch program.

### YEARBOOK

Each year the school produces a yearbook for the students to purchase. The yearbook provides a record of each class, using individual student pictures and great memories from activities that occur throughout the year. Yearbooks are ordered through Jostens, our yearbook company this year. All payments for yearbooks are done through the Jostens Website. Information for ordering yearbooks is given to parents in the first few weeks of school. Yearbooks will be available for distribution near the end of the school year.

### FUNDRAISERS

Throughout the year special fundraisers are scheduled which supplement the budget (keeping tuition lower), and help with projects that directly benefit student life, but are not necessarily a regular part of the budget. Participation from every family is crucial for these events. The main "general purpose" fundraisers are the Quest Auction and our Jog-A-Thon.

### FAMILY TRIP ACCOUNTS

To help with the expenses of the "big trips" (California History Day, Hume Lake, and Washington D.C.) we have established Family Trip Accounts. Families can increase their account by personal contributions (which are refundable at any time), and by helping with fundraising. Funds raised as a result of school activities are not refundable. When you leave the school, unused "school activity" portions of your family trip account revert to the general fund.

We allow transfers of Family Trip Account funds to others in the school who need help to participate in a trip. The intent of the allowance is benevolence, as opposed to a means of barter or compensation. We will also allow the funds to pay for adult chaperones – a necessary part of our trips. Adults must apply to be chaperones – openings may be limited and are at school (teacher/administration) discretion.

### EMERGENCY RESPONSE

Parents have a role in our Emergency Response plan. It is vitally important that every student has current information about how to contact parents. This is collected during registration, but if phone numbers change, etc., please notify the office. Also, please keep the list of names of adults who can sign out your child up to date by calling the office or updating the list in FACTS/RenWeb.

We communicate further with parents via Parent Square and “E-Mail blast” from FACTS/FACTS/RenWeb.

During an emergency situation, the Administration shall determine if it is safer for the children to stay indoors (“lock-down”) or evacuate. PLEASE DO NOT COME TO THE CAMPUS DURING AN ACTUAL LOCK-DOWN. Your presence, as staff and law enforcement work to assess and mitigate risk, will add confusion and may endanger students. Parents will be notified by a staff member assigned to the staging area or by a text message when it is appropriate to proceed to the campus.

Following an Evacuation parents may go to the staging area directly and check their children out if the situation warrants. Every student must sign-out before leaving campus.

If we evacuate off campus, our parent reunification site is Valley Christian School, located at 2970 Santa Maria Way, Santa Maria, CA 93455, or the Masonic Family Center at 700 Lakeview Road. You will be notified by school staff for specific location on given date.

If we remain on campus, Preschool students will be picked up and signed out from the Preschool playground. Elementary/Middle School students will be picked up and signed out on the PCS playground. The “ONE WAY” road separating the two playgrounds will be blocked off to car traffic to ensure the safest possible release of students.

Parents will need to park their car and walk to the appropriate playground area to check your student out. In an emergency it is vital that you remain calm and work with us patiently for the good of all the students.

## FIRST AID

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, a member of the school staff will administer first aid. School personnel may give no care beyond first aid. If an emergency occurs, every effort will be made to contact parents. Please make certain that the school is aware of any medical information we may need in case of emergency. Also, keep us up-to-date on changes in your telephone numbers at home or work. If the parents cannot be reached, appropriate medical attention will be secured for each student.

## DISTRIBUTION OF MEDICATIONS

When taking medication at school is necessary, medication must be administered by designated office personnel. California guidelines state that all medicines – even “over-the-counter” non-prescription medicines – must have a medical professional signature. A Medicine Release Form is available in the school office and must be filled out by a guardian, detailing instructions for the administration of the medicine. *This form is required before the school will give out any medicine – prescription or non-prescription.* Medications must be in original containers, with written instructions for their use. If a student must take medication over a long period of time, please ask the pharmacist for an

extra bottle for school. Parents must bring the medicine to the office. Prescription medicine will be issued from the school office at the child's lunch time, unless otherwise indicated on the form. **STUDENTS MAY HAVE NO MEDICATION IN THEIR POSSESSION AT ANY TIME** unless express written permission and special arrangements are made with the Administrator and the office staff. The intent is to prevent abuse or accidental use of the medicine by the student or others.

Parents of students with allergies must confer with the office staff in order to prepare the appropriate personnel to take appropriate measures and for any contingencies.

#### LOST AND FOUND

We will hold lost and found items for a minimum of two weeks, at which time the items may be donated to charity or made available to the public.

#### PARENT TEACHER FELLOWSHIP – (PTF)

Our Parent Teacher Fellowship contributes immensely to the life of the school, helping with class projects, teacher development, all-school events (i.e. Spring Concert, and Back to school BBQ), networking, and a host of other needs.

Parents are strongly encouraged to attend PTF meetings and get involved. Each year, with the help of parents, the PTF contributes to our school culture and community. In addition, PTF is a major helper for many classroom projects. Hats off to these incredible efforts!

## FEES

### REGISTRATION

For Registration Fees and Tuition costs, refer to the Annual Registration Information sheet included in your registration packet.

### DISCOUNTS

#### FAMILY DISCOUNT

Family discounts are available. Please check the Tuition & Fee schedule for specifics.

#### MINISTER'S DISCOUNT

Each year a portion of the budget is reserved to offer a discount to families in full-time pastoral ministry. This is a means of honoring our ministers and expressing “thanks” to area churches. In order to make sure commitments are kept, and that we come within budget, applications filed by April 30<sup>th</sup> receive priority consideration. Applications received thereafter will be subject to available funding.

### SCHOLARSHIPS

A limited amount of money is available each year for scholarships and tuition assistance. PCS receives donations each year to the Jacob Knight Memorial Scholarship Fund and Robert Palmer Scholarship Trust. Thanks to these donations PCS families may apply for assistance with the finance office. Students must be registered before receiving the Scholarship Application to complete. Forms submitted by April 30<sup>th</sup> are given priority consideration for the academic year beginning the following August. Applications received thereafter will be subject to available funding.

### PAYMENT OPTIONS

- A. **ANNUAL:** If the tuition balance is paid in full by August 1<sup>st</sup> of the academic year attending, the account will receive a 5% discount on tuition charges only.
- B. **TUITION INSTALLMENT PLANS:** These plans require an automatic withdrawal from either a checking account, savings account, debit or credit card.
- C. Tuition payments/withdrawals occur automatically on the 10<sup>th</sup> or the 20<sup>th</sup> of the month. Parents determine which date tuition payments are to be made. You may choose to spread the annual payment over an 11, 10, or 9-month period, as long as the last installment is collected no later than either the 10<sup>th</sup> or 20<sup>th</sup> of May during the current academic year. If the 10<sup>th</sup> or 20<sup>th</sup> falls on a weekend or holiday, the withdrawal will take place on the following business day.

If you choose the 11 month plan your first withdrawal will be made in the month of July.

If you choose the 9 or 10 month plan your first withdrawal will be made in the month of August.

## Annual and Miscellaneous Fees

The following fees will be directly billed to your account. You will be notified via email as they are incurred. **This will be in addition to the EFT payments for tuition.** A late payment fee of \$30.00 will be assessed on past due balances. Anything incurred between the 1<sup>st</sup> and 15<sup>th</sup> of the month is due the last day of that month. Anything incurred between the 16<sup>th</sup> and last day of the month is due the following 15<sup>th</sup>.

### Incidental Billing

Kindergarten & 8 <sup>th</sup> Grade Graduation Fee - \$25	Yearbook – Billing through Jostens
Hot Lunch Fees (K-8) – Varies	Child Care (K-8) – See Fee Schedule
Lost/Damaged Textbooks @ Replacement Cost	Walk-Thru Program (4, 5 & 6) TBD
Tutoring (K-8) \$17.50/Half Hour Session	Educational Field Trips - Vary
Replace office-issued “back-up” dress-code compliance clothing (if not returned clean within 5 school days) - \$10	Field Day (1 <sup>st</sup> – 5 <sup>th</sup> ) – \$25.00 Field Day (6 <sup>th</sup> – 8 <sup>th</sup> ) – \$30.00

## CREDIT CARD USE

We accept MasterCard or Visa for payments. All payments made with a credit card will have a 3% service fee assessed, to be paid at the time of use.

## PAST DUE TUITION & LATE FEES

Monthly installments are due on the 10<sup>th</sup> or 20<sup>th</sup> of the month, according to the day chosen. If an automatic deduction is refused by your bank on the due date, a processing fee of \$30 will be added and assessed to your account.

## DELINQUENT ACCOUNTS

Accounts that become 30 days delinquent are subject to additional efforts to bring the account current. Any student whose account becomes 30 days delinquent will be charged a \$30 late fee and is subject to dismissal. At 60 days delinquent the student(s) will be removed from school until account is paid up. Remember, we depend on your prompt payment so we can pay teachers and meet our financial obligations. Families who have delinquent accounts are not eligible to enroll for the following school year until the current school year’s financial accounts are up to date.

## PRO-RATING TUITION

Students entering mid-year will pay the remaining percentage of the school year to be attended. This amount will be prorated based on the number of school days left in the academic year. If paying monthly, the last payment must be made by May 20<sup>th</sup>.

## TUITION REFUNDS

If a student withdraws prior to the end of the school year, a *Student Withdrawal* form must be filled out and submitted to the school office. The Finance Manager will then prorate the tuition to the date of withdrawal and either issue a statement of the amount due or a refund of any overpayment. A minimum of two weeks' written notice of the last day is required. If notice is not given, the proration calculation will be based on 10 school days' notice, beginning the day the Finance Manager becomes aware of the withdrawal.

## AFTER-SCHOOL DAY CARE FEES

After school day care is available beginning at 3:15 pm for students who are not picked up at dismissal. The after school childcare supervision is referred to on your financial statement as "Day Care Charges."

## LATE PICK-UP CHARGES

Please note that in addition to the after-school Day Care charges, a late charge of **\$1 per minute** will apply if the student is picked up late (15 minutes after regular dismissal, or after 5:00pm).



## MIDDLE SCHOOL GUIDELINES AND DISTINCTIVES

Pacific Christian School's Middle School Program is intentionally designed to help our students transition from their elementary years in preparation for high school, college, and beyond. We are intentional about developing leadership abilities, establishing a firm faith foundation, and advancing higher-level thinking and social skills so that, as graduates, they will be ready to meet and exceed the challenges that await them in high school.

This is a season in which personal responsibility and ownership of one's learning experience transitions largely from the parent to the student. At PCS, we value our students and want them to succeed and be well prepared to achieve all that God has intended for them. To that end, we are purposeful in designing a curriculum and a culture that puts the needs of students first, all while we seek to empower them in their relationship with Jesus Christ. The following policies and procedures reflect our commitment to guide students in *wisdom*. It is not enough for our students to be "smart" and achieve academically, if they do not follow God's precepts and principles. Knowledge combined with godly character equates to wisdom, and this is the environment in which we train students in "the way they are to go" (Prov. 22:6). Ultimately, we want our students to *enjoy their Middle School experience*, knowing they are loved and valued as the unique individuals God has created them to be.

### OUR MIDDLE SCHOOL PROGRAM INCLUDES

- **Class Rotations** – Students rotate between classes and teachers for all core and special subjects.
- **Electives** – Quarterly electives may be offered for our middle school students.
- **Academic Rigor** – National Junior Honors Society, President's Award for Educational Excellence and Achievement Awards, Honor Rolls, Spelling Bee, Math Olympics, Robotics, honors classes in English and Math.
- **1:1 Chromebook Program** – Every student is given a Chromebook for daily use in and out of class.
- **Small Class Settings** – Class sizes have a goal-cap of 25-30 students.
- **Robotics** – Robotics competitions are scheduled during the year for students in grades 6-8. Students will be engaged with innovative, real-world, hands-on learning.
- **After School Sport Competition** – Students may try-out to compete in Volleyball, Basketball, Cross Country, and Track. PCS competes with local schools in the Santa Maria area.
- **Middle School Chapel and Worship Band** – We have our own middle school chapel, led in part by a middle school worship band.

- **Fellowship of Christian Athletes** – This is a volunteer group of students who team up to support each person’s faith and encourage community outreach.
- **Hume Lake and Washington, DC. field trips.**
- **Middle School Retreat**

#### MIDDLE SCHOOL-SPECIFIC GOALS (In addition to our Student Learning Outcomes):

1. Encourage students to grow in their personal relationship with Jesus, and to walk with Him daily in a manner that reflects their inward commitment.
2. Empower students to take ownership of their life and learning, so that they become self-motivated to achieve their full potential and enjoy the fruit of their own labors.
3. Prepare students for the transition to high school, spiritually, academically, and socially, so that they are able to move forward with confidence as they face the various challenges, pressures and temptations that are unique to the high school years.

#### BEFORE AND AFTER SCHOOL CARE:

Students may use their mobile phones to receive texts and/or calls from parents at the end of the school day after 3:00 pm. Students are not permitted to use their mobile phones while walking in and out of cars in the parking lot to promote safety and minimize congestion. The current cell phone policy is under review.

#### SOCIAL MEDIA:

- Students are prohibited from posting video images or audio recordings taken at school anywhere online. Students are also prohibited from taking pictures and videos while on campus, unless specific permission is granted. The inappropriate posting of material will result in disciplinary action including the possibility of suspension or withdrawal from PCS.
- Cyber-bullying will not be tolerated. “Cyber-bullying” results when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the internet, interactive technologies, or mobile phones.
- No Middle School student may use a digital device to infringe on the privacy rights of another student, teacher, or member of the school community. Use of the digital device’s camera, video recording, or audio recording capabilities to capture unauthorized images or sound recordings of others are examples of privacy infringement. Misuse of a digital device in this manner will constitute a flagrant violation of school rules and may result in suspension or withdrawal from PCS. The use of a digital device in restrooms, or the health office is strictly forbidden.

#### CONSEQUENCES:

The school reserves the right to determine, at our sole discretion, appropriate consequences in all disciplinary cases based upon the facts. Further, the school will consider previous disciplinary history when making decisions. Unauthorized use of a digital device will subject

a student to the following progressive discipline (any step in this process may be bypassed depending upon the severity of the offense):

- First time offense – Confiscation of the phone to be picked up by student at the end of the day from the office.
- Second offense – Confiscation of the phone – must be picked up by a parent at the end of the day. Students will be assigned a 30 min. detention.
- Third offense – Loss of cell phone privileges at school for the remainder of the quarter. Students will be assigned a 60-minute detention.
- Repeated infractions of this policy will be considered defiant and will be dealt with as such within the discipline policy up to and including withdrawal from school.

## MIDDLE SCHOOL ATTENDANCE

### TARDIES:

Students are expected to be on time to all class periods. Period attendance takes place each period of the day and is recorded in the school office. Being late to class is disruptive to everyone, including the tardy student. A student is considered tardy when not in their seat ready to work at 8:30 am (or the appropriate start times for all other periods). If a student arrives more than 10 minutes late to 1<sup>st</sup> period, the student must go to the school office to receive a re-admit slip prior to the student entering the classroom.

#### Procedure for Middle School (1<sup>st</sup> period only):

# of Tardies	Consequences
3	Parent notification
4	Before or after-school detention
5	Conference with the Principal
6 or more	Meeting with parent; signed attendance contract

#### Procedure for Middle School (2<sup>nd</sup> through 7<sup>th</sup> periods):

# of Tardies	Consequences
3	Parent notification
4	Before or after-school detention
5	Conference with the Principal
6 or more	Meeting with parent; signed attendance contract

## MIDDLE SCHOOL DISCIPLINE

***“Listen to counsel and accept discipline so that you may be wise the rest of your days.” (Proverbs 19:20)***

### DISCIPLINE STRUCTURE:

As a Christian school, we believe it is vital that each student understands the importance of and learns to submit to parental, civil & school authority. PCS administration reserves the right to discipline students in a manner that is consistent with school policy and appropriate for the student’s interest. The School Administration will determine at its sole discretion the manner and consequence that is appropriate for the circumstance. PCS is committed to communicating with parents regarding behavioral concerns. The primary form of discipline at the classroom and playground level is positive reinforcement and/or re-direction. The following disciplinary actions may be used if needed:

- Detention: The time outside of class spent separated from peers. It may be assigned/served during lunch, before school or after school.
- Suspension: Time served either at home or in school at the discretion of the administration. It varies in length from one to three days.
- Probation: A period of time given for academic/behavioral changes to occur.
- Dismissal: A student is withdrawn from PCS.

### BEHAVIOR CONSEQUENCES:

*Minor offenses* of school rules will follow a progressive discipline plan. These may include, but are not limited to, disruptive or unkind behaviors, or failure to observe school rules.

- The **first three (3) violations** in a quarter may result in a 30-minute detention.
- The **fourth (4) violation** in a quarter may result in an in-school or at-home suspension and administrative conversation with parents.
- Any additional violations in a quarter will be handled on a case-by-case basis and may include a Saturday detention.

*Major offenses* do not follow the progressive discipline plan because of the severity of the behavior and will be handled by an administrator on a case-by-case basis. Parents will be notified whenever suspension, probation, or dismissal from school is necessary. Major offenses include, but are not limited to:

- Possession or use of alcohol, tobacco, or illegal drugs or related paraphernalia while on campus or at a school-sponsored event. Grounds for immediate withdrawal from PCS
- Possession of sexually explicit or obscene materials while on campus or the transmission of such material with other PCS students. Grounds for immediate withdrawal from PCS
- Possession or use of a dangerous weapon while on campus. Grounds for immediate withdrawal from PCS
- Making criminal or terroristic threats against the school, PCS students, families, or personnel. Grounds for immediate withdrawal from PCS

- Obscene language or racial slurs. Grounds for immediate withdrawal from PCS
- Bullying/harassment. Grounds for immediate withdrawal from PCS
- Stealing. Grounds for immediate withdrawal from PCS
- Destruction of personal and/or school property. Grounds for immediate withdrawal from PCS

### Academic Dishonesty/Cheating

(includes looking at or copying another student's paper or exam, and/or gives answers to students, plagiarizing or using AI without the proper citation)

#### *1st Offense:*

- Automatic "F" failure on the assignment or test.
- Teacher contacts parent with details of situation.

#### *2nd Offense (in the same class or any other class):*

- Student assigned "U" in citizenship and work habits in the class where the second offense occurred.
- Referral placed in student discipline file.
- Parent conference with principal, student, and teacher.
- Student removed from any and all elected or appointed leadership positions for the remainder of the school year.

\* PCS expects the support of parents in the disciplinary process.

\*\* In extreme cases, students may be subject to criminal or civil penalties. PCS will cooperate with law enforcement officials if a law is broken.

### LUNCH RULES

- After eating, clean all trash from your eating area and place it in the trash containers.
- Ask a lunch supervisor for permission to go to the restroom.
- Be respectful to all lunch supervisors and fellow students.
- Students may not leave lunch area until dismissed by a supervisor.
- **No food allowed in classrooms;** water only.
- Gum is not allowed on campus at all.
- Birthdays: No "group" celebrations at school, unless you include the whole class with teacher permission and parent notification. (i.e. No pizza delivered at lunch for a friend group)

### EXTRA CURRICULAR ELIGIBILITY

In order for students to be eligible for extracurricular activities such as sports teams, Student Leadership, National Junior Honor Society, Robotics, etc., the following criteria applies:

1. A current 2.0 Grade Point Average (GPA) and no F grade in a subject.
2. Conduct and effort grades must be satisfactory.

## ATHLETICS

- All student athletes must maintain a 2.0 GPA overall. Grades are regularly checked throughout the school year.
- Student athletes who fall below an academic 2.0 GPA or a low conduct grade may practice but not participate in parts or all of a game, according to the conduct agreement signed for your sport.
- There is a participation fee to participate in athletics (fees vary according to sport).

## PHYSICAL EDUCATION

Students in grades 6-8 will change into a uniform for P.E. class. Students are graded upon active participation. Students will arrive for P.E. class in an orderly fashion. Middle School tardies to P.E. will be treated in the same fashion as tardies to any other class.

## STUDENT LOCKERS

Lockers and padlocks are issued to Middle School students at the beginning of the year. If locks are lost or stolen the family will be charged a replacement fee. The school is not responsible for losses from lockers. Personal property brought to school is done so at the student's own risk. Locks must be used properly on lockers, and students should take every precaution to protect their combination. School employees have the authority to search students' personal belongings and/or lockers on a random basis or based upon specific information. Students are responsible for keeping their lockers clean and orderly. Tampering with another student's locker, writing on, defacing, or placing stickers/pictures on lockers is prohibited and will be subject to disciplinary action.

## CONCLUSION

**Thank you for carefully reading this Handbook.** We tried to address school procedures thoroughly and encourage you to call the office when needed. Please keep this Handbook “handy” where it can be referred to often throughout the year.

**Note:** The policies and/or procedures in this manual may be adjusted during the year as the need arises. Significant changes will be published for you.

***Thank you for allowing us to teach your child both academically and spiritually. We look forward to a fulfilling year together!***

**“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.”**

**(1 Timothy 4:12)**

***Pacific Christian School***

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